



**2017**

**ADOPTED**

**BUDGET**

**CITY OF FIRCREST, WASHINGTON  
2017 ADOPTED BUDGET**

**CITY OFFICIALS**

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

**POPULATION: 6,625**

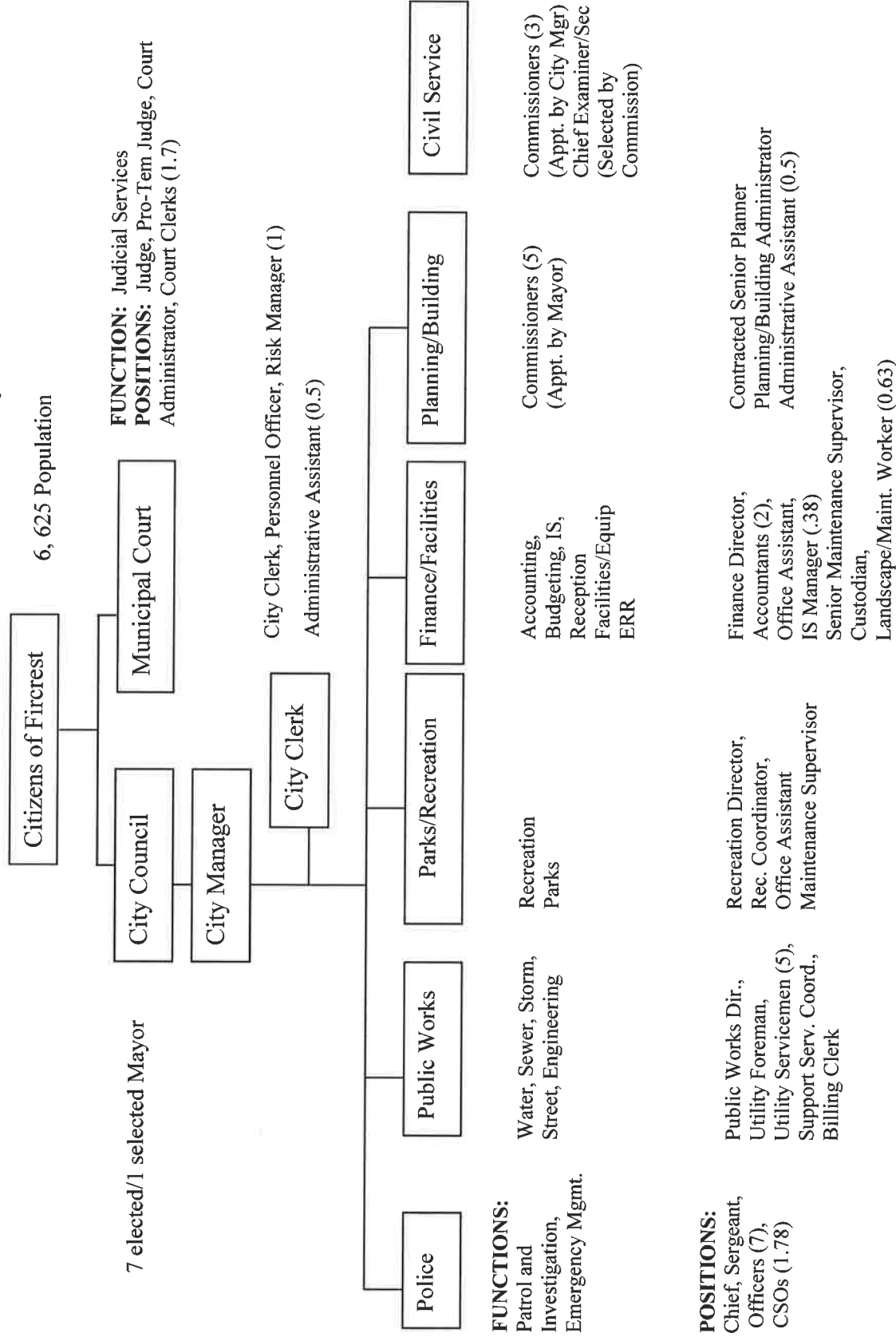
2017 ASSESSED VALUATION REGULAR LEVY: \$722,648,485  
REGULAR MILL LEVY: 2.13068  
EMS MILL LEVY: 0.4423

**2017 REVENUES, EXPENDITURES & BALANCES BY FUND**

General .....	7,739,626
Street .....	2,625,622
Storm Drain.....	1,121,800
Water.....	1,833,670
Sewer .....	3,918,200
Relocation of Backyard Sewer Mains Project.....	1,379,164
Equipment Replacement .....	1,863,099
Police Investigation .....	11,500
Real Estate Excise Tax.....	1,509,300
Cumulative Reserve .....	3,530,763
 <b>TOTAL .....</b>	 <b>25,532,744</b>

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# CITY OF FIRCREST 2017 ORGANIZATION CHART by Position



# City of Fircrest 2017 Adopted Budget

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## **THE CITY OF FIRCREST**

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

January 1, 2017

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

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

What the City of Fircrest does:

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

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

### **2017 BUDGET OVERVIEW**

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

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



### GENERAL FUND

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

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

**2017**  
**Budgeted operating revenues:**  
\$4,897,285

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

**2017**  
**Budgeted operating expenditures:**  
\$4,894,340

### CUMULATIVE RESERVE FUNDS

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

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

### STREET FUND

Transfers in from General Fund include \$194,036 (12.5% Property Tax); \$60,000 (Street Light Maintenance); and \$10,000 (Beautification).

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

Street Reserves will be decreased by \$113,218.

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

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

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

**2017 Budgeted expenditures  
with capital:**  
\$2,444,840

### **STORM DRAIN FUND**

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

Reserves will be increased by \$44,667.

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

**2017  
Budgeted revenues:**  
\$488,800

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

**2017  
Budgeted expenditures with capital:**  
\$444,133

### **WATER FUND**

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

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

Machinery & Equipment of \$12,000 is for 1/4<sup>th</sup> of the cost to purchase a mini excavator and \$16,000 for fluoride meter pumps.

Reserves will be decreased by \$422,808.

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

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

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

**2017  
Budgeted expenditures with capital:**  
\$1,464,478

## **SEWER FUND**

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

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

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

Reserves will be decreased by \$45,327

**2016**  
**Budgeted revenues:**  
**(With loans, capital contributions)**  
\$2,187,200

**2017**  
**Budgeted revenues:**  
**(With loans, capital contributions)**  
\$2,483,200

**2016**  
**Budgeted expenditures with capital:**  
\$2,260,733

**2017**  
**Budgeted expenditures with capital:**  
\$2,528,527

## **EQUIPMENT RENTAL AND REPLACEMENT FUND**

The Equipment Rental and Replacement Fund provides a central fund from which to acquire and replace needed vehicles and equipment having a value in excess of \$1,000. Each department is annually charged a year's replacement contribution toward the replacement of their equipment. Thus, when a piece of equipment has expended its useful life, funds should be available for its replacement.

The purchases budgeted in Equipment Rental and Replacement in 2017 consists of five new computers, four new utility trucks, one new dump truck and one new car.

## **SUMMARY**

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

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

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

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

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

Sincerely,



Rick Rosenblatt  
City Manager

## GENERAL FUND CHANGE IN FUND BALANCE REPORT

Operating Revenues	4,897,285
Operating Expenses	(4,894,340)
Operating Revenues Over/(Under) Operating Expenditures	<b>2,945</b>
Less Transfer Out to St. Lt. Maint. from Lt. Fund Balance	(60,000)
Less Capital Expenditures From 44th St Fund Balance	0
Less Capital Expenditures From General Fund	(67,500)
<b>Net Change before Non Expenditures in Total General Fund Balances</b>	<b>(124,555)</b>
Less Non Expenditure	0
Total Net Change in Total General Fund Balances	(124,555)

## GENERAL FUND SUMMARY REPORT

### RESOURCES

Desg. Beginning Fund Balance-Light	828,150
Desg. Beginning Fund Balance-44th Alameda	573,191
Undesignated Beginning Fund Balance	1,441,000
Operating Revenues	<u>4,897,285</u>
<b>Total Resources with Beginning Fund Balance</b>	<b><u>7,739,626</u></b>

### EXPENDITURES

Operating Expenses	4,894,340
Capital Expenditures From 44th St Fund Balance	0
Capital Expenditures From General Fund	67,500
Transfer Out to St. Lt. Maint. from Lt. Fund Balance	60,000
Non Expenditure	0
Desg. Ending Fund Balance-Light	768,150
Desg. Ending Fund Balance-44th Alameda	573,191
Undesignated Ending Fund Balance	<u>1,376,445</u>
<b>Total Expenditures with Ending Fund Balance</b>	<b><u>7,739,626</u></b>

## GENERAL FUND REVENUES

BARS	Description	2014 Actual	2015 Actual	2016 Budget	2017 Budget
308-10-00-01	Des. Fund Bal/Light	978,879	931,702	888,150	828,150
308-10-00-02	Des. Fund Bal/44th Alameda	708,056	708,056	708,056	573,191
308-80-00-01	Undes. Unres. Fund Balance	1,265,411	1,079,639	1,477,698	1,441,000
	<b>Total Fund Balance</b>	<b>2,952,346</b>	<b>2,719,397</b>	<b>3,073,904</b>	<b>2,842,341</b>
311-10-00-00	General Property Taxes	1,490,663	1,520,117	1,522,710	1,552,290
311-10-01-00	EMS Tax	282,606	315,056	326,302	322,257
313-11-00-00	Retail Sales & Use Tax	319,000	343,843	403,000	375,000
313-16-00-00	Emergency Communication Tax	6,198	0	5,600	0
313-17-00-00	Zoo Tax	53,822	57,136	55,000	61,000
313-71-00-00	Local Criminal Justice Tax	96,388	102,615	98,000	101,000
316-40-00-00	Water Utility Tax	66,522	68,565	68,000	75,640
316-41-00-00	Sewage Utility Tax	121,977	123,052	120,000	146,760
316-42-00-01	Storm Drain Utility Tax	0	0	0	12,924
316-43-00-00	Gas Utility Tax	113,087	100,060	120,000	115,000
316-45-00-00	Garbage/Solid Waste Tax	90,549	92,694	92,000	96,000
316-46-00-00	Television Cable Tax	145,020	153,449	155,000	160,000
316-47-00-00	Telephone/Telegraph Tax	175,929	157,729	175,000	150,000
316-81-00-00	Gambling Excise Tax	3,214	1,986	3,500	0
	<b>Total Taxes</b>	<b>2,964,975</b>	<b>3,036,302</b>	<b>3,144,112</b>	<b>3,167,871</b>
321-91-00-01	Non Comp Charge/Electric	258,811	210,390	216,000	236,000
321-91-00-02	Franchise Fee Water	6,102	6,339	6,200	6,300
321-91-00-03	Franchise Fee Cable TV	106,833	113,337	110,000	115,000
321-99-00-00	Business Licenses & Permits	53,210	54,309	50,000	55,000
321-99-00-01	Home Occupation	2,340	2,610	2,300	2,300
322-10-00-00	Building Permit	26,616	107,366	19,550	23,600
322-10-00-01	Mechanical Permit	8,137	42,495	7,650	7,000
322-10-00-02	Plumbing Permit	4,551	15,420	4,600	5,500
322-10-00-03	Excavate/Clear/Grading Permit	0	0	100	0
322-10-00-05	Sign Permit	180	135	225	180
322-10-00-06	Investigation Fee	397	0	400	400
322-10-00-07	Fire Protection Permit	94	810	150	300
322-90-00-00	Other Licenses & Permits	590	480	500	500
	<b>Total Licenses &amp; Permits</b>	<b>467,861</b>	<b>553,691</b>	<b>417,675</b>	<b>452,080</b>

333-20-60-00	OT Reimbur-Fed Passthru	10,079	8,695	7,500	7,500
334-03-50-00	OT Reimbursement-St of WA	0	0	0	0
334-04-20-00	Planning Grant-Dept of Comm	9,000	9,000	0	0
336-00-98-00	City-County Assistance	98,635	113,853	98,000	113,000
336-06-21-00	CJ-Population Based	1,708	1,752	1,800	2,055
336-06-26-00	CJ-Special Programs	6,231	6,418	6,400	6,890
336-06-51-00	DUI-Cities	1,177	993	1,200	1,200
336-06-94-00	Liquor Excise Tax	12,289	17,846	29,000	30,940
336-06-95-00	Liquor Board Profits	49,290	45,953	45,200	55,980
336-06-95-01	Liquor Board Profits-Public Sfty	8,820	11,484	11,300	11,300
<b>Total Intergovernmental Revenues</b>		<b>197,229</b>	<b>215,994</b>	<b>200,400</b>	<b>228,865</b>
341-43-00-00	Interdepartmental Service Chgs	393,299	418,498	418,605	513,814
341-99-00-00	Passport Fees	8,300	9,725	8,000	10,000
342-10-00-00	Police OT Reimbure-Non State	0	17,287	0	0
342-10-00-01	RCO Grant	0	0	36,500	0
342-40-00-00	Special Inspection Fees	0	0	200	0
345-81-00-01	Planning Permit	2,660	10,454	3,225	1,500
345-81-00-02	Site Development Permit	2,760	13,771	1,425	1,500
345-83-00-00	Plan Checking	16,092	71,000	12,700	14,300
347-30-00-00	Swimming Pool Fees	31,308	36,945	31,000	37,000
347-30-00-02	Swim Team Fees	3,736	3,297	3,500	3,650
347-30-00-04	Recreation Fees	6,001	8,550	6,000	7,000
347-30-00-05	5K Registration Fees	1,390	0	0	0
347-30-00-06	Adult Basketball Registration	3,120	0	2,200	2,000
347-30-00-07	Adult Baseball Registration	5,502	3,966	4,000	3,500
347-60-00-01	Youth Basketball Registration	7,665	8,727	8,000	8,430
347-60-00-02	Youth Baseball Registration	11,085	12,907	12,000	13,180
347-60-00-04	Indoor Soccer	1,650	1,210	1,500	1,565
347-60-00-05	Flag Football Registration	920	760	800	750
347-60-00-09	Instructor Based Revenue	12,478	14,793	13,000	14,000
347-60-00-10	Swimming Instructions	33,024	34,371	32,000	36,500
<b>Total Charges for Goods &amp; Services</b>		<b>540,990</b>	<b>666,261</b>	<b>594,655</b>	<b>668,689</b>
353-10-00-01	Municipal Court	210,318	191,741	215,000	195,000
356-50-00-00	Investigative Fund Assessments	3,543	3,585	4,000	4,000
356-50-04-00	DUI Invest Fund Assessments	2,498	3,758	3,500	3,600
<b>Total Fines &amp; Forfeits</b>		<b>216,359</b>	<b>199,084</b>	<b>222,500</b>	<b>202,600</b>
361-11-00-01	Investment Interest	20,077	21,228	61,500	61,200

361-40-00-01	Sales Interest	80	185	75	100
361-40-00-03	Int On Gen Property Taxes	101	165	100	100
361-40-00-04	Int On EMS Property Taxes	21	32	50	50
362-40-00-00	Space & Facility Rental	16,816	18,682	17,000	19,000
362-40-00-01	Soccer Field Rental	9,439	5,123	4,500	5,000
362-50-00-01	Land Rental-Interfund	79,770	68,470	69,220	70,610
362-50-00-02	Land Rental-ERR Garage	3,730	3,800	3,600	3,920
362-50-00-03	Time/Temp Sign Rental	8,450	7,800	7,800	2,400
362-50-00-04	Pool Rental Revenue	660	1,925	500	1,500
367-00-00-02	Parks Donations	4,952	5,786	11,500	6,000
367-00-00-03	Police Donations	5,979	9,480	5,000	5,000
367-00-00-10	Firework Donations	1,355	1,400	1,000	1,300
369-10-00-00	Sale of Scrap	366	0	0	0
369-81-00-00	Cash Overage/Shortage	-170	4	0	0
369-81-00-01	Cash Over/Short-Pool	5	8	0	0
369-90-00-01	Other Misc Revenue	1,154	2,891	1,000	1,000
369-94-00-01	Reimbursements	250	0	0	0
<b>Total Misc Revenue</b>		<b>153,035</b>	<b>146,979</b>	<b>182,845</b>	<b>177,180</b>
<b>Total Operating Revenue</b>		<b>4,540,449</b>	<b>4,818,311</b>	<b>4,762,187</b>	<b>4,897,285</b>
Non Operating Revenue		5,155	110,757	0	0
<b>TOTAL RESOURCES</b>		<b>7,497,950</b>	<b>7,648,465</b>	<b>7,836,091</b>	<b>7,739,626</b>

### REVENUE NARRATIVE

#### TAXES

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

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

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

A listing of utility tax rates is included in the back of the budget. These vary from 3% to 8.5%. A new Storm Utility tax of 3% was imposed in 2017.



## **LICENSES & PERMITS**

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

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

## **INTERGOVERNMENTS REVENUES**

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

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

## **CHARGES FOR GOODS & SERVICES**

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

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

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

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

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

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

## **FINES & FORFEITS**

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

## **MISCELLANEOUS REVENUE**

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

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

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

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

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

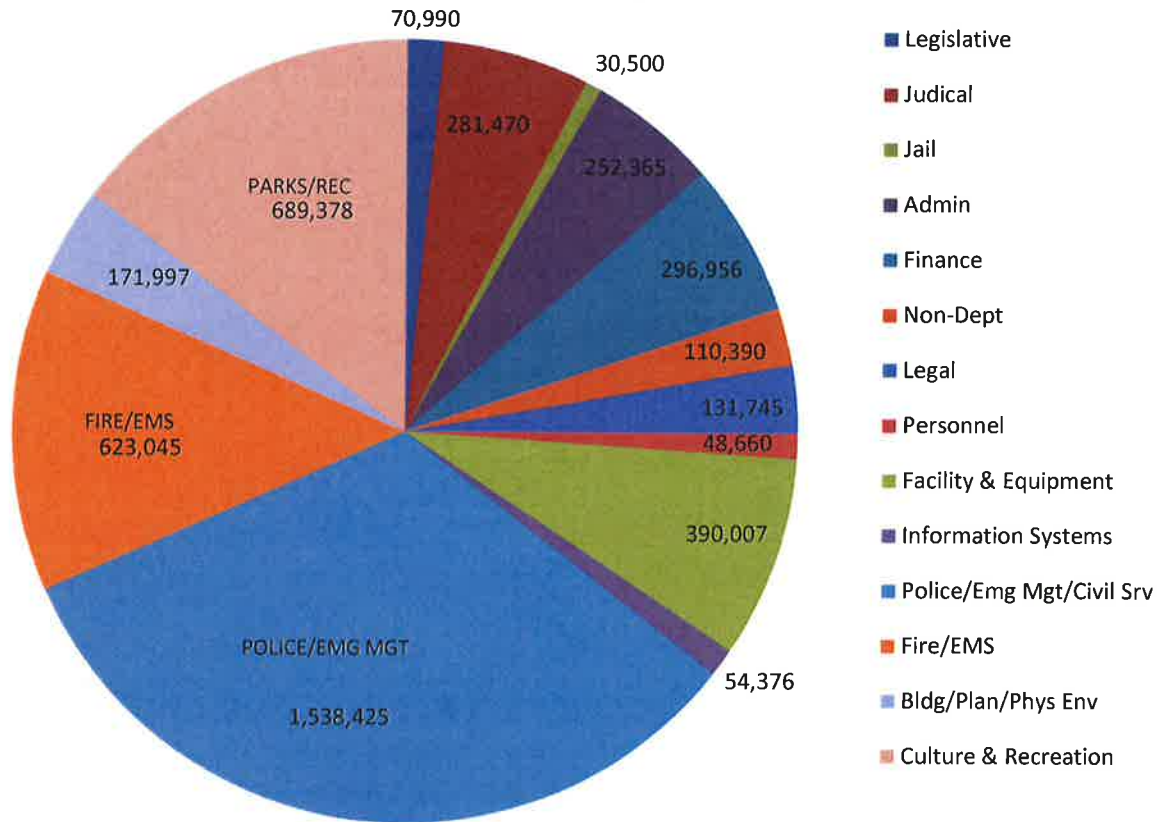
Other Miscellaneous Revenue consists of alarm permits, NSF fees, refund expenses from prior years, etc.

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

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

<b>GENERAL FUND EXPENDITURE RECAP</b>			
<b>OPERATING BUDGET</b>	<b>2016 BUDGET</b>	<b>IN(DE)CREASE</b>	<b>2017 BUDGET</b>
Legislative	69,565	1,425	70,990
Judicial	272,800	8,670	281,470
Admin	215,720	36,645	252,365
Finance	289,432	7,524	296,956
Legal	127,790	3,955	131,745
Other Employee Benefits	1,550	0	1,550
Non-Dept	94,650	15,740	110,390
Personnel	49,325	(2,215)	47,110
Facility & Equipment	355,302	34,705	390,007
Information Systems	84,199	(29,823)	54,376
Civil Service	5,310	5	5,315
Police	1,492,192	27,778	1,519,970
Fire/EMS	610,828	12,217	623,045
Jail	30,500	0	30,500
Building	90,630	(11,785)	78,845
Emergency Mgmt	12,900	240	13,140
Physical Environment	14,325	(37)	14,288
Planning	75,790	874	76,664
Mental Health	2,200	0	2,200
Recreation	249,540	13,505	263,045
Participant Recreation	32,175	(3,100)	29,075
Library	14,000	0	14,000
Community Events	20,150	0	20,150
Swimming Pool	132,030	11,005	143,035
Parks	219,359	714	220,073
Total Departmental Operating Costs	4,562,262	128,042	4,690,304
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	190,339	3,697	194,036
Total Operating Transfers	200,339	3,697	204,036
<b>Total Operating Budget</b>	<b>4,762,600</b>	<b>131,739</b>	<b>4,894,340</b>
<b>Capital Budget</b>			
Facilities	7,300	60,200	67,500
Fire/EMS	0	0	0
Recreation	0	0	0
Pool	0	0	0
Parks	177,865	(177,865)	0
<b>Total Capital Budget</b>	<b>185,165</b>	<b>(117,665)</b>	<b>67,500</b>
Transfer for Street Light Maintenance	60,000	0	60,000
Non Operating Expense	87,671	(87,671)	0
<b>Total Equity Transfers</b>	<b>147,671</b>	<b>(87,671)</b>	<b>60,000</b>
Undesignated Ending Fund Balance	1,372,463	3,982	1,376,445
Designated/Light	828,150	(60,000)	768,150
Designated/44th Alameda	573,191	0	573,191
<b>Total Ending Fund Balance</b>	<b>2,773,804</b>	<b>(56,018)</b>	<b>2,717,786</b>
<b>Total General Fund Budget</b>	<b>7,869,240</b>	<b>(129,615)</b>	<b>7,739,626</b>

# GENERAL FUND 2017 OPERATING BUDGET



## OPERATING BUDGET

## 2017 BUDGET

Legislative	70,990	1.5%
Judicial	281,470	6.0%
Jail	30,500	0.7%
Admin	252,365	5.4%
Finance	296,956	6.3%
Non-Dept	110,390	2.4%
Legal	131,745	2.8%
Personnel	48,660	1.0%
Facility & Equipment	390,007	8.3%
Information Systems	54,376	1.2%
Police/Emg Mgt/Civil Srv	1,538,425	32.8%
Fire/EMS	623,045	13.3%
Bldg/Plan/Phys Env	171,997	3.7%
Culture & Recreation	689,378	14.7%
Total Operating Costs without transfers	4,690,304	100.0%

**DEPARTMENT:** City Council

**DIVISION:** N/A

**PROGRAM:** Legislative

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

**TOTAL PROGRAM OBJECT BUDGET**

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

**DETAIL BUDGET**

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

## **BUDGET NARRATIVE**

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

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

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

Advertising is for costs of publishing ordinances and public notices.

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

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

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

### **STAFFING**

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

**DEPARTMENT:** Municipal Court

**DIVISION:** N/A

**PROGRAM:** Judicial Services

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **PERFORMANCE MEASURES**

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

Explanation for revenue in Court penalties and tickets:

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



**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	178,953	186,280	191,060	194,865
20	Personnel Benefits	58,690	62,660	66,405	70,670
30	Supplies	3,987	3,860	5,375	5,400
40	Services & Charges	4,850	6,928	9,960	10,535
	Total	246,480	259,728	272,800	281,470

**DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	190,560	3,805	194,365
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	66,405	4,265	70,670
Supplies			
Office & Operating Supplies	4,000	0	4,000
Publications-Court Rules	375	25	400
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Srvs - Pro Temp Judges	1,800	0	1,800
Prof Srvs - Interpreter	700	300	1,000
Prof Srvs - Jury Master	800	0	800
Communication	160	0	160
Postage	500	0	500
Travel	1,800	0	1,800
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	50	0	50
Interfd ERR Repairs & Maint	200		200
Miscellaneous	300	0	300
Registration & Tuition	500	0	500
Dues,Memberships,Subscriptions	450	0	450
Juror Costs	500	200	700
Witness Costs	100	75	175
Total	272,800	8,670	281,470

## **BUDGET NARRATIVE**

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

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

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

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

### **STAFFING**

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	151,901	158,702	162,505	187,100
20	Personnel Benefits	44,783	48,350	51,275	63,385
30	Supplies	195	288	450	450
40	Services & Charges	773	606	1,490	1,430
	Total	197,652	207,946	215,720	252,365

### **DETAIL BUDGET**

		2016 Budget	In(de)crease	2017 Budget
	Salaries & Wages			
	Salaries & Wages	162,505	24,595	187,100
	Overtime	0	0	0
	Personnel Benefits			
	Personnel Benefits	51,275	12,110	63,385
	Supplies			
	Office & Operating Supplies	300	0	300
	Small Tools & Minor Equipment	150	0	150
	Services & Charges			
	Professional Services	300	0	300
	Communication	240	(60)	180
	Travel	200	0	200
	Repairs & Maintenance	100	0	100
	Interfd ERR Repairs & Maint	200	0	200
	Miscellaneous	100	0	100
	Registration & Tuition	200	0	200
	Dues,Memberships,Subscriptions	150	0	150
	Total	215,720	36,645	252,365

## **BUDGET NARRATIVE**

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

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

### **STAFFING**

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10 Salaries & Wages	184,653	189,648	193,740	198,635
20 Personnel Benefits	66,044	70,381	74,270	75,395
30 Supplies	441	191	900	900
40 Services & Charges	19,038	18,507	20,522	22,026
Total	270,176	278,727	289,432	296,956

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	193,240	4,895	198,135
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	74,270	1,125	75,395
Supplies			
Office & Operating Supplies	600	0	600
Small Tools & Minor Equip	300	0	300
Services & Charges			
Travel	500	900	1,400
Interfd ERR Replacement	11,817	(196)	11,621
Interfd ERR Repairs & Maint	5,000	500	5,500
Miscellaneous	800	0	800
Registration & Tuition	850	550	1,400
Printing And Binding	1,000	0	1,000
Dues,Memberships,Subscriptions	255	(50)	205
Tax Audit Expenses	300	(200)	100
Total	289,432	7,524	296,956

### **BUDGET NARRATIVE**

Travel and Registration lines are for two people to attend the WFOA and WPTA conference and other miscellaneous training classes.

Miscellaneous includes the cost of document shredding.

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

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

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

**STAFFING**

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



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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAIL BUDGET**

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

### **BUDGET NARRATIVE**

Supplies are for publications purchased by the City Attorney.

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

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

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

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

### **PROGRAM DESCRIPTION**

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

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAIL BUDGET**

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

### **BUDGET NARRATIVE**

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

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

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

**PROGRAM DESCRIPTION**

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

**What we do:**

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

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Budget	2016 Budget	2017 Budget
10	Salaries & Wages	12,229	13,136	14,300	15,295
20	Personnel Benefits	11,268	11,995	12,685	13,530
30	Supplies	7,910	7,774	10,400	9,900
40	Services & Charges	38,665	70,765	57,265	71,665
0	Transfers & Other Cost Allocations	743,510	246,466	348,010	264,036
	Total	813,582	350,136	442,660	374,426

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	14,100	995	15,095
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	12,685	845	13,530
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	6,500	500	7,000
Central Office Printing	2,700	(1,000)	1,700
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Biennial Audit	7,500	12,500	20,000
Communication	11,600	(1,600)	10,000
Postage	12,000	0	12,000
Travel	100	0	100
Operating Rentals	6,000	0	6,000
Interfd ERR Replacement	0	1,200	1,200
Interfd ERR Repairs & Maint	2,640	(200)	2,440
Miscellaneous	8,000	1,000	9,000
Town Topics	9,000	0	9,000
Notary	200	0	200
Dues, Membership,Subscriptions	75	1,500	1,575
Registration & Tuition	150	0	150
Transfers & Other Cost Allocations			
Other Non Expenditure (Eaton)	87,671	(87,671)	0
Transfer Out	10,000	0	10,000
Transfer Out-Property Tax	190,339	3,697	194,036
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out to Cumulative Reserve	0	0	0
Total	442,660	(68,234)	374,426

### **BUDGET NARRATIVE**

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

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

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

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

The Transfer line item consists of \$10,000 to the Street Fund to fund Street Beautification costs; \$60,000 to the Street Fund to fund Street Light Maintenance; and \$194,036 to the Street Fund for 12.5% of the property taxes collected.

**STAFFING**

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

- Recruit and replace staff as needed.

### **TOTAL PROGRAM OBJECT BUDGET**

Program Object	2014 Actual	2015 Budget	2016 Budget	2017 Budget
10 Salaries & Wages	22,327	24,023	24,790	25,815
20 Personnel Benefits	9,037	9,816	10,380	11,140
30 Supplies	69	0	255	255
40 Services & Charges	7,163	24,743	13,900	9,900
Total	38,596	58,582	49,325	47,110

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	24,790	1,025	25,815
Personnel Benefits			
Personnel Benefits	10,380	760	11,140
Supplies			
Office & Operating Supplies	105	0	105
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	7,500	(3,000)	4,500
Advertising	4,000	(1,000)	3,000
Drug & Alcohol Testing	600	0	600
Travel	650	0	650
Miscellaneous	100	0	100
Dues, Memberships, Subscriptions	200	0	200
Meals-Other Than Travel/Train.	50	0	50
Registration & Tuition	800	0	800
Total	49,325	(2,215)	47,110

## **BUDGET NARRATIVE**

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

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

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

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

Dues include membership in WAPELRA.

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

### **STAFFING**

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



**DEPARTMENT:** Facilities

**DIVISION:** Facilities

**PROGRAM:** N/A

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	74,707	87,506	73,395	93,210
20	Personnel Benefits	32,015	36,582	32,525	39,345
30	Supplies	9,633	16,310	17,400	18,900
40	Services & Charges	197,122	197,029	231,982	238,552
60	Capital Outlays	15,937	8,921	7,300	67,500
	Total	329,414	346,348	362,602	457,507

### **BUDGET NARRATIVE**

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

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

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

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

### **CAPITAL BUDGET**

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

### **CAPITAL NARRATIVE**

Facilities capital includes:

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

### **STAFFING**

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

### DETAIL BUDGET

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	73,395	19,315	92,710
Overtime	0	500	500
Personnel Benefits		0	
Personnel Benefits	32,525	6,820	39,345
Supplies			
Operating Supplies/Facilities	400	0	400
Operating Supplies/Rec Bldg	3,500	0	3,500
Operating Supplies/P.S.B.	3,000	1,500	4,500
Operating Supplies/P.W.F.	3,000	0	3,000
Operating Supplies/C.H.	4,000	0	4,000
Operating Supplies/Park Struct	1,000	0	1,000
Operating Supplies/Landscaping	1,500	0	1,500
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Advertising	0	0	0
Contract Maintenance	37,350	(7,350)	30,000
General Fund Prop Maintenance	1,500	0	1,500
Communications	550	(70)	480
Operating Rentals-Facil/Equip	2,000	0	2,000
Rental Space In Err Garage	3,600	75	3,675
Insurance	128,260	11,740	140,000
Insurance Deductible	1,000	0	1,000
Public Utility Services	14,000	0	14,000
Repairs & Maintenance	100	0	100
Repairs & Maint/Rec Bldg	7,500	0	7,500
Repairs & Maint/City Hall	10,100	300	10,400
Repairs & Maint/Public Works	6,100	1,200	7,300
Repairs & Maint/Public Safety	8,900	(400)	8,500
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	500	0	500
Interfd ERR Replacement	6,597	0	6,597
Interfd ERR Repairs & Maint	2,325	1,075	3,400
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Total	355,302	34,705	390,007

**DEPARTMENT:** Finance  
**DIVISION:** Information Systems  
**PROGRAM:** N/A

### **PROGRAM DESCRIPTION**

**Function:** The Information Systems Division maintains all computer equipment and oversees upgrades and purchases of all computer related equipment.

**What we do:**

- Maintain all City hardware and software installations.

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	25,265	26,508	29,340	29,930
20	Personnel Benefits	2,028	2,121	2,355	2,415
30	Supplies	2,596	1,789	2,600	5,600
40	Services & Charges	9,643	11,880	49,904	16,431
	Total	39,532	42,298	84,199	54,376

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	29,340	590	29,930
Personnel Benefits			
Personnel Benefits	2,355	60	2,415
Supplies			
Office & Operating Supplies	100	0	100
Small Tools And Minor Equip	2,500	3,000	5,500
Services & Charges			
Professional Services	900	600	1,500
Web Design/Maintenance	33,400	(28,400)	5,000
Communication	6,720	(5,520)	1,200
Repairs & Maintenance	100	0	100
Interfd ERR Replacement	1,284	(953)	331
Interfd ERR Repairs & Maint	300	0	300
Software Licenses	7,200	800	8,000
Total	84,199	(29,823)	54,376

### **BUDGET NARRATIVE**

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

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

Small Tools and Minor Equipment includes backup tapes, fans, etc. Increase is for purchase of universal power supplies for servers and phone system computer.

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

### **STAFFING**

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

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

### **PROGRAM DESCRIPTION**

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

#### **What we do:**

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

### **GOALS AND WORK PLAN**

#### **2016 Completed:**

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

#### **New for 2017:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

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

**DETAIL BUDGET**

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

**BUDGET NARRATIVE**

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

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

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

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

**STAFFING**

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

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

### **PROGRAM DESCRIPTION**

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

What we do:

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

### **GOALS AND WORK PLAN**

#### **2016 Completed:**

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



## 2017 Work Plan and Goals:

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

### PERFORMANCE MEASURES

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

### TOTAL PROGRAM OBJECT BUDGET

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	806,596	835,524	861,050	862,590
20	Personnel Benefits	311,477	333,894	359,460	380,435
30	Supplies	6,691	7,879	8,700	7,815
40	Services & Charges	95,306	102,069	156,152	166,600
50	Intergov't'l Services	112,233	99,739	106,830	102,530
	Total	1,332,303	1,379,105	1,492,192	1,519,970

### DETAIL BUDGET

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	825,050	1,540	826,590
Overtime	22,000	0	22,000
Major Holiday Compensation	6,500	0	6,500
Emphasis Patrol Overtime	0	0	0
Reimbursable Overtime	7,500	0	7,500
Personnel Benefits			
Personnel Benefits	348,590	19,745	368,335
LEOFF I Medical Premiums	6,495	1,230	7,725
LEOFF I Long Term Care Prem	375	0	375
LEOFF I Other Medical Costs	4,000	0	4,000
Supplies			
Office & Operating Supplies	5,200	(385)	4,815
Small Tools & Minor Equipment	3,500	(500)	3,000
Services & Charges			
Professional Services	20,000	0	20,000
Communication	10,160	0	10,160
Travel	1,500	0	1,500
Operating Rental/Copier	4,500	885	5,385
Repairs & Maintenance	2,500	0	2,500
Interfd ERR Replacement	47,632	4,368	52,000
Interfd ERR Repairs & Maint	43,795	0	43,795
Miscellaneous	500	0	500
Uniforms/Clothing/Laundry	4,750	250	5,000
Registration & Tuition	7,945	4,455	12,400
Dues,Memberships,Subscriptions	500	0	500
CJF Program	6,400	490	6,890
Reimbursable Program	5,000	0	5,000
Chaplaincy Program	220	0	220
Community Outreach	750	0	750
Intergovernmental Services			
PC Radio Infrastructure	7,560	(7,560)	0
Dispatching	69,850	2,440	72,290
WACIC/NCIC	2,140	260	2,400
Records	0	0	0
IT Charges	27,280	560	27,840
Total	1,492,192	27,778	1,519,970

## **BUDGET NARRATIVE**

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

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

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

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

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

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

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

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

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

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

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

**STAFFING**

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

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAIL BUDGET**

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

### **BUDGET NARRATIVE**

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

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

**DEPARTMENT:** Municipal Court and Police

**DIVISION:** N/A

**PROGRAM:** Jail

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAIL BUDGET**

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

### **BUDGET NARRATIVE**

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

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

### **PROGRAM DESCRIPTION**

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

#### **What we do:**

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

### **GOALS AND WORK PLAN**

#### **2016 Completed:**

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

#### **New for 2017:**

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

### **PERFORMANCE MEASURES**

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

### **TOTAL PROGRAM OBJECT BUDGET**

Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10 Salaries & Wages	24,472	28,006	40,745	40,955
20 Personnel Benefits	4,744	5,662	8,385	11,190
30 Supplies	199	508	1,050	1,200
40 Services & Charges	24,729	60,075	40,450	25,500
Total	54,144	94,251	90,630	78,845

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	40,745	210	40,955
Personnel Benefits			
Personnel Benefits	8,385	2,805	11,190
Supplies			
Office & Operating Supplies	850	(350)	500
Small Tools & Minor Equipment	200	500	700
Services & Charges			
Bldg Inspec/Plan Review	35,000	(15,000)	20,000
Eng Inspec/Plan Review	2,000	0	2,000
Travel	450	0	450
Interfd ERR Repairs & Maint	1,500		1,600
Dues,Memberships,Subscriptions	250	(50)	200
Registration & Tuition	1,250	0	1,250
Total	90,630	(11,885)	78,845

### **BUDGET NARRATIVE**

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

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

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

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

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



**STAFFING**

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	5,102	5,229	5,340	5,445
20	Personnel Benefits	1,878	1,817	1,950	2,065
50	Intergovt & Other Interfund Pmt.	5,559	5,572	5,610	5,630
	Total	12,539	12,618	12,900	13,140

### **DETAIL BUDGET**

		2016 Budget	In(de)crease	2017 Budget
	Salaries & Wages			
	Salaries & Wages	5,340	105	5,445
	Personnel Benefits			
	Personnel Benefits	1,950	115	2,065
	Intergovt & Other Interfund Pmt.			
	Emergency Management Dues	5,610	20	5,630
	Total	12,900	240	13,140

### **STAFFING**

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

**DEPARTMENT:** Administration  
**DIVISION:** N/A  
**PROGRAM:** Physical Environment

**PROGRAM DESCRIPTION**

**Function:** The City's physical environment program currently consists of two main programs: air pollution control and animal control. Pollution control is accomplished by participation (mandatory) in the Puget Sound Air Pollution Control Agency. In 2017, animal control will be administered by the City or contracted with another jurisdiction.

**TOTAL PROGRAM OBJECT BUDGET**

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

**DETAIL BUDGET**

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017**

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

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	24,472	28,006	40,745	40,955
20	Personnel Benefits	4,744	5,662	8,385	11,190
30	Supplies	231	525	700	1,200
40	Services & Charges	28,945	54,819	25,960	23,319
	Total	58,392	89,012	75,790	76,664

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	40,745	210	40,955
Personnel Benefits			
Personnel Benefits	8,385	2,805	11,190
Supplies			
Office & Operating Supplies	500	0	500
Small Tools & Minor Equipment	200	500	700
Services & Charges			
Prof Services/Reimbursable	22,000	(2,000)	20,000
Advertising	350	150	500
Travel	450	0	450
Interfd Replacement	1,225	(791)	434
Interfd ERR Repairs & Maint	100	0	100
Miscellaneous	50	0	50
Registration & Tuition	1,550	0	1,550
Dues,Memberships,Subscriptions	185	0	185
Printing And Binding	50	0	50
Total	75,790	874	76,664

### **BUDGET NARRATIVE**

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

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

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

**STAFFING**

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

**DEPARTMENT:** Finance and Administration

**DIVISION:** N/A

**PROGRAM:** Health

**PROGRAM DESCRIPTION**

**Function:** The Health Program consists of State mandated requirements to provide public health services and alcohol treatment. Alcohol treatment is through Pierce County at a rate of 2% of the City's share of liquor taxes.

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
0	Transfers & Other Cost Allocations	1,411	1,509	2,200	2,200
	Total	1,411	1,509	2,200	2,200

**DETAIL BUDGET**

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



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

### **PROGRAM DESCRIPTION**

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

#### **What we do:**

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

### **GOALS AND WORK PLAN**

#### **2016 Completed:**

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

#### **New for 2017:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	156,748	164,110	170,765	176,395
20	Personnel Benefits	54,439	58,018	63,375	68,750
30	Supplies	3,818	3,357	3,800	3,800
40	Services & Charges	9,542	11,364	11,600	14,100
60	Capital	1,772	0	0	0
	<b>Total</b>	<b>226,319</b>	<b>236,849</b>	<b>249,540</b>	<b>263,045</b>

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	143,205	2,900	146,105
Overtime	500	0	500
Casual & Seasonal Labor	27,060	2,730	29,790
<b>Personnel Benefits</b>			
Personnel Benefits	63,375	5,375	68,750
<b>Supplies</b>			
Office Supplies	500	0	500
Operating Supplies	1,000	0	1,000
Senior Supplies	400	0	400
Youth Supplies	1,000	0	1,000
Small Tools & Minor Equipment	900	0	900
<b>Services &amp; Charges</b>			
Senior Trips	250	0	250
Postage	3,000	1,500	4,500
Travel	150	0	150
Operating Rentals/Copier	2,100	0	2,100
Miscellaneous	400	0	400
Printing & Binding	4,500	1,000	5,500
Registration & Tuition	800	0	800
Dues,Memberships,Subscriptions	400	0	400
Reimbursable Expenditures	0	0	0
<b>Total</b>	<b>249,540</b>	<b>13,505</b>	<b>263,045</b>

## **BUDGET NARRATIVE**

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

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

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

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

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

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

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

Travel includes meals and transportation for scheduled training.

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

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

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

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

## **STAFFING**

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

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

### **PROGRAM DESCRIPTION**

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

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAIL BUDGET**

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

### **BUDGET NARRATIVE**

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

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

- Reimburse residents for library cards.

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAIL BUDGET**

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

### **BUDGET NARRATIVE**

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

- Promote community recognition.
- Hold community cultural events.

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAIL BUDGET**

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

### **BUDGET NARRATIVE**

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

**DEPARTMENT:** Parks and Recreation

**DIVISION:** Recreation

**PROGRAM:** Swimming Pool

**PROGRAM DESCRIPTION**

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

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	61,037	71,068	72,310	77,630
20	Personnel Benefits	12,775	15,145	16,035	18,220
30	Supplies	16,639	25,480	19,500	22,900
40	Services & Charges	15,285	19,552	21,200	21,300
50	Intergovt & Other Interfund Pmt.	2,395	3,704	2,985	2,985
60	Capital Outlays	0	0	0	0
	Total	108,131	134,949	132,030	143,035

**DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	16,290	320	16,610
Overtime	500	500	1,000
Casual & Seasonal Labor	55,520	4,500	60,020
Personnel Benefits			
Personnel Benefits	16,035	2,185	18,220
Supplies			
Office Supplies	200	100	300
Pool Supplies-Chemicals	12,000	0	12,000
Janitorial Supplies	1,000	100	1,100
Operating Supplies	4,800	2,700	7,500
Small Tools & Minor Equipment	1,500	500	2,000
Services & Charges			
Operating Rentals	300	0	300
Public Utility Services	17,000	0	17,000
Repairs & Maintenance-Pool	3,000	0	3,000
Printing & Binding	200	0	200
Miscellaneous	700	100	800
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	2,985	0	2,985
Total	132,030	11,005	143,035

## BUDGET NARRATIVE

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

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

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

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

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

The excise tax is based on revenue collected.

### STAFFING

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

#### Casual & Seasonal Labor

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



**DEPARTMENT:** Parks and Recreation

**DIVISION:** Parks

**PROGRAM:** N/A

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

- Maintain and improve all parks and structures as budgeted.

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	85,495	81,242	83,895	86,685
20	Personnel Benefits	33,746	33,778	35,600	38,370
30	Supplies	17,729	18,027	20,300	19,050
40	Services & Charges	63,019	64,886	79,564	75,968
60	Capital Outlays	0	0	177,865	0
	<b>Total</b>	<b>199,989</b>	<b>197,933</b>	<b>397,224</b>	<b>220,073</b>

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	68,805	1,350	70,155
Overtime	500	0	500
Casual & Seasonal Labor	14,590	1,440	16,030
<b>Personnel Benefits</b>			
Personnel Benefits	35,600	2,770	38,370
<b>Supplies</b>			
Office Supplies	100	0	100
Janitorial Supplies	6,950	0	6,950
Operating Supplies	11,000	0	11,000
Small Tools & Minor Equipment	2,250	(1,250)	1,000
<b>Services &amp; Charges</b>			
Professional Services	1,000	0	1,000
Communication	2,200	(720)	1,480
Operating Rentals - Copier	300	0	300
Public Utility Services	41,000	3,000	44,000
Repairs & Maintenance	8,000	(6,000)	2,000
Interfd ERR Replacement	10,714	124	10,838
Interfd ERR Repairs & Maint	12,950	0	12,950
Miscellaneous	3,400	0	3,400
<b>Total</b>	<b>219,359</b>	<b>714</b>	<b>220,073</b>

## **BUDGET NARRATIVE**

Casual and Seasonal Labor includes funds for maintenance workers.

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

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

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

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

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

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

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

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

## **CAPITAL BUDGET**

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

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

## **STAFFING**

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

## **STREET FUND CHANGE IN FUND BALANCE REPORT**

Operating Revenues	170,516
Operating Expenses	(505,770)
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>(335,254)</b>
Transfers In	601,291
Grant Revenue	1,559,815
Capital Expenses	(1,939,070)
<b>Net Change in Fund Balance</b>	<b>(113,218)</b>

## **STREET FUND SUMMARY REPORT**

### **RESOURCES**

Undesignated Beginning Fund Balance	294,000
Operating Revenues	170,516
Transfers In	601,291
Grant Revenue	1,559,815
<b>Total Resources with Beginning Fund Balance</b>	<b><u>2,625,622</u></b>

### **EXPENDITURES**

Operating Expenses	505,770
Capital Expenses	1,939,070
Undesignated Ending Fund Balance	<u>180,782</u>
<b>Total Expenditures with Ending Fund Balance</b>	<b><u>2,625,622</u></b>

### CITY STREET FUND REVENUE

		2014	2015	2016	2017
BARS	Description	Actual	Actual	Budget	Budget
308-80-01-01	Undes. Fund Balance	241,012	337,840	319,052	294,000
308-10-01-01	Des. Fund Bal/Paths & Trails	15,616	16,094	0	0
	<b>Total Fund Balance</b>	<b>256,628</b>	<b>353,934</b>	<b>319,052</b>	<b>294,000</b>
322-40-00-00	ROW Road Permits	9,516	15,570	7,000	7,000
	<b>Total Licenses &amp; Permits</b>	<b>9,516</b>	<b>15,570</b>	<b>7,000</b>	<b>7,000</b>
333-20-20-03	Regents Blvd Grant	737,366	10,851	0	0
333-20-20-04	Alameda Overlay Grant	0	0	0	195,000
333-20-20-05	Traffic Signal Grant	0	0	0	337,560
334-03-81-00	Wa St TIB Grant Emerson/Orchard	35,970	0	575,255	527,255
334-03-81-00	Wa St TIB Grant Alameda/67th	0	0	0	500,000
336-00-71-00	Multimodal Transportation	0	0	0	6,956
336-00-87-00	Motor Vehicle Fuel Tax	134,904	138,127	141,500	144,160
	<b>Total Intergovernmental Revenues</b>	<b>908,240</b>	<b>148,978</b>	<b>716,755</b>	<b>1,710,931</b>
361-11-00-01	Investment Interest	419	538	400	400
367-00-00-08	Beautification Donations	11,545	11,125	10,000	11,000
369-90-01-01	Miscellaneous Revenue	1,972	1,727	0	1,000
369-94-01-01	Reimbursements	0	0	0	0
	<b>Total Miscellaneous Revenue</b>	<b>13,936</b>	<b>13,390</b>	<b>10,400</b>	<b>12,400</b>
	<b>Total Operating Revenues</b>	<b>931,692</b>	<b>177,938</b>	<b>734,155</b>	<b>1,730,331</b>
398-00-01-01	Insurance Recovery	7,389	613	0	0
	<b>Total Non Revenue</b>	<b>7,389</b>	<b>613</b>	<b>0</b>	<b>0</b>
397-00-00-02	Transfer In for Street Beautification	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	186,333	190,015	190,339	194,036
397-00-00-04	Transfer from Light-St Maint	47,177	46,452	60,000	60,000
397-00-00-06	Transfer from REET 1-Capital	182,892	276,352	50,000	50,000
397-00-00-09	Transfer from REET 2-Capital	0	0	143,815	287,255
	<b>Total Other Financing Sources</b>	<b>426,402</b>	<b>522,819</b>	<b>454,154</b>	<b>601,291</b>
	<b>TOTAL RESOURCES</b>	<b>1,622,111</b>	<b>1,055,304</b>	<b>1,507,361</b>	<b>2,625,622</b>

## **REVENUE NARRATIVE**

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

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

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

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

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

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

**DEPARTMENT:** Public Works  
**DIVISION:** Streets  
**PROGRAM:** Street Maintenance

### **PROGRAM DESCRIPTION**

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

**What we do:**

- Provide street and right-of-way maintenance, repair, and rehabilitation activities consistent with the goals and direction of the City Council and City Manager, as well as the policies outlined in the Six Year Comprehensive Transportation Program and City Comprehensive Planning Documents.
- Provide pavement markings, traffic control devices, and street lighting.
- Paint all street, curb, and intersection markings throughout the City.

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

**PERFORMANCE MEASURES**

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

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

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	68,014	74,814	71,300	71,030
20	Personnel Benefits	28,316	33,216	30,515	30,055
30	Supplies	18,704	8,603	17,050	17,550
40	Services & Charges	92,337	88,232	126,295	116,870
60	Capital Outlays	895,286	305,629	775,320	1,909,070
90	Interfund Pmt. For Svcs.	54,426	68,841	68,914	120,590
	Total	1,157,083	579,335	1,089,394	2,265,165



## **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	55,170	(1,230)	53,940
Overtime	5,000	100	5,100
Casual & Seasonal Labor	11,130	860	11,990
Personnel Benefits			
Personnel Benefits	29,815	(460)	29,355
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	10,000	0	10,000
Crack Sealing Supplies	5,000	0	5,000
Small Tools & Minor Equipment	1,800	500	2,300
Services & Charges			
Professional Services	11,000	(475)	10,525
Advertising	500	0	500
Communication	1,850	150	2,000
Operating Rentals-Copier Mach.	700	0	700
Land Rental	16,780	335	17,115
Dumping Fees	2,600	0	2,600
Electricity & Gas/Building	2,700	0	2,700
Electricity/Traffic Lights	900	0	900
Repairs & Maintenance	20,000	725	20,725
Interfd ERR Replacement	42,970	(10,160)	32,810
Interfd ERR Repairs & Maint	23,895	0	23,895
Miscellaneous	1,100	0	1,100
Judgements	1,000	0	1,000
Dues,Memberships,Subscriptions	300	0	300
Interfund Pmt. For Svcs.			
Interfd Service Charges	68,914	51,676	120,590
Total	314,074	42,021	356,095

## **BUDGET NARRATIVE**

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

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

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

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

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

## **CAPITAL BUDGET**

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

## **CAPITAL BUDGET NARRATIVE**

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

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

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

## **STAFFING**

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

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

### **PROGRAM DESCRIPTION**

**Function:** The Street Fund maintains streetlights.

**What we do:**

- Provide maintenance of street lighting.

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	12,335	11,981	30,230	32,170
20	Personnel Benefits	5,776	6,189	15,250	17,005
30	Supplies	4,997	3,398	6,500	6,500
40	Services & Charges	24,069	24,884	27,100	24,100
60	Capital	6,340	33,828	30,000	30,000
	Total	53,517	80,280	109,080	109,775

### **DETAIL BUDGET**

		2016 Budget	In(de)crease	2017 Budget
	Salaries & Wages			
	Salaries & Wages	30,030	1,940	31,970
	Overtime	200	0	200
	Personnel Benefits			
	Personnel Benefits	15,250	1,755	17,005
	Supplies			
	Operating Supplies	6,000	0	6,000
	Small Tools & Minor Equipment	500	0	500
	Services & Charges			
	Electricity/Street Lights	24,000	0	24,000
	Pole Attachment Charge	3,000	(3,000)	0
	Miscellaneous	100		100
	Total	79,080	695	79,775

### **BUDGET NARRATIVE**

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

Operating Supplies includes funds to replace two light standards.

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

### **CAPITAL BUDGET**

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

### **CAPITAL BUDGET NARRATIVE**

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

### **STAFFING**

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

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	27,835	29,745	22,655	23,300
20	Personnel Benefits	10,674	13,130	10,510	11,100
30	Supplies	11,914	23,197	14,750	14,750
40	Services & Charges	7,153	10,565	17,900	20,750
	Total	57,576	76,637	65,815	69,900

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	18,660	410	19,070
Overtime	1,000	0	1,000
Casual & Seasonal Labor	2,995	235	3,230
Personnel Benefits			
Personnel Benefits	10,510	590	11,100
Supplies			
Operating Supplies	1,000	0	1,000
Flower Baskets	4,000	0	4,000
Beautification Supplies	7,500	0	7,500
Banners/Flags Supplies	2,000	0	2,000
Small Tools & Minor Equipment	250	0	250
Services & Charges			
Public Utility Services	250	0	250
Street Tree Maintenance (contracted)	10,000	0	10,000
Beautification (contracted)	7,650	2,850	10,500
Total	65,815	4,085	69,900

### **BUDGET NARRATIVE**

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

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

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

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

### **STAFFING**

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

<b><u>STORM CHANGE IN FUND BALANCE REPORT</u></b>	
Operating Revenues	488,800
Operating Expenses	(402,133)
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>86,667</b>
Less Capital Expenditures	(42,000)
<b>Net Change in Fund Balance</b>	<b>44,667</b>
<b><u>STORM FUND SUMMARY REPORT</u></b>	
RESOURCES	
Beginning Fund Balance	633,000
Operating Revenues	488,800
<b>Total Resources with Beginning Fund Balance</b>	<b>1,121,800</b>
EXPENDITURES	
Operating Expenses	402,133
Capital Expenses	42,000
Undesignated Ending Fund Balance	677,667
<b>Total Expenditures with Ending Fund Balance</b>	<b>1,121,800</b>

## STORM FUND REVENUES

BARS	Description	2014 Actual	2015 Actual	2016 Budget	2017 Budget
308-80-04-15	Undes. Unres. Fund Balance	524,180	557,912	670,196	633,000
	<b>Total Fund Balance</b>	<b>524,180</b>	<b>557,912</b>	<b>670,196</b>	<b>633,000</b>
334-03-10-00	Dept of Ecology NPDES Grant	96,269	71,811	50,000	50,000
	<b>Total Intergovernmental Revenues</b>	<b>96,269</b>	<b>71,811</b>	<b>50,000</b>	<b>50,000</b>
343-10-00-00	Storm Drain Fees & Charges	384,480	381,261	379,000	430,800
343-10-00-01	Setup Fees	635	512	500	500
343-10-00-02	Penalties	7,716	6,689	6,500	6,500
	<b>Total Goods &amp; Services</b>	<b>392,831</b>	<b>388,462</b>	<b>386,000</b>	<b>437,800</b>
361-11-04-15	Investment Interest	421	686	500	500
369-90-04-15	Miscellaneous Revenue	457	149	500	500
	<b>Total Miscellaneous Revenue</b>	<b>878</b>	<b>835</b>	<b>1,000</b>	<b>1,000</b>
	<b>Total Operating Revenues</b>	<b>489,978</b>	<b>461,108</b>	<b>437,000</b>	<b>488,800</b>
372-00-04-15	Insurance Recovery	0	0	0	0
	Capital Contributions	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL RESOURCES</b>	<b>1,014,158</b>	<b>1,019,020</b>	<b>1,107,196</b>	<b>1,121,800</b>

Storm Drain Fees & Charges includes a rate increase of \$1.70 per month effective 2/1/2017.



**DEPARTMENT:** Public Works

**DIVISION:** Storm Drain

**PROGRAM:** N/A

### **PROGRAM DESCRIPTION**

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

#### **What we do:**

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

### **GOALS AND WORK PLAN**

#### **2016 Completed:**

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

#### **New for 2017:**

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

**PERFORMANCE MEASURES**

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

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

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	119,948	126,884	127,715	119,515
20	Personnel Benefits	58,091	61,942	65,200	62,625
30	Supplies	10,297	8,745	11,750	12,250
40	Services & Charges	92,549	82,568	107,730	123,850
50	Intergovt Servs & Taxes	5,730	5,730	6,952	20,827
60	Capital Outlays	119,549	10,544	152,378	42,000
90	Interfund Pmt. For Svcs.	50,083	52,411	59,344	63,066
	Total	456,247	348,824	531,069	444,133

### **DETAIL BUDGET**

	2016 Budget	In(de)crease	2017 Budget
<b>Salaries &amp; Wages</b>			
Salaries & Wages	125,645	(8,285)	117,360
Overtime	1,000	0	1,000
Seasonal & Casual Labor	1,070	85	1,155
<b>Personnel Benefits</b>			
Personnel Benefits	64,500	(2,575)	61,925
Contract Benefits	700	0	700
<b>Supplies</b>			
Office Supplies	250	0	250
Operating Supplies	1,000	0	1,000
NPDES Public Outreach	9,000	0	9,000
Small Tools & Minor Equipment	1,500	500	2,000
<b>Services &amp; Charges</b>			
Professional Services	26,000	(6,475)	19,525
Advertising	500		500
Communication	1,900	100	2,000
Postage	1,900	0	1,900
Operating Rentals-Copier Mach.	720	0	720
Land Rental	16,780	335	17,115
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,600	0	2,600
Repairs & Maintenance	2,500	725	3,225
Interfd ERR Replacement	17,160	20,555	37,715
Interfd ERR Repairs & Maint	16,000	0	16,000
Miscellaneous	750	0	750
Operation Permit	8,120	880	9,000
Judgments	1,000	0	1,000
Printing & Binding	500	0	500
Dues,Memberships,Subscriptions	300	0	300
Mailing Service	3,500	0	3,500
<b>Intergovt &amp; Other Interfund Pmt.</b>			
Excise Taxes	6,952	951	7,903
City Utility Tax	0	12,924	12,924
<b>Interfund Pmt. For Svcs.</b>			
Interfd Service Charges	59,344	3,722	63,066
<b>Total</b>	<b>378,691</b>	<b>23,442</b>	<b>402,133</b>

## **BUDGET NARRATIVE**

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

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

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

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

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

City Utility Tax – General fund imposed a 3% utility tax on Storm revenue for 2017.

## **CAPITAL BUDGET**

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

## **CAPITAL BUDGET NARRATIVE**

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

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

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

## **STAFFING**

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

<b><u>WATER CHANGE IN FUND BALANCE REPORT</u></b>	
Operating Revenues	1,031,670
Operating Expenses	(1,001,478)
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>30,192</b>
Plus Capital Contributions	10,000
Less Capital Expenditures	(463,000)
<b>Change in Fund Balance</b>	<b>(422,808)</b>
<b><u>WATER FUND SUMMARY REPORT</u></b>	
<b>RESOURCES</b>	
Undesignated Beginning Fund Balance	792,000
Operating Revenues	1,031,670
Capital Contributions	10,000
<b>Total Resources with Beginning Fund Balance</b>	<b>1,833,670</b>
<b>EXPENDITURES</b>	
Operating Expenses	1,001,478
Capital Expenses	463,000
Undesignated Ending Fund Balance	369,192
<b>Total Expenditures with Ending Fund Balance</b>	<b>1,833,670</b>

## WATER FUND REVENUE

BARS	Description	2014 Actual	2015 Actual	2016 Budget	2017 Budget
308-80-04-25	Beginning Fund Balance	779,238	781,377	804,511	792,000
	<b>Total Fund Balance</b>	<b>779,238</b>	<b>781,377</b>	<b>804,511</b>	<b>792,000</b>
334-04-90-00	Department of Health Grant			25,000	0
	<b>Total Intergovernmental Revenues</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>0</b>
343-40-00-00	Sale of Water	879,040	880,229	850,000	945,500
343-40-00-01	Service Connections	7,860	5,760	1,800	1,800
343-40-00-02	Setup Fees	1,716	1,462	1,500	1,500
343-40-00-03	Penalties	11,546	11,153	13,000	13,000
	<b>Total Charges for Goods and Services</b>	<b>900,162</b>	<b>898,604</b>	<b>866,300</b>	<b>961,800</b>
361-11-04-25	Investment Interest	602	861	600	600
362-50-00-05	Rent City Property/High Tank	39,436	39,358	40,325	40,325
362-50-00-06	Rent City Property/Golf Tank	24,109	25,511	25,645	25,645
369-90-04-25	Other Misc. Revenue	2,653	2,342	3,000	3,000
369-92-04-25	Backflow	315	180	300	300
369-94-04-25	Reimbursements	1,165	700	0	0
	<b>Total Misc. Revenues</b>	<b>68,280</b>	<b>68,952</b>	<b>69,870</b>	<b>69,870</b>
372-00-04-25	Insurance Recovery	15,000	10,956	0	0
379-00-04-25	Capital Contributions/Tap Fees	20,100	16,000	10,000	10,000
	<b>Total Capital Contributions</b>	<b>35,100</b>	<b>26,956</b>	<b>10,000</b>	<b>10,000</b>
	<b>TOTAL RESOURCES</b>	<b>1,782,780</b>	<b>1,775,889</b>	<b>1,775,681</b>	<b>1,833,670</b>

Sale of Water includes a rate increase and a change in the tier structure for consumption. See fee schedule for details.

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

### **PROGRAM DESCRIPTION**

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

#### **What we do:**

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

### **GOALS AND WORK PLAN**

#### **2016 Completed:**

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

#### **New for 2017:**

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

**PERFORMANCE MEASURES**

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

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	258,888	262,917	254,960	294,895
20	Personnel Benefits	126,911	131,869	128,400	153,320
30	Supplies	23,870	13,921	32,625	41,625
40	Services & Charges	189,034	157,141	204,063	186,335
50	Intergovt Charges	102,451	111,824	107,164	121,648
60	Capital Outlays	125,835	103,864	130,285	463,000
70	Debt Service: Principal	44,218	44,218	44,218	44,218
80	Debt Service: Interest And Related	9,949	8,844	7,738	6,633
90	Interfund Pmt. For Svcs.	120,247	136,781	125,892	152,804
	Total	1,001,403	971,379	1,035,345	1,464,478



	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	243,400	39,585	282,985
Overtime	7,050	0	7,050
Seasonal & Casual Labor	4,510	350	4,860
Personnel Benefits	127,700	24,920	152,620
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Fluoride	4,200	0	4,200
Operating Supplies	16,000	0	16,000
Chlorine	10,500	8,500	19,000
Small Tools & Minor Equipment	1,675	500	2,175
Services & Charges			
Professional Services	27,500	(16,975)	10,525
Advertising	500	0	500
Water Testing	8,500	0	8,500
Communication	2,300	100	2,400
Postage	2,000	0	2,000
Travel	2,000	0	2,000
Land Rental/Water Tank	15,000	0	15,000
Operating Rentals-Copier Mach.	720	0	720
Interfd Land Rental	17,340	350	17,690
Utility Services/Building	2,800	0	2,800
Utility Services/Pumping	58,000	0	58,000
Dumping Fees	600	0	600
Repairs & Maintenance	21,500	0	21,500
Interfd ERR Replacement	18,855	(1,203)	17,652
Interfund ERR Repairs & Maint	12,548	0	12,548
Miscellaneous	1,300	0	1,300
State Operating Permit	4,000	0	4,000
Registration & Tuition	1,000	0	1,000
Dues,Memberships,Subscriptions	1,500	0	1,500
Printing & Binding	2,000	0	2,000
Judgements	1,000	0	1,000
Mailing Service	3,100	0	3,100
Intergovt & Other Interfund Pmt.			
State Excise Tax	41,364	4,644	46,008
City Utility Tax	65,800	9,840	75,640
Debt Service: Principal			
Principal Loan Payment	44,218	0	44,218
Debt Service: Interest And Related Costs			
Interest PWTF	7,738	(1,105)	6,633
Interfund Pmt. For Svcs.			
Interfd Service Charges	125,892	26,912	152,804
Total	905,060	96,418	1,001,478

### **BUDGET NARRATIVE**

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

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

Debt service includes payment for the DWSRF loan.

### **CAPITAL BUDGET**

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

### **CAPITAL BUDGET NARRATIVE**

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

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

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

### **STAFFING**

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

**SEWER CHANGE IN FUND BALANCE REPORT**

Operating Revenues	2,473,200
Operating Expenses	(1,804,663)
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>668,538</b>
Capital Contributions	10,000
Transfer In from REET 2 for Capital	0
Capital Expenses	(399,000)
Transfer to BYSM	(324,864)
<b>Change in Fund Balance</b>	<b>(45,327)</b>

**SEWER FUND SUMMARY REPORT**

RESOURCES	
Undesignated Beginning Fund Balance	1,435,000
Operating Revenues	2,473,200
Capital Contributions	10,000
Transfer In from REET 2 for Capital	0
<b>Total Resources with Beginning Fund Balance</b>	<b>3,918,200</b>
EXPENDITURES	
Operating Expenses	1,804,663
Capital Expenses	399,000
Transfer to BYSM	324,864
Undesignated Ending Fund Balance	1,389,674
<b>Total Expenditures with Ending Fund Balance</b>	<b>3,918,200</b>

### SEWER FUND REVENUE

BARS	Description	2014 Actual	2015 Actual	2016 Budget	2017 Budget
308-80-04-30	Beginning Fund Balance	772,025	1,038,261	1,318,709	1,435,000
	<b>Total Fund Balance</b>	<b>772,025</b>	<b>1,038,261</b>	<b>1,318,709</b>	<b>1,435,000</b>
343-50-00-00	Sewer Revenues	2,053,730	2,046,883	2,000,000	2,446,000
343-50-00-01	Service Connections	2,650	1,375	1,100	1,100
343-50-00-02	Setup Fees	680	582	600	600
343-50-00-03	Penalties	24,858	24,937	24,000	24,000
	<b>Total Charges for Goods and Services</b>	<b>2,081,918</b>	<b>2,073,777</b>	<b>2,025,700</b>	<b>2,471,700</b>
361-11-04-30	Investment Interest	1,240	1,913	1,000	1,000
369-90-04-30	Other Misc. Revenue	546	309	500	500
369-94-04-30	Reimbursements	0	2,025	0	0
	<b>Total Misc. Revenues</b>	<b>1,786</b>	<b>4,247</b>	<b>1,500</b>	<b>1,500</b>
372-00-04-30	Insurance Recovery	0	0	0	0
397-00-00-02	Transfer In from REET 2	0	0	150,000	0
379-00-04-30	Capital Contributions/Tap Fees	23,300	20,000	10,000	10,000
	<b>Total Non Operating Revenue</b>	<b>23,300</b>	<b>20,000</b>	<b>160,000</b>	<b>10,000</b>
	<b>TOTAL RESOURCES</b>	<b>2,879,029</b>	<b>3,136,285</b>	<b>3,505,909</b>	<b>3,918,200</b>

Sewer Revenues includes a rate increase for 2017. See fee schedule for details.

**DEPARTMENT:** Public Works  
**DIVISION:** Sewer  
**PROGRAM:** N/A

### **PROGRAM DESCRIPTION**

**Function:** The Sewer Division operates and maintains the wastewater collection system in the City. The system consists of approximately 23 miles of sewer mains of various sizes and six sewer lift stations. The maintenance activities include general system maintenance and rehabilitation.

**What we do:**

- Maintain and rehabilitate the general system.
- Repair/maintain six lift stations.

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

**New for 2017:**

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

### **PERFORMANCE MEASURES**

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

### **TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Actual	2016 Budget	2017 Budget
10	Salaries & Wages	163,532	161,777	197,840	176,580
20	Personnel Benefits	75,753	78,296	97,225	85,855
30	Supplies	5,164	5,897	5,925	6,425
40	Services & Charges	118,072	82,964	149,174	124,689
50	Intergovt Charges	967,149	1,000,841	1,143,000	1,233,760
60	Capital Outlays	17,690	2,471	178,250	399,000
90	Interfund Pmt. For Svcs.	168,543	160,465	164,455	177,354
0	Transfers & Other Cost Allocations	324,864	324,864	324,864	324,864
	<b>Total</b>	<b>1,840,767</b>	<b>1,817,575</b>	<b>2,260,733</b>	<b>2,528,527</b>

## **DETAILED BUDGET**

	2016 Budget	In(de)crease	2017 Budget
Salaries & Wages			
Salaries & Wages	189,280	(21,345)	167,935
Overtime	7,500	0	7,500
Seasonal & Casual	1,060	85	1,145
Personnel Benefits			
Personnel Benefits	96,525	(11,370)	85,155
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	4,500	0	4,500
Small Tools & Minor Equipment	1,175	500	1,675
Services & Charges			
Professional Services	32,000	(24,475)	7,525
Advertising	500		500
Communication	2,400	100	2,500
Postage	2,000	0	2,000
Operating Rentals-Copier Mach.	600	0	600
Interfd Land Rental	18,320	370	18,690
Utility Services/Building	2,600	0	2,600
Utility Services/Pumping	21,000	0	21,000
Dumping Fees	1,500	0	1,500
Repairs & Maintenance	27,500	725	28,225
Interfd ERR Replacement	18,856	(1,205)	17,651
Interfund Repairs & Maint	12,548	(1)	12,548
Miscellaneous	1,800	0	1,800
Registration & Tuition	300	0	300
Dues,Memberships,Subscriptions	300	0	300
Printing & Binding	750	0	750
Judgements	3,000	0	3,000
Mailing Service	3,200	0	3,200
Intergovt & Other Interfund Pmt.			
Sewage Treatment	1,000,000	60,000	1,060,000
State Excise Tax	21,000	6,000	27,000
City Utility Tax	122,000	24,760	146,760
Interfund Pmt. For Svcs.			
Interfd Service Charges	164,455	12,899	177,354
Transfers & Other Cost Allocations			
Transfer to Relocation Backyard	324,864	0	324,864
Total	2,082,483	47,044	2,129,527

## **BUDGET NARRATIVE**

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

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

## **CAPITAL BUDGET**

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

## **CAPITAL BUDGET NARRATIVE**

Other Improvements include:

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

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

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

## **STAFFING**

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

<b><u>BYSM CHANGE IN FUND BALANCE REPORT</u></b>	
Operating Revenues	300
Operating Expenses	0
<b>Operating Revenues Over/(Under) Operating Expenditures</b>	<b>300</b>
Plus Transfer In from Sewer Fund	324,864
Plus Loan Received	0
Less Debt Service Expenses	(315,941)
Less Capital Expenses	0
<b>Change in Fund Balance</b>	<b>9,223</b>
<b><u>BACKYARD SEWER MAIN FUND SUMMARY REPORT</u></b>	
RESOURCES	
Designated Beginning Fund Balance	1,054,000
Operating Revenues	300
Plus Transfer In from Sewer Fund	324,864
Plus Loan Received	0
<b>Total Resources with Beginning Fund Balance</b>	<b>1,379,164</b>
EXPENDITURES	
Operating Expenses	0
Debt Service Expenses	315,941
Capital Expenses	0
Designated Ending Fund Balance	1,063,223
<b>Total Expenditures with Ending Fund Balance</b>	<b>1,379,164</b>



RELOCATION OF BACKYARD SEWER MAINS FUND - 431					
BARS	Description	2014 Actual	2015 Actual	2016 Budget	2017 Budget
308-80-04-31	Beginning Fund Balance	227,545	671,610	159,139	1,054,000
	<b>Total Fund Balance</b>	<b>227,545</b>	<b>671,610</b>	<b>159,139</b>	<b>1,054,000</b>
361-11-04-31	Investment Interest	289	706	300	300
	<b>Total Misc. Revenues</b>	<b>289</b>	<b>706</b>	<b>300</b>	<b>300</b>
391-80-04-31	Loan Received	1,276,279	604,637	1,068,136	0
397-00-00-01	Transfer In-Sewer Fund	324,864	324,864	324,864	324,864
397-00-00-07	Transfer In-REET Fund	249,878	60,349	0	0
	<b>Total Proprietary/Trust Gains(Losses)</b>	<b>1,851,021</b>	<b>989,850</b>	<b>1,393,000</b>	<b>324,864</b>
	<b>TOTAL RESOURCES</b>	<b>2,078,855</b>	<b>1,662,166</b>	<b>1,552,439</b>	<b>1,379,164</b>

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLAN**

**2016 Completed:**

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

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAILED BUDGET**

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

### **CAPITAL BUDGET**

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

### **CAPITAL BUDGET NARRATIVE**

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

**ERR FUND CHANGE IN FUND BALANCE REPORT**

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

**ERR FUND SUMMARY REPORT****RESOURCES**

Designated Beginning Fund Balance	1,529,000
Operating Revenues	145,250
Capital Replacement Transferred In	188,849
Total Resources with Beginning Fund Balance	<u>1,863,099</u>

**EXPENDITURES**

Operating Expenses	155,635
Capital Expenses	301,314
Designated Ending Fund Balance	<u>1,406,150</u>
	<u>1,863,099</u>

<b>EQUIPMENT REPLACEMENT FUND - 501</b>					
		2014	2015	2016	2017
BARS	Description	Actual	Actual	Budget	Budget
308-10-05-01	Beginning Fund Balance	1,616,751	1,668,088	1,588,375	1,529,000
	Total Beginning Fund Balance	1,616,751	1,668,088	1,588,375	1,529,000
348-30-00-00	General Fund Replacement	34,645	49,149	79,269	83,021
348-30-01-00	City Street Fund Replacement	18,770	25,504	42,970	32,810
348-30-03-00	Water/Sewer Fund Replacement	17,382	11,680	37,711	35,303
348-30-04-00	Storm Sewer Replacement	20,505	20,506	17,160	37,715
348-30-08-00	General Fund O & M	54,430	49,035	69,110	70,585
348-30-09-00	City Street Fund O & M	19,468	16,640	23,895	23,895
348-30-11-00	Water/Sewer Fund O & M	18,295	17,709	25,095	25,095
348-30-12-00	Storm Sewer O & M	9,432	12,805	16,000	16,000
	<b>Total Charges for Goods &amp; Services</b>	<b>192,927</b>	<b>203,028</b>	<b>311,210</b>	<b>324,424</b>
361-11-05-01	Investment Interest	1,276	9,233	17,000	6,000
362-40-05-01	Rental Revenue	3,475	3,560	3,600	3,675
369-10-00-05	Sale of Scrap	500	5,450	0	0
369-90-05-01	Other Miscellaneous Revenue	686	0	0	0
	<b>Total Misc. Revenues</b>	<b>5,937</b>	<b>18,243</b>	<b>20,600</b>	<b>9,675</b>
	<b>Total Operating Revenue</b>	<b>198,864</b>	<b>221,271</b>	<b>331,810</b>	<b>334,099</b>
	<b>TOTAL RESOURCES</b>	<b>1,815,615</b>	<b>1,889,359</b>	<b>1,920,185</b>	<b>1,863,099</b>

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

### **PROGRAM DESCRIPTION**

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

**What we do:**

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

### **GOALS AND WORK PLANS**

**2016 Completed:**

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

**New for 2017:**

- Assist with purchase of new equipment as needed.

### **TOTAL PROGRAM OBJECT BUDGET**

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

## DETAIL BUDGET

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

## **BUDGET NARRATIVE**

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

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

## **CAPITAL BUDGET**

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

## **CAPITAL BUDGET NARRATIVE**

Capital consists of:

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

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

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

**STAFFING**

	2014 Actual	2015 Actual	2016 Budget	2017 Budget
<u>Senior Maintenance Supervisor</u>	0.15	0.15	0.15	0.15
Total	0.15	0.15	0.15	0.15



**POLICE INVESTIGATION FUND CHANGE IN FUND BALANCE**

Operating Revenues	20
Operating Expenses	(11,490)
<b>Net Change in Fund Balance</b>	<b>(11,470)</b>

**POLICE INVESTIGATION FUND SUMMARY REPORT****RESOURCES**

Designated Beginning Fund Balance	11,480
Operation Revenues	20
<b>Total Resources with Beginning Fund Balance</b>	<b>11,500</b>

**EXPENDITURES**

Operating Expenditures	11,490
Designated Ending Fund Balance	10
<b>Total Expenditures with Ending Fund Balance</b>	<b>11,500</b>

<b><u>POLICE INVESTIGATION FUND</u></b>					
		2014	2015	2016	2017
BARS	Description	Actual	Actual	Budget	Budget
308-10-01-05	Beginning Fund Balance	11,429	11,438	11,450	11,480
	<b>Total Beginning Fund Balance</b>	<b>11,429</b>	<b>11,438</b>	<b>11,450</b>	<b>11,480</b>
357-50-00-00	Investigative Confiscations	0	0	0	0
	<b>Total Fines &amp; Forfeits</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
361-11-01-05	Investment Interest	9	12	20	20
	<b>Total Misc. Revenues</b>	<b>9</b>	<b>12</b>	<b>20</b>	<b>20</b>
	<b>TOTAL RESOURCES</b>	<b>11,438</b>	<b>11,450</b>	<b>11,470</b>	<b>11,500</b>

**DEPARTMENT:** Police  
**DIVISION:** N/A  
**PROGRAM:** Investigation

**PROGRAM DESCRIPTION**

**Function:** This fund is set up to receive and disburse funds that have been acquired through police seizures. By State law, all monies received from the result of seizures, drug raids, etc. are required to be spent for police purposes.

**TOTAL PROGRAM OBJECT BUDGET**

	Program Object	2014 Actual	2015 Budget	2016 Budget	2017 Budget
40	Services & Charges	0	0	11,470	11,490
	Total	0	0	11,470	11,490

**DETAIL BUDGET**

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

**BUDGET NARRATIVE**

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

<b><u>REET FUND CHANGE IN FUND BALANCE</u></b>	
Revenues-REET 1	90,300
Revenues-REET 2	91,000
Transfers Out REET 1	(50,000)
Transfers Out REET 2	(287,255)
<b>Net Change in Fund Balance</b>	<b>(155,955)</b>
<b><u>REET FUND SUMMARY REPORT</u></b>	
RESOURCES	
Designated Beginning Fund Balance (1st 1/4)	207,000
Designated Beginning Fund Balance (2nd 1/4)	1,121,000
Revenues-REET 1	90,300
Revenues-REET 2	91,000
<b>Total Resources with Beginning Fund Balances</b>	<b><u>1,509,300</u></b>
EXPENDITURES	
Transfers Out REET 1	50,000
Transfers Out REET 2	287,255
Designated Ending Fund Balance (1st 1/4)	247,300
Designated Ending Fund Balance (2nd 1/4)	924,745
<b>Total Expenditures with Ending Fund Balances</b>	<b><u>1,509,300</u></b>

<b>REET FUND</b>					
<b>BARS</b>	<b>Description</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Budget</b>	<b>2017 Budget</b>
308-10-03-11	Beginning Fund Balance (1st 1/4)	408,895	294,952	105,134	207,000
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,206,963	1,026,647	1,052,852	1,121,000
	<b>Total Beginning Fund Balance</b>	<b>1,615,858</b>	<b>1,321,599</b>	<b>1,157,986</b>	<b>1,328,000</b>
317-34-00-00	Capital Improvement 1	68,624	86,223	60,000	90,000
317-35-00-00	Growth Management 1	68,624	85,386	60,000	90,000
	<b>Total Taxes</b>	<b>137,248</b>	<b>171,609</b>	<b>120,000</b>	<b>180,000</b>
361-11-03-11	Investment Interest (1st 1/4)	325	311	300	300
361-11-03-12	Investment Interest (2nd 1/4)	937	1,169	1,000	1,000
	<b>Total Misc Revenue</b>	<b>1,262</b>	<b>1,480</b>	<b>1,300</b>	<b>1,300</b>
	<b>TOTAL RESOURCES</b>	<b>1,754,368</b>	<b>1,494,688</b>	<b>1,279,286</b>	<b>1,509,300</b>

**DEPARTMENT:** Finance  
**DIVISION:** N/A  
**PROGRAM:** Real Estate Excise Tax

### **PROGRAM DESCRIPTION**

**Function:** The Capital Projects Fund was set up to receive and expend the optional first and second quarter (1/4% on each real estate transaction in Fircrest) Real Estate Excise Tax as provided by law. The second quarter of the tax is limited to capital projects, and was passed by the State legislature as part of the Growth Management Act.

### **TOTAL PROGRAM OBJECT BUDGET**

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

### **DETAIL BUDGET**

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

### **BUDGET NARRATIVE**

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

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

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

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

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

	<b><u>CUMULATIVE RESERVE FUND SUMMARY REPORT</u></b>	
	Designated Beginning Fund Balance - General Fund	3,000,000
	Designated Beginning Fund Balance - Street Fund	150,000
	Designated Beginning Fund Balance - Water Fund	11,513
	Designated Beginning Fund Balance - Sewer Fund	369,250
	Total	<u>3,530,763</u>
	Designated Ending Fund Balance - General Fund	3,000,000
	Designated Ending Fund Balance - Street Fund	150,000
	Designated Ending Fund Balance - Water Fund	11,513
	Designated Ending Fund Balance - Sewer Fund	369,250
	Total	<u>3,530,763</u>

### **CUMULATIVE RESERVE FUND**

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

### **BUDGET NARRATIVE**

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



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

### **PROGRAM DESCRIPTION**

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

**What we do:**

- Provide means of separate accounting for emergency reserves.

### **BUDGET NARRATIVE**

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

**CITY OF FIRCREST  
ORDINANCE NO. 1590**

**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 2017**

**WHEREAS**, the preliminary Budget of the City of Fircrest for the year 2017 was timely submitted;  
and

**WHEREAS**, Public Hearings on the proposed Budget were advertised and held on October 11, 2016  
and October 25, 2016; 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 the City Clerk entitled "City of Fircrest 2017 Annual  
Budget" is hereby adopted by reference as though fully set forth.

**Section 2.** The 2017 Budget and totals of the estimated revenues, expenditures and fund balances for  
each separate fund, and the aggregate totals are as follows:

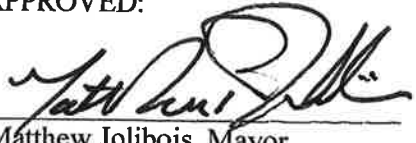
<b>FUND</b>	<b>REVENUE</b>	<b>EXPENDITURES</b>
001 General	\$7,739,626	\$7,739,626
101 Street	2,625,622	2,625,622
105 Police Investigation	11,500	11,500
150 Cumulative Reserve	3,530,763	3,530,763
310 Real Estate Excise Tax	1,509,300	1,509,300
415 Storm Drain Fund	1,121,800	1,121,800
425 Water	1,833,670	1,833,670
430 Sewer	3,918,200	3,918,200
431 Relocation of Backyard Sewer Mains	1,379,164	1,379,164
501 Equipment Replacement	<u>1,863,099</u>	<u>1,863,099</u>
<b>TOTAL ALL FUNDS</b>	<b>25,532,744</b>	<b>25,532,744</b>

**Section 3.** A complete copy of the final budget for 2017 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 Municipal Research Services Center (MRSC).

**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 7th day of November 2016.

APPROVED:

  
Matthew Jolibois, Mayor

ATTEST:

  
Lisa Keely, City Clerk

APPROVED AS TO FORM:

  
Michael B. Smith, City Attorney

DATE OF PUBLICATION: *November 10, 2016*  
EFFECTIVE DATE: *November 15, 2016*

ORDINANCE 1590

**CITY OF FIRCREST  
ORDINANCE NO. 1583**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AMENDING SECTION 1 OF ORDINANCE NO. 1564 AND F.M.C.  
2.44.050 RELATING TO SALARIES AND BENEFITS OF NON-UNION  
CITY EMPLOYEES AND AMENDING SECTION 1 OF ORDINANCE  
NO. 1567 AND FMC 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. 1564 and F.M.C. Section 2.44.050 are hereby amended to read as follows:

**"Non-Union Salaries.** From and after January 1, 2017 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>
Landscape/Maintenance Worker	\$2,074	\$2,647
Custodian	\$2,616	\$3,338
Office Assistant	\$2,616	\$3,338
Court Clerk	\$3,267	\$4,170
Police Records Technician/CSO I	\$3,317	\$4,234
Administrative Assistant	\$3,317	\$4,234
Planning/Building Administrative Assistant	\$3,317	\$4,234
Utility Billing Clerk	\$3,364	\$4,293
Maintenance Worker I	\$3,419	\$4,365
Accountant I	\$3,481	\$4,444
Police Records Technician/CSO II	\$3,586	\$4,577
Recreation Program Coordinator	\$3,616	\$4,615
Lead Court Clerk	\$3,645	\$4,652
Maintenance Worker II	\$3,830	\$4,889
Public Works Support Services Coordinator	\$4,182	\$5,338
Permit Coordinator/Code Enforcement Officer	\$4,182	\$5,338
Accountant II	\$4,182	\$5,338
Parks Maintenance Supervisor	\$4,182	\$5,338
Senior Maintenance Supervisor	\$4,182	\$5,338
Planning/Building Administrator	\$4,837	\$6,174
Parks/Recreation Director	\$4,837	\$6,174
Court Administrator	\$4,837	\$6,174
City Clerk	\$4,952	\$6,321
Planning/Building Director	\$5,819	\$7,428
Finance Director	\$6,052	\$7,725
Public Works Director/City Engineer	\$6,230	\$7,952
Police Chief	\$7,109	\$9,072
City Manager	\$7,473	\$9,538

For payroll purposes and for the computation of hourly rates for regular employees, the monthly salary of said positions shall be multiplied by twelve (12) and then divided by two thousand and

eighty (2,080) hours and rounded to the nearest one hundredth to determine the corresponding hourly rate of pay for entry into the bi-weekly payroll system."

**Section 2.** Section 1 of Ordinance No. 1567 and F.M.C. 2.44.090 are hereby amended to read as follows:

"Casual and seasonal employees. From and after January 1, 2017, the hourly rate of pay for casual or seasonal employees, unless otherwise provided, shall range between the State of Washington's minimum wage of nine dollars and fifty three cents and fifteen dollars per hour, depending on the requirements of the position and the qualifications of the individual, as determined by the City Manager."


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

<u>Position</u>	<u>1<sup>st</sup> Year of Employment</u>	<u>2<sup>nd</sup> Year of Employment</u>	<u>3<sup>rd</sup> Year of Employment</u>
Maintenance Worker	\$11.15	\$11.40	\$11.65
Pool Cashiers	\$11.15	\$11.40	\$11.65
Lifeguards	\$11.70	\$11.95	\$12.20
Swim Instructors	\$11.70	\$11.95	\$12.20
Recreation Leader	\$11.80	\$12.05	\$12.30
Swim Coaches	\$12.40	\$12.65	\$12.90
Pool Openers	\$13.00	\$13.25	\$13.50
Senior Bus Driver	\$15.00	\$15.00	\$15.00

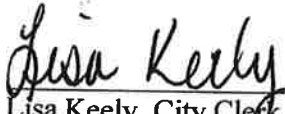
**Section 3.** Effective Date: This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 11<sup>th</sup> day of October, 2016.


APPROVED:

  
Matthew Jolibois, Mayor

ATTEST:

  
Lisa Keely, City Clerk

APPROVED AS TO FORM:

  
Michael B. Smith, City Attorney

CITY OF FIRCREST  
ORDINANCE NO. 1585

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF  
ORDINANCE 1565 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. 1565 and FMC 2.44.070 are hereby amended to read as follows:

2.44.070 Monthly Pay From and after January 1, 2017, the monthly rate of pay of the following positions is fixed at not to exceed the following sums:

Municipal Court Judge	\$2,900
Civil Service Chief Examiner	\$ 198


From and after January 1, 2016, the hourly rate of pay of the following position is fixed at not to exceed the following sum:

Information Services Manager	\$37.86
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**Section 2.** This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 11th day of October, 2016

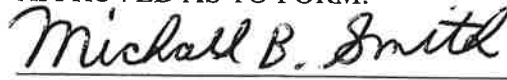
APPROVED:

  
Matthew Jolibois, Mayor

ATTEST:

  
Lisa Keely, City Clerk

APPROVED AS TO FORM:

  
Michael B. Smith, City Attorney

Publication Date: October 14, 2016

Effective Date: October 19, 2016

**CITY OF FIRCREST  
RESOLUTION NO. 1449**

**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 2016 provided for a \$161 hourly rate of pay and Section 7 Payment needs to be amended to provide remuneration in 2017 for services rendered each month in the sum of \$164 per hour; Now, Therefore,

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

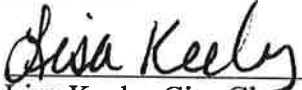
**Section 1.** The City Manager is hereby authorized and directed to execute this amendment to the December 10, 2003 Contract for Legal Services with Comfort, Davies & Smith, P.S., for City Attorney legal services as may be required for the City and provide the full range of prosecution services for an amount not to exceed \$164 per hour.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 25<sup>th</sup> of October 2016.


APPROVED

  
Matthew Jolibois, Mayor

ATTEST:

  
Lisa Keely, City Clerk

APPROVED AS TO FORM:

  
Michael B. Smith, City Attorney

**CITY OF FIRCREST  
ORDINANCE NO. 1584**

**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 2017  
FOR THE PURPOSE SET FORTH BELOW, AND REPEALING SECTION 1  
AND SECTION 2 OF ORDINANCE NO. 1563**

**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 \$2.1306 dollars per thousand on the assessed valuation of \$722,648,485 which will yield approximately the sum of \$1,552,290. An additional levy of \$322,257 is to be raised for emergency medical care and services as approved by the voters in the 2014 August general election for a period of six years. This amount is approximately \$0.4423 per thousand on the assessed valuation of \$722,648,485. 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 2017 to wit:

Total Assessed Valuation for Regular Levy	\$722,648,485
Regular Levy @ approximately \$2.1306 per thousand shall yield	\$ 1,552,290
EMS Levy @ approximately \$0.4423 per thousand shall yield	\$322,257
Totals approximately \$2.5729 per thousand shall yield	\$ 1,874,547

**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, 2017 and ending December 31, 2017 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. 1563 are hereby repealed as of December 31, 2016.

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



1 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**  
2 **WASHINGTON, at a regular meeting thereof this 11<sup>th</sup> day of October 2016.**


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4  
5 APPROVED:

6   
7 Matthew Jolibois, Mayor

8 ATTEST:

9   
10 Lisa Keely, City Clerk

11  
12 APPROVED AS TO FORM:

13   
14 Michael B. Smith, City Attorney

15 Publication Date: October 14, 2016  
16 Effective Date: October 19, 2016

17 (Ordinance No. 1584)  
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**CITY OF FIRCREST**  
**FEE AND RATE SCHEDULE**  
**January 2017**

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
<b>PARKS AND RECREATION</b>		
Pee Wee T-Ball (4 & 5 years)	\$30.00 resident; \$50.00 non-resident	FMC 10.22.010
T-Ball	\$40.00 resident; \$65.00 non-resident	FMC 10.22.010
Coach Pitch	\$40.00 resident; \$65.00 non-resident	FMC 10.22.010
Hollywood	\$40.00 resident; \$70.00 non-resident	FMC 10.22.010
Girls Fast pitch	\$40.00 resident; \$70.00 non-resident	FMC 10.22.010
Men's Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Co-ed Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Indoor Pee Wee Soccer (4 & 5 years)	\$30.00 resident; \$50.00 non-resident	FMC 10.22.010
Youth Basketball	\$40.00 resident; \$70.00 non-resident	FMC 10.22.010
4 on 4 Basketball League	\$100.00 per team; + \$10.00 each non-resident participant	FMC 10.22.010
Lighted Fields	*\$ 7.00 per hour per field - Fircrest activities 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	\$3.00 resident; \$6.00 non-resident	FMC 10.22.010
Family Membership Pool & Wading Pool	\$50.00 single family member; \$32.00 all additional members \$100.00 non-resident single family member; \$65.00 non-resident all additional members	FMC 10.22.010
Swimming Pool Punch Card	\$25.00 resident; \$50.00 non-resident (10 Open Swims)	FMC 10.22.010
Swimming Instruction	\$40.00 resident; \$50.00 non-resident (2 weeks) \$20.00 resident; \$25 non-resident (1 weeks)	FMC 10.22.010
Authorized School Pool Parties	No charge, time available basis	FMC 10.22.010
Swim Team	\$60.00 resident; \$100.00 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	\$20.00 each	FMC 10.22.010

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

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
<b>BUSINESS</b>		
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
<b>ANIMAL</b>		
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
<b>BUILDING/PLANNING</b>		
Planning Services Fee Schedule	Permit fee varies based on type	Resolution No. 1017
Building Service Fee Schedule	Permit fee varies based on valuation	Resolution No. 1347
<b>UTILITY RATES AND CHARGES</b>		
Water – Residential and Multi Dwelling Units	\$34.00 per bi-month-ready to serve charge per meter plus \$0.0100 per bi-month 0 - 1,000 per cubic foot plus \$0.0150 per bi-month 1,001 – 4,000 per cubic foot plus \$0.0250 per bi-month 4,001 and over per cubic foot	Ordinance 1589
Water - Commercial	\$34.00 per bi-month-ready to serve charge per meter plus \$0.0120 per bi-month 0 -2,000 per cubic foot plus \$0.0170 per bi-month 2,001–4,200 per cubic foot plus \$0.0270 per bi-month 4,201 and over per cubic foot	Ordinance 1589
Water – Nonresidential	Additional surcharge of \$12.50 per bi-month	Ordinance 1589
Water-Senior and Disabled Discount	25% discount	Ordinance 1589
Sewer – Residential and Multi Dwelling	\$60.40 per bi-month flat rate for Sewage Treatment \$79.20 per bi-month flat rate for City Sewer	Ordinance 1588
Sewer - Commercial	\$106.08 per bi-month plus Sewage Treatment charge based on metered and estimated flows, but not less than \$139.60 per bi-month	Ordinance 1588
Sewer – Non Residential and Multi Dwelling	\$70.40 per bi-month flat rate for Sewage Treatment \$79.20 per bi-month flat rate for City Sewer	Ordinance 1588
Sewer-Senior and Disabled Discount	25% discount	Ordinance 1588
Storm Drainage – Single Family	\$28.40 bi-monthly per parcel	Ordinance 1587
Storm Drainage – Non Single Family	\$21.70 plus 0.001437 per square foot of impervious surface but not less than \$28.40	Ordinance 1587
Storm Drainage-Senior and Disabled Discount	25% discount	Ordinance 1587

Water – Setup fee	\$6.50	Ordinance 1352
Sewer – Setup fee	\$2.50	Ordinance 1352
Storm Drainage –Setup fee	\$2.50	Ordinance 1352
Solid Waste and Recycling:	See Ord. No. 1492 for options and accompanying rates and information	Ordinance 1492
Sewer Connection – in City	\$4,000 minimum GFC \$2,150 Connection Fee \$275.00 Inspection Fee	Ordinance 1465
Water Connection – in City	\$4,000 minimum GFC \$1,800 Connection Fee \$360 Meter Drop-in fee	Ordinance 1464
<b>TYPE OF LICENSE OR RATE</b>	<b>FEE OR RATE</b>	<b>REFERENCE</b>
<b>UTILITY TAX ORDINANCES</b>		
Natural Gas/Electric Tax	6%	Ordinance 1586
Telephone Tax	6%	Ordinance 870
Television Tax	6%	Ordinance 1586
Storm Drain Tax	3%	Ordinance 1586
Water Tax	8%	Ordinance 1586
Sewer Tax	6%	Ordinance 1586
Garbage Tax	8.5%	Ordinance 1586
Franchise Fee	5%	Ordinance 1369
<b>OTHER</b>		
Miscellaneous Copies	\$.15 per page	N/A