



# PRELIMINARY 2018 BUDGET

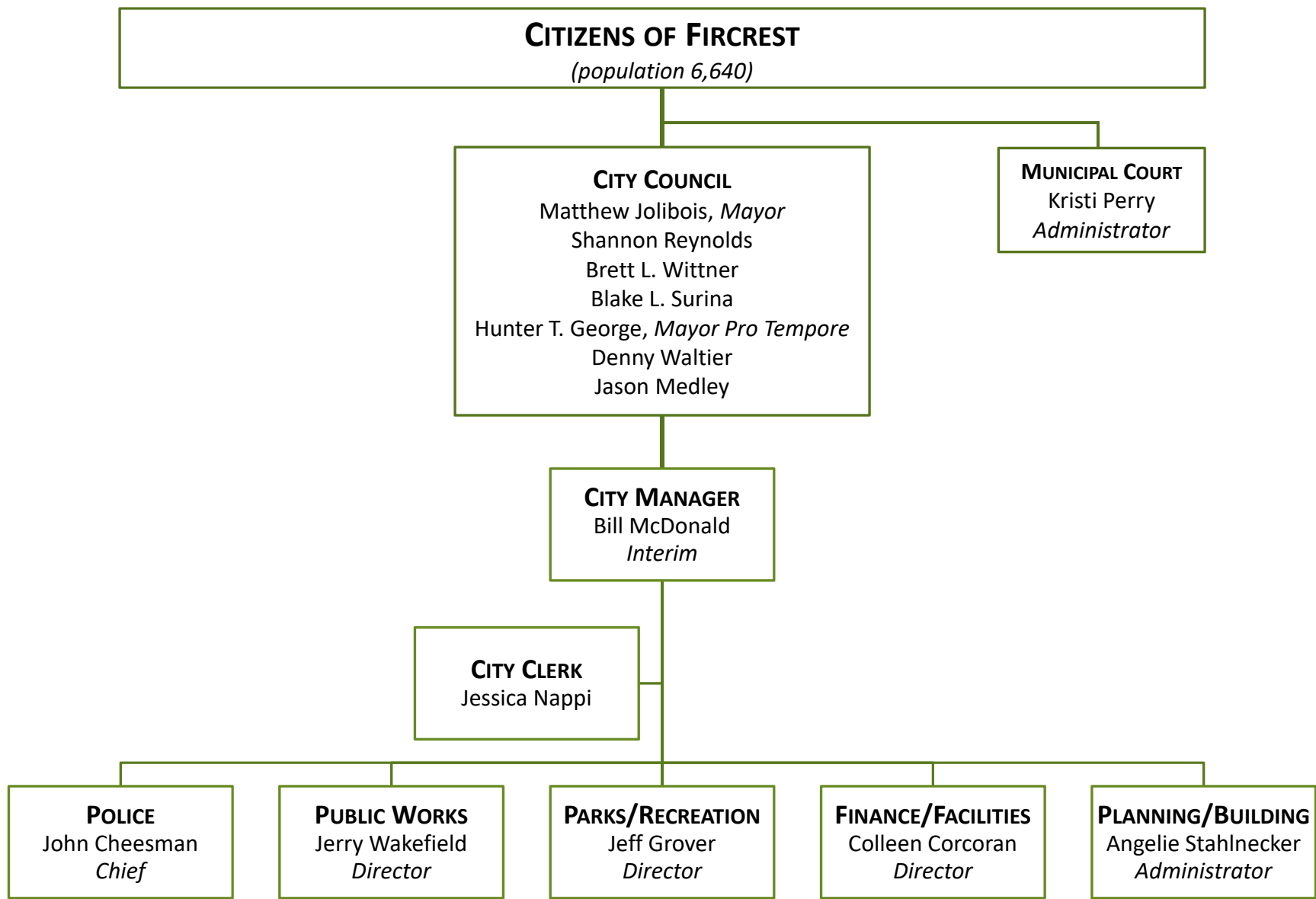
## 1<sup>ST</sup> BUDGET WORK SESSION

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Monday, October 2, 2017

GENERAL FUND

EQUIPMENT RENTAL & REPLACEMENT (ERR) FUND



# BUDGET REVIEW SCHEDULE

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**1<sup>st</sup> Budget Work Session**  
*October 2<sup>nd</sup>*

- **General Fund**
- **Equipment Rental & Replacement Fund (ERR)**

**2<sup>nd</sup> Budget Work Session**  
*October 9<sup>th</sup>*

- **Enterprise Funds**
  - Street
  - Stormwater
  - Water
  - Sewer
- **Capital Project Funds**

**3<sup>rd</sup> Budget Work Session**  
*October 16<sup>th</sup>*

- **Other Significant Items**
- **Final Questions**

# GENERAL FUND OVERVIEW

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## PERSONNEL CHANGES

- Change in personnel, wages, and salaries
  - 3% COLA increase
  - Change in salaries/benefits due to personnel turnover
  - Matching City of Tacoma minimum wage
  - Moving from HealthFirst plan to HealthFirst 250 plan
- Proposed 0.5 FTE Community Events Coordinator + \$19,645
- Proposed Police Sergeant Promotion (not included in preliminary 2018 budget)

## CAPITAL PROJECTS

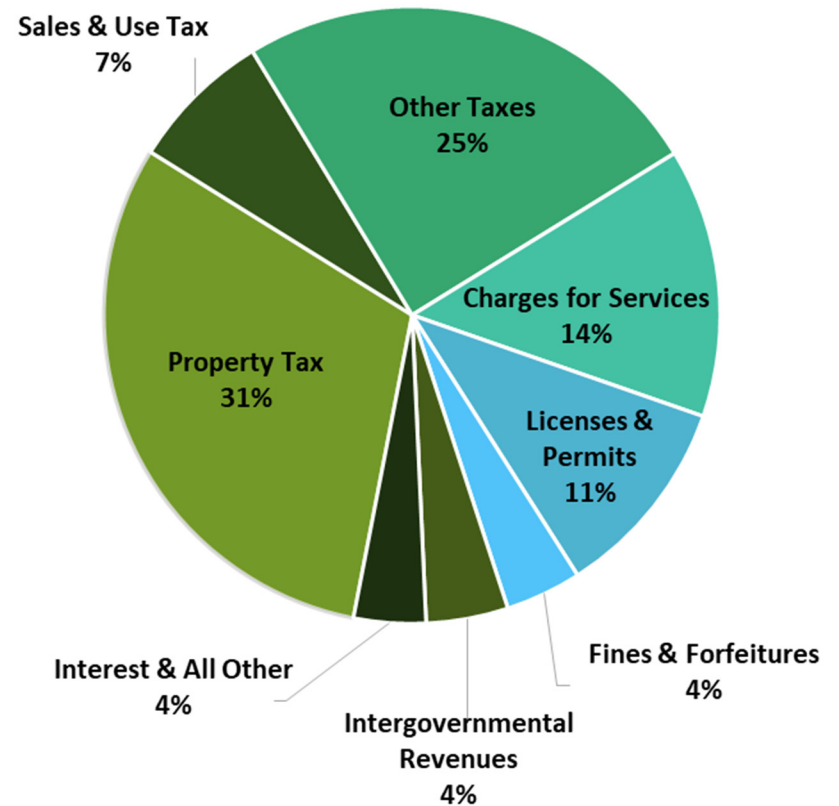
- Facilities: + \$13,000 (page 30)
- Police: + \$7,000 New Radio (page 39)
- Parks: + \$115,000 44<sup>th</sup>/Alameda Fund Balance (page 61)

## TRANSFERS

- To Street Beautification: \$10,000
- To Street (12.5% Property Tax): \$195,977
- To Street Light Maintenance from Designated Fund Balance - Light: \$60,000

# GENERAL FUND REVENUE PROJECTIONS\*

Property Tax	\$1,567,813
Sales & Use Tax	\$380,000
Other Taxes	\$1,266,845
Charges for Services	\$717,733
Licenses & Permits	\$542,100
Fines & Forfeitures	\$203,500
Intergovernmental Revenues	\$219,045
Interest & All Other	\$192,403
<b>Total</b>	<b>\$5,089,439</b>



\*Early Revenue estimates

# GENERAL FUND REVENUES

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## CHANGE IN OPERATING REVENUE: +\$184,003

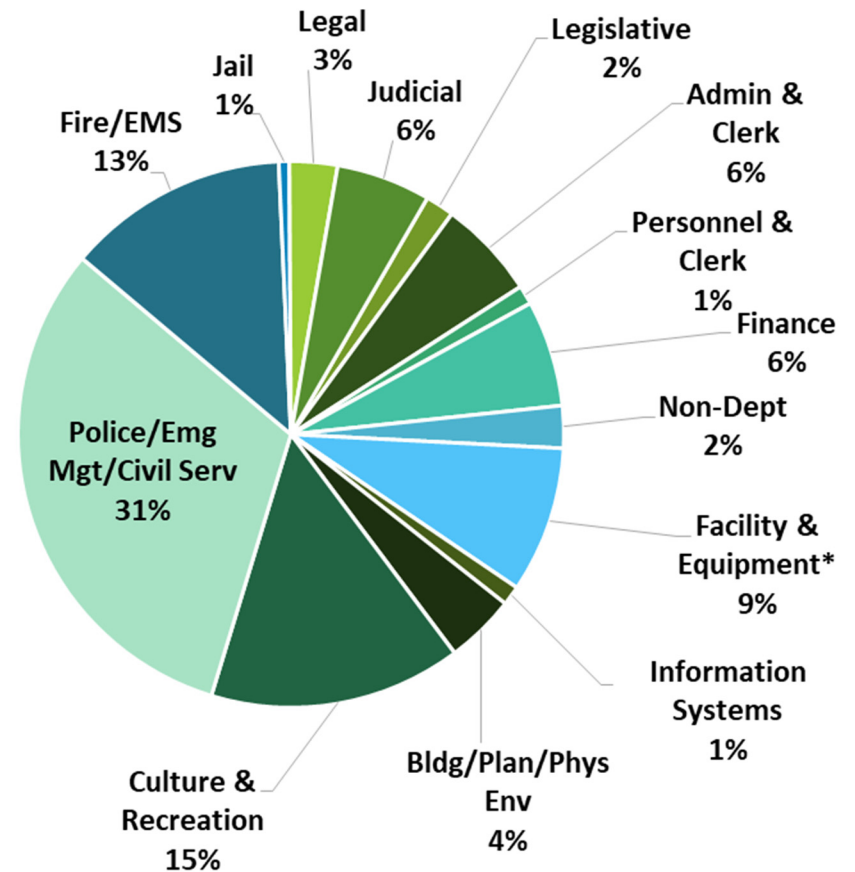
- Property Tax: 1% increase (+ \$15,523)
- 4<sup>th</sup> year of a six-year EMS levy (+ \$3,223)
- Utility Tax revenues increase due to increased rates
- Storm Utility Tax: Increase from 3% to 6%
- Telephone/Telegraph Tax: Decrease by \$10,000 due to decreased landlines
- Building Permits: + \$20,000 from anticipated Condo project
- Plan Checking: + \$8,200 from anticipated Condo project
- Baseball: + \$6,820 due to increased participation as a result of University Place Recreation closure

# GENERAL FUND BUDGET SECTIONS

## OPERATING BUDGET EXPENDITURES

Legislative	\$83,225
Admin & Clerk	\$286,315
Personnel & Clerk	\$54,760
Finance	\$306,776
Non-Departmental	\$122,339
Facility & Equipment*	\$423,227
Information Systems	\$56,219
Bldg/Plan/Phys Env	\$201,774
Culture & Recreation	\$729,608
Police/Emg Mgt/Civil Serv	\$1,534,304
Fire/EMS	\$641,736
Jail	\$30,500
Legal	\$138,475
Judicial	\$272,725
<b>Total Operating Costs without Transfers</b>	<b>\$4,881,983</b>

\* Includes Insurance, Repairs, and Maintenance.



# MAJOR GOALS

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## LEGISLATIVE

*City Council*

*Bill McDonald, Interim City Manager*

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- Strategic Planning and Economic Strategy
- Develop a funding strategy for park improvements
- Develop a Council Orientation Guide

## ADMINISTRATION

*Bill McDonald, Interim City Manager*

*Jessica Nappi, City Clerk*

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- Conduct Risk/Safety Audit
- Transition of new City Manager
- Increase Public Transparency
- Increase Regional Participation

## PERSONNEL

*Jessica Nappi, City Clerk*

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- Update Personnel Manual
- Conduct Salary Survey



# MAJOR GOALS

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## FINANCE

*Colleen Corcoran, Director*

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- 2015/2016/2017 State Audit
- Research paperless Accounts Payable process
- Implement internship program
- Update financial policies
- Assist Recreation and Building departments for online registration and payment services

## INFORMATION SYSTEMS

*Colleen Corcoran, Director*

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- Replace office computers
- Replace police server

# MAJOR GOALS

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## BUILDING & PLANNING

*Angelie Stahlnecker, Administrator*

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- Conduct Planning and Land Use Fee Structure review
- Update Commercial Design review
- Update Comprehensive Plan
- Apply for TPCHD Healthy Community Award
- Create interactive online GIS presence
- Research online registration and payment services

# MAJOR GOALS

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## CULTURE & RECREATION

*Jeff Grover, Director*

- Bring new and community focused events to Fircrest Park and Community Center
- Facilitate Community Center and Pool planning and design process
- Improve field irrigation at Whittier Park
- Replace play structure at Fircrest Park
- Research online registration and payment services

# MAJOR GOALS

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## POLICE

*John Cheesman, Chief*

- Implement Real Time Crime Mapping
- Increase efficiency by going more paperless
- Continue building relationships with stakeholders
- Update Police Policy and Procedures Manual
- Plan, host, participate in, and/or provide security for City events

## EMERGENCY MANAGEMENT

*John Cheesman, Chief*

- Develop Comprehensive Emergency Management Plan – Light
- Host City employee table top exercise
- Host Emergency Management training for City Council
- Host City wide preparedness class

# MAJOR GOALS

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## JUDICIAL SERVICES

*Kristi Perry, Court Administrator*

- Update Court policies and procedures manual
- Implement a paperless storage system for closed and archived files
- Improve efficiency while maintaining quality justice/customer service

# GENERAL FUND MAJOR VARIANCES

SECTION	PAGE	MAJOR CHANGES	REASON
Legislative (Council)	10	+ \$4,000 + \$1,500 + \$6,000	Small Tools (Council computers) Codification Special Elections (Park Bond \$8,000)
Judicial Services	13	+ \$2,000	Interpreter
Legal (Services)	21	+ \$2,000 + \$1,870 + \$2,000	Assigned Counsel Town Prosecutor Conflict Counsel
Non-Departmental	24	+ \$2,000 + \$7,000	Small Tools & Minor Equipment (City Hall furniture) Misc. (banking, online, credit card fees)
Personnel	27	+ \$5,000	Prof. Services (Personnel Manual update)
Facilities & Equipment	29	+ \$10,000 + \$2,000 + \$7,700	Facility Insurance R&M Recreation Building (water fountain) R&M City Hall (HVAC, electrical, plumbing)
Information Systems	32	( \$20,250 )	Reduction for Web Design
Building & Planning	43	+ \$20,000	Anticipated Condo Permit Review
Police	37	+ \$8,316 + \$1,808	PC Radio Infrastructure (CCN) Dispatching
Fire/EMS	40	+ \$18,691 + \$3,223	Tacoma Fire Tacoma EMS

# ERR GOALS AND VARIANCES

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## *Equipment Repair & Replacement (ERR) Fund*

### GOALS

- Purchase new equipment
- Maintain current replacement schedule

### VARIANCES

- 15 office computers: + \$16,500
- 1 Police server: + \$4,500
- 2 Police vehicles: + \$89,604
- Parks & Recreation:
  - Mower + \$28,000
  - Pressure Washer + \$2,600
  - Used Senior Bus \$60,000
- Street:
  - Asphalt Compactor + \$4,917
  - Striper + \$7,103
- Vehicle Insurance increase: + \$5,505

# BUDGET SCHEDULE

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- October 2<sup>nd</sup> {
  - **1<sup>st</sup> Budget Work Session:**
    - General Fund
    - Equipment Rental & Replacement Fund (ERR)
- October 9<sup>th</sup> {
  - **2<sup>nd</sup> Budget Work Session:**
    - Enterprise Funds
    - Capital Project Funds
- October 10<sup>th</sup> {
  - **Public Hearings:**
    - Revenue Sources
    - 2018 Budget (1<sup>st</sup> reading)
  - **Salary Ordinance**
- October 16<sup>th</sup> {
  - **3<sup>rd</sup> Budget Work Session:**
    - Other Significant Items
    - Final Questions
- October 23<sup>rd</sup> {
  - **Budget Work Session\***
- October 24<sup>th</sup> {
  - **Public Hearing:**
    - 2018 Budget (2<sup>nd</sup> reading)
- November 14<sup>th</sup> {
  - **Adopt 2018 Budget**

\* Reserved if needed.