



2015

ADOPTED

BUDGET

**CITY OF FIRCREST, WASHINGTON
2015 PRELIMINARY BUDGET**

CITY OFFICIALS

Council: David M. Viafore (Mayor)
Matthew P. Jolibois (Mayor Pro Tem)
Hunter T. George
David R. Goodsell
Jason Medley
Shannon Reynolds
Denny Waltier
City Manager: Rick Rosenblatt
Finance Director: Colleen Corcoran

POPULATION: 6,555

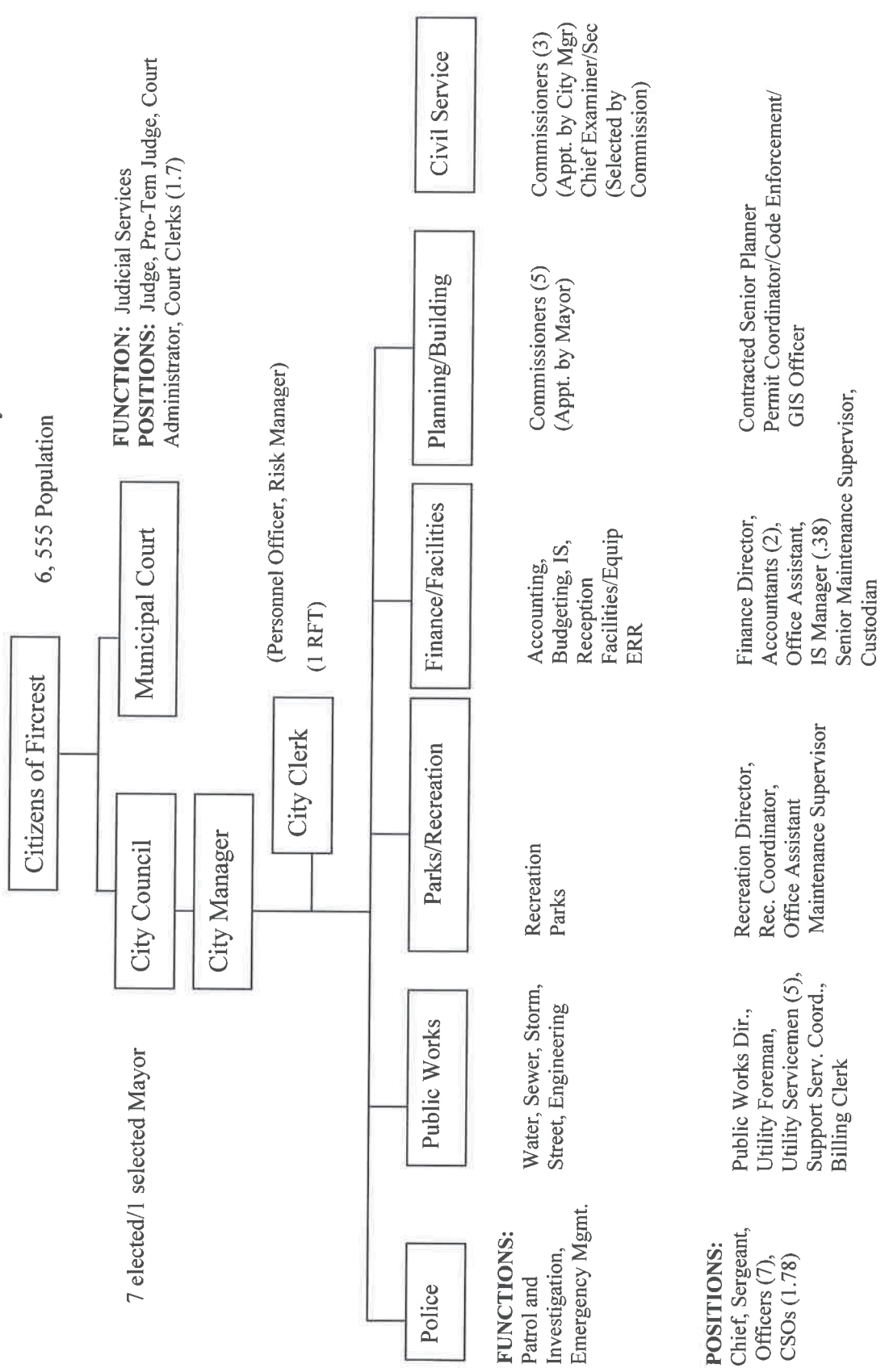
2015 ASSESSED VALUATION REGULAR LEVY: \$622,956,284
REGULAR MILL LEVY: 2.40995
EMS MILL LEVY: 0.500

2015 REVENUES, EXPENDITURES & BALANCES BY FUND

General	7,081,654
Street	701,112
Storm Drain.....	956,797
Water.....	1,577,002
Sewer.....	3,012,954
Relocation of Backyard Sewer Mains Project.....	3,312,319
Equipment Replacement	1,880,536
Police Investigation	11,479
Real Estate Excise Tax.....	1,384,231
Cumulative Reserve	3,530,763
 TOTAL	 23,448,847

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CITY OF FIRCREST 2015 ORGANIZATION CHART by Position



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City of Fircrest 2015 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, 2015

Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2015 Adopted Budget. This document addresses the critical issues and mandates facing Fircrest within the limits of the City's resources. As the principal policy statement, the budget is a tool for management, accounting, communications, and planning decisions. In addition, it provides a financial plan and operations guide for implementing the various City programs and services.

What the City of Fircrest does:

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

Strong effort has been made to maximize the level of public services while minimizing the level of debt and maintaining necessary reserves. 2015 operations are to be funded from 2015 revenues. Expenditures and revenues have been budgeted conservatively.

2015 BUDGET OVERVIEW

- Includes a COLA increase of 2.5% 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 first 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.

2014
Budgeted operating revenues:
\$4,403,508

2015
Budgeted operating revenues:
\$4,688,103

2014
Budgeted operating expenditures:
\$4,382,398

2015
Budgeted operating expenditures:
\$4,533,691

CUMULATIVE RESERVE FUNDS

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

General Fund	3,000,000
W/S Fund	380,763
Street Fund	150,000
Total	\$3,530,763

STREET FUND

Transfers in from General Fund include \$185,091 (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 with funding from REET 1 and \$4,000 for Public Works yard improvements.

Street Reserves will be decreased by \$63,352

**2014 Budgeted revenues
with transfers:**
\$1,520,806

**2015 Budgeted revenues
with transfers:**
\$459,172

**2014 Budgeted expenditures
with Capital:**
\$1,533,870

**2015 Budgeted expenditures
with capital:**
\$522,524

STORM DRAIN FUND

Capital consists of \$25,000 for storm water catch basin and frame & grate replacement and \$4,000 for Public Works yard improvements. Project Engineering of \$5,000 is for design of the above projects. Machinery & Equipment is for ¼ of the GPS equipment and GIS mapping improvements.

Reserves will be increased by \$21,317.

**2014
Budgeted revenues:**
\$550,200

**2015
Budgeted revenues:**
\$430,000

**2014
Budgeted expenditures with capital:**
\$555,508

**2015
Budgeted expenditures with capital:**
\$408,683

WATER FUND

Capital improvement includes \$45,000 for a new 8-inch water main on Farallone Avenue from Princeton Street to Columbia Street, \$40,000 rollover for fluoride monitors and \$4,000 for Public Works yard improvements.

Project Engineering includes \$5,000 for engineering services for the aforementioned water main construction.

Machinery & Equipment is for 1/4th of the GPS equipment and GIS mapping improvements. Also included is a water valve exercising equipment and a water tapping tool.

Reserves will be decreased by \$24,437.

**2014
Budgeted revenues:
(With loans and capital contributions)**
\$921,830

**2015
Budgeted revenues:
(With loans and capital contributions)**
\$948,230

**2014
Budgeted expenditures with capital:**
\$1,142,659

**2015
Budgeted expenditures with capital:**
\$972,667

SEWER FUND

Capital includes funding for miscellaneous capital improvement projects. All major sewer capital improvements in 2015 are expected to be related to the Relocation of Back Yard Sewer Mains project and paid for out of the Backyard Sewer Fund.

Reserves will be increased by 100,907.

2014
Budgeted revenues:
(With loans, capital contributions)
\$2,039,700

2015
Budgeted revenues:
(With loans, capital contributions)
\$2,039,200

2014
Budgeted expenditures with capital:
\$2,061,966

2015
Budgeted expenditures with capital:
\$1,938,294

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 2015 consists of eight new computers, one new server, FTR recording software, a new phone system, a Street dump truck and a Water/Sewer utility truck.

SUMMARY

In summary, the 2015 Operating Preliminary Budget is balanced. Department managers have been conservative in planning their budgets and all departments have tried to balance available funds with expected service levels. They have also implemented cost containment wherever and whenever possible. Council's request to maintain services while maintaining a balanced budget has been used as a budget guideline.

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

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

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

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

Sincerely,

A handwritten signature in blue ink that reads "Rick Rosenblatt". The signature is fluid and cursive, with the first name "Rick" and last name "Rosenblatt" clearly legible.

Rick Rosenblatt
City Manager

GENERAL FUND CHANGE IN FUND BALANCE REPORT

Operating Revenues	4,688,103
Operating Expenses	<u>(4,533,691)</u>
Operating Revenues Over/(Under) Operating Expenditures	<u>154,412</u>
Less Transfer Out to St. Lt. Maint. from Lt. Fund Balance	(60,000)
Less Capital Expenditures From 44th St Fund Balance	(30,000)
Less Capital Expenditures From General Fund	<u>(60,000)</u>
Net Change in Total General Fund Balances	4,412

GENERAL FUND SUMMARY REPORT

RESOURCES

Desg. Beginning Fund Balance-Light	918,879
Desg. Beginning Fund Balance-44th Alameda	708,056
Undesignated Beginning Fund Balance	766,616
Operating Revenues	<u>4,688,103</u>
Total Resources with Beginning Fund Balance	<u>7,081,654</u>

EXPENDITURES

Operating Expenses	4,533,691
Capital Expenditures From 44th St Fund Balance	30,000
Capital Expenditures From General Fund	60,000
Transfer Out to St. Lt. Maint. from Lt. Fund Balance	60,000
Desg. Ending Fund Balance-Light	858,879
Desg. Ending Fund Balance-44th Alameda	678,056
Undesignated Ending Fund Balance	<u>861,028</u>
Total Expenditures with Ending Fund Balance	<u>7,081,654</u>

GENERAL FUND REVENUES

Description	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Des. Fund Bal/Light	1,080,162	1,022,206	978,879	918,879
Des. Fund Bal/44th Alameda	770,998	737,007	708,056	708,056
Undes. Unres. Fund Balance	1,009,708	1,170,479	1,265,506	766,616
Total Fund Balance	2,860,868	2,929,692	2,952,441	2,393,551
General Property Taxes	1,455,636	1,456,548	1,480,724	1,502,174
EMS Tax	310,053	275,274	284,687	311,478
Retail Sales & Use Tax	262,818	281,421	275,000	280,000
Emergency Communication Tax	0	5,565	0	5,600
Zoo Tax	45,512	50,679	45,000	50,000
Local Criminal Justice Tax	83,563	91,260	88,000	92,000
Water Utility Tax	67,620	65,710	65,800	68,000
Sewage Utility Tax	120,665	121,562	120,000	120,000
Gas Utility Tax	125,056	108,570	132,000	132,000
Garbage/Solid Waste Tax	88,439	89,502	89,000	91,000
Television Cable Tax	104,059	139,398	130,000	130,000
Telephone/Telegraph Tax	191,766	178,609	202,000	200,000
Gambling Excise Tax	3,759	3,581	4,000	4,000
Total Taxes	2,858,946	2,867,679	2,916,211	2,986,252
Non Comp Charge/Electric	237,904	150,589	210,000	210,000
Franchise Fee Water	6,330	5,670	5,100	5,100
Franchise Fee Cable TV	126,116	102,289	100,000	103,000
Business Licenses & Permits	38,745	47,455	41,000	45,000
Home Occupation	3,600	2,251	4,000	2,500
Building Permit	17,757	22,601	23,400	99,630
Mechanical Permit	3,685	4,106	4,400	17,000
Plumbing Permit	3,471	4,142	4,425	14,600
Excavate/Clear/Grading Permit	130	0	100	100
Sign Permit	405	315	270	270
Investigation Fee	1,125	211	500	400
Fire Protection Permit	0	40	240	550
Other Licenses & Permits	75	570	50	50
Total Licenses & Permits	439,343	340,239	393,485	498,200

OT Reimbur-St of WA (Fed Passthru)	0	0	0	4,000
Overtime Reimbursement-St of WA	5,743	9,784	5,000	1,000
Planning Grant-Wa St Dept of Comm	0	0	18,000	9,000
City-County Assistance	66,002	93,177	73,500	73,500
CJ-Population Based	1,465	1,569	1,700	1,600
CJ-Special Programs	5,507	5,841	5,680	5,830
DUI-Cities	1,215	1,186	1,200	1,200
Liquor Excise Tax	23,941	4,371	7,765	12,520
Liquor Board Profits	64,838	46,788	46,300	45,860
Liquor Board Profits-Public Safety	0	11,865	11,700	11,630
Total Intergovernmental Revenues	168,711	174,581	170,845	166,140

Interdepartmental Service Chgs	353,170	390,751	390,622	430,876
Passport Fees	6,775	7,225	8,000	7,500
Police OT Reimbursement-Non State		3,022	2,000	2,000
RCO Grant	0	0	0	36,500
Special Inspection Fees	0	160	200	200
Planning Permit	6,577	9,054	3,270	14,790
Site Development Permit	910	1,350	1,950	5,800
Plan Checking	10,523	9,601	11,750	63,000
Swimming Pool Fees	25,229	29,038	31,000	31,000
Swim Team Fees	4,150	5,162	4,725	3,500
Recreation Fees	5,924	6,363	6,000	6,000
5K Registration Fees	2,483	1,430	2,500	2,500
Adult Basketball Registration	11,500	3,700	3,250	3,250
Adult Baseball Registration	17,735	6,030	6,300	6,000
Youth Basketball Registration	0	6,950	9,000	9,000
Youth Baseball Registration	0	12,395	11,500	11,500
Indoor Soccer	2,000	1,560	2,000	1,500
Flag Football Registration	770	280	800	800
Instructor Based Revenue	17,142	12,742	17,000	17,000
Swimming Instructions	31,294	31,891	32,000	32,000
Total Charges for Goods & Services	496,182	538,704	543,867	684,716

Municipal Court	218,775	214,579	230,000	220,000
Investigative Fund Assessments	4,388	4,252	5,000	4,500
DUI Invest Fund Assessments	4,578	3,381	5,000	3,500
Total Fines & Forfeits	227,741	222,212	240,000	228,000

Investment Interest	8,656	7,014	8,000	5,000
Sales Interest	126	64	100	75
Int On Gen Property Taxes	161	100	100	100
Int On EMS Property Taxes	40	25	100	50
Space & Facility Rental	17,088	19,019	17,000	17,000
Soccer Field Rental	4,589	0	6,000	4,500
Land Rental-Interfund	67,710	69,590	79,770	68,470
Land Rental-ERR Garage	3,575	3,675	3,730	3,800
Time/Temp Sign Rental	8,450	7,800	7,800	7,800
Pool Rental Revenue	2,250	700	2,000	500
Parks Donations	5,749	3,954	4,000	10,500
Police Donations	2,824	2,750	5,000	5,000
Firework Donations	1,410	1,005	1,500	1,000
Sale of Scrap	0	231	0	0
Cash Overage/Shortage	18	31	0	0
Cash Over/Short-Pool	11	0	0	0
Other Misc Revenue	37,503	731	4,000	1,000
Reimbursements	180	140	0	0
Total Misc Revenue	160,340	116,829	139,100	124,795
Total Operating Revenue	4,351,263	4,260,244	4,403,508	4,688,103
Non Operating Revenue	8,750	10,289	0	0
TOTAL RESOURCES	7,220,881	7,200,225	7,355,949	7,081,654

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.

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

LICENSES & PERMITS

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

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

INTERGOVERNMENTS REVENUES

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

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

CHARGES FOR GOODS & SERVICES

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

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

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

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

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

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

FINES & FORFEITS

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

MISCELLANEOUS REVENUE

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

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

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

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

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

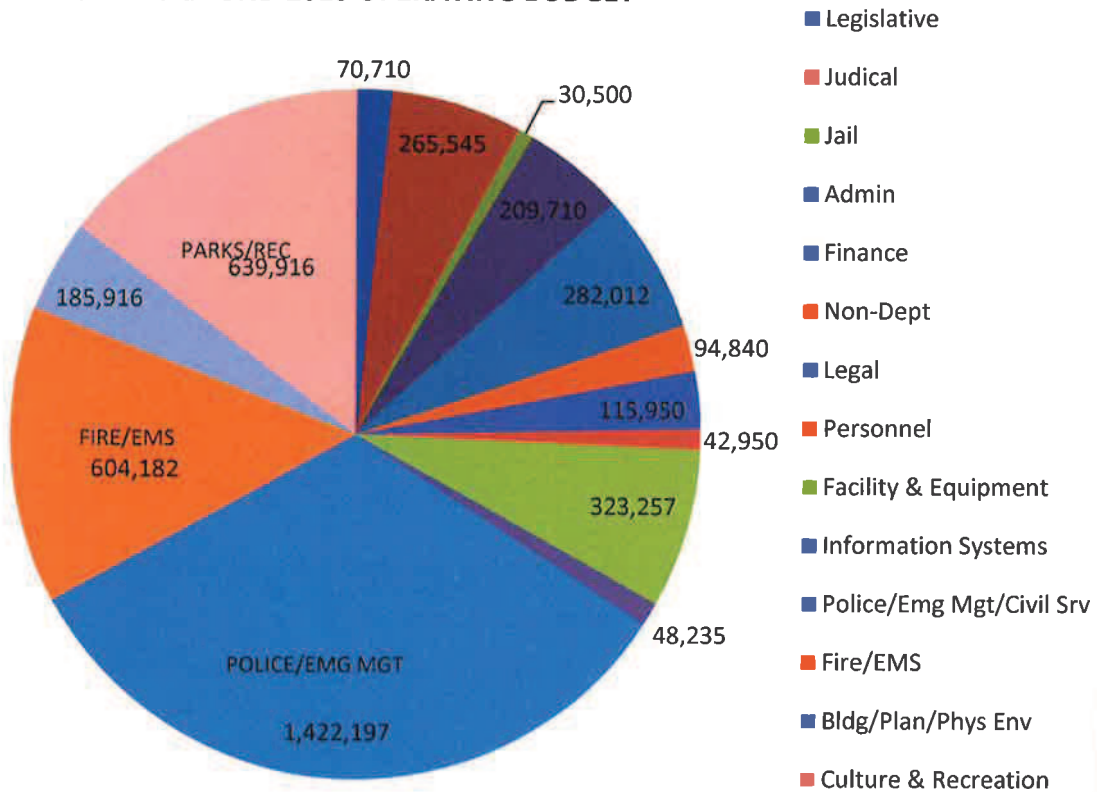
Other Miscellaneous Revenue consists of alarm permits, NSF fees, refund expenses from prior years, etc.

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

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

GENERAL FUND EXPENDITURE RECAP			
OPERATING BUDGET	2014 BUDGET	IN(DE)CREASE	2015 BUDGET
Legislative	71,010	(300)	70,710
Judicial	254,905	10,640	265,545
Admin	199,535	10,175	209,710
Finance	273,757	8,255	282,012
Legal	112,090	3,860	115,950
Other Employee Benefits	1,350	0	1,350
Non-Dept	73,215	21,625	94,840
Personnel	38,740	2,860	41,600
Facility & Equipment	322,340	917	323,257
Information Systems	47,164	1,071	48,235
Civil Service	4,775	85	4,860
Police	1,394,956	9,576	1,404,532
Fire/EMS	592,835	11,347	604,182
Jail	30,500	0	30,500
Building	52,065	44,500	96,565
Emergency Mgmt	12,570	235	12,805
Physical Environment	12,030	760	12,790
Planning	61,366	13,495	74,861
Mental Health	1,700	0	1,700
Recreation	240,710	2,835	243,545
Participant Recreation	34,275	0	34,275
Library	14,000	0	14,000
Community Events	16,600	0	16,600
Swimming Pool	122,270	2,940	125,210
Parks	202,550	3,736	206,286
Total Departmental Operating Costs	4,187,308	148,612	4,335,920
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	185,091	2,681	187,772
Total Operating Transfers	195,091	2,681	197,772
Total Operating Budget	4,382,398	151,293	4,533,691
Capital Budget			
Facilities	28,000	(14,000)	14,000
Fire/EMS	12,000	(12,000)	0
Recreation	1,500	(1,500)	0
Pool	5,000	(5,000)	0
Parks	0	76,000	76,000
Total Capital Budget	46,500	43,500	90,000
Transfer for Street Light Maintenance	60,000	0	60,000
Transfer Out to Cumulative Reserve	500,000	(500,000)	0
Total Equity Transfers	560,000	(500,000)	60,000
Undesignated Ending Fund Balance	740,116	120,912	861,028
Designated/Light	918,879	(60,000)	858,879
Designated/44th Alameda	708,056	(30,000)	678,056
Total Ending Fund Balance	2,367,051	30,912	2,397,963

GENERAL FUND 2015 OPERATING BUDGET



OPERATING BUDGET	2015 BUDGET	
Legislative	70,710	1.6%
Judical	265,545	6.1%
Jail	30,500	0.7%
Admin	209,710	4.8%
Finance	282,012	6.5%
Non-Dept	94,840	2.2%
Legal	115,950	2.7%
Personnel	42,950	1.0%
Facility & Equipment	323,257	7.5%
Information Systems	48,235	1.1%
Police/Emg Mgt/Civil Srv	1,422,197	32.8%
Fire/EMS	604,182	13.9%
Bldg/Plan/Phys Env	185,916	4.3%
Culture & Recreation	639,916	14.8%
Total Operating Costs	4,335,920	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

2014 Completed:

- Approved Regents Boulevard Grind and Overlay project.
- Approved Golden Gate/Harvard sewer replacement project.
- Approved Comprehensive Water System Plan.
- Appointed Planning Commissioner and committee members.
- Set policies for the City.

New for 2015:

- Review and update the Growth Management Act Comprehensive Plan and associated Development Regulations.
- Review and update the City's six-year Transportation Improvement Plan.
- Create a historical photo wall of former elected officials.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	32,410	29,717	33,810	33,810
20 Personnel Benefits	2,568	2,349	2,705	2,705
30 Supplies	0	84	100	100
40 Services & Charges	12,726	10,830	14,395	12,095
50 Intergovt Charges	10,503	15,792	20,000	22,000
Total	58,207	58,772	71,010	70,710

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	33,810	0	33,810
Personnel Benefits			
Personnel Benefits	2,705	0	2,705
Supplies			
Office & Operating Supplies	50	0	50
Small Tools & Minor Equipment	50	0	50
Services & Charges		0	
Advertising	2,000	(800)	1,200
Travel	1,200	0	1,200
Interfd ERR Repairs & Maint	100		100
Miscellaneous	100	0	100
A.W.C. Dues	4,045	50	4,095
Dues, Memberships, Subscription	2,500	0	2,500
Codification Costs	3,800	(2,500)	1,300
Meals	400	0	400
Registrations	250	950	1,200
Intergovt & Other Interfund Pmt.			
Special Elections & Voter Reg	20,000	2,000	22,000
Total	71,010	(300)	70,710

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 \$121.55 per month. In addition, the Mayor receives \$150 and Councilmembers receive \$100 per regular meeting attended. The Mayor and Councilmembers receive \$50 for each special meeting attended. The salaries and wages line item is based on 40 meetings: 24 regular (2 per month) and 16 special (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.

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 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

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Passport Fees	7,375	6,775	7,225	8,000	7,500
Total Fines & Forfeits Revenues	234,959	227,741	222,212	240,000	228,000
Total Charges Filed	3,404	3,645	3,492	3,800	3,800

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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	169,592	166,849	179,970	187,320
20 Personnel Benefits	51,038	55,004	61,155	63,245
30 Supplies	4,389	5,677	5,350	5,350
40 Services & Charges	4,875	5,568	8,430	9,630
Total	229,894	233,098	254,905	265,545

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	179,470	7,350	186,820
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	61,155	2,090	63,245
Supplies			
Office & Operating Supplies	4,000	0	4,000
Publications-Court Rules	350	0	350
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Srvs - Pro Temp Judges	1,600	(100)	1,500
Prof Srvs - Interpreter	700	0	700
Prof Srvs - Jury Master	800	0	800
Communication	130	0	130
Postage	500	0	500
Travel	500	1,300	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	0	500
Witness Costs	100	0	100
Total	254,905	10,640	265,545

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

	2012 Actual	2013 Actual	2014 Budget	2015 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

2014 Completed:

- Worked with Finance Department to coordinate and develop the 2015 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 potential litigation.
- Renewed Cities Insurance Association of Washington insurance pool.
- Updated Fircrest Municipal Code.

New for 2015:

- Work with Finance Department to coordinate and develop the 2016 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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	140,251	147,824	152,510	159,055
20 Personnel Benefits	35,323	40,423	44,995	48,625
30 Supplies	275	420	500	500
40 Services & Charges	392	945	1,530	1,530
Total	176,241	189,612	199,535	209,710

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	152,310	6,545	158,855
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	44,995	3,630	48,625
Supplies			
Office & Operating Supplies	300	0	300
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Professional Services	300	0	300
Communication	240	0	240
Travel	200	0	200
Repairs & Maintenance	100	0	100
Interfd ERR Repairs & Maint	200		200
Miscellaneous	100	0	100
Registration & Tuition	200	0	200
Dues,Memberships,Subscriptions	190	0	190
Total	199,535	10,175	209,710

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 National Association of Parliamentarians (NAP), one membership in the Pierce County Clerks & Finance Officers Association (PCCFOA) and one membership in Washington Municipal Clerks Association (WMCA).

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
City Manager	1.00	1.00	1.00	1.00
City Clerk	0.67	0.67	0.67	0.67
Admin. Assistant	0.48	0.00	0.00	0.00
Total	2.15	1.67	1.67	1.67

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

2014 Completed:

- Processed Budget Amendments as needed.
- Prepared 2013 Annual State Reports.
- Renewed banking services with Columbia Bank
- Implemented on-line utility billing system
- Worked with Administration Department to develop the 2015 Budget.

New for 2015:

- Work with Administration Department to develop the 2016 Budget.
- Prepare 2014 Annual State Reports.
- Work with the State Auditor's Office on single audit.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	193,834	193,837	185,360	189,965
20 Personnel Benefits	65,308	67,091	66,475	70,625
30 Supplies	920	198	900	900
40 Services & Charges	6,138	18,865	21,022	20,522
Total	266,200	279,991	273,757	282,012

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	184,860	4,605	189,465
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	66,475	4,150	70,625
Supplies			
Office & Operating Supplies	600	0	600
Small Tools & Minor Equip	300	0	300
Services & Charges			
Travel	500	0	500
Interfd ERR Replacement	11,817		11,817
Interfd ERR Repairs & Maint	5,000		5,000
Miscellaneous	800	0	800
Registration & Tuition	850	0	850
Printing And Binding	1,500	(500)	1,000
Dues,Memberships,Subscriptions	255	0	255
Tax Audit Expenses	300	0	300
Total	273,757	8,255	282,012

BUDGET NARRATIVE

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

Miscellaneous includes the cost of document shredding and online fees.

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

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

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

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Finance Director	1.00	1.00	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	3.00	3.00	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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
30	Supplies	831	0	2,700	500
40	Services & Charges	104,736	90,295	109,390	115,450
	Total	105,567	90,295	112,090	115,950

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Supplies			
Publications	2,700	(2,200)	500
Services & Charges			
Assigned Counsel	28,500	1,000	29,500
City Attorney	26,000	0	26,000
Special Legal Counsel	3,500	0	3,500
Town Prosecutor	50,000	5,000	55,000
Travel	900	100	1,000
Registrations	450	0	450
Memberships, Dues	40	(40)	0
Total	112,090	3,860	115,950

BUDGET NARRATIVE

Supplies are for publications purchased by the City Attorney.

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

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

Assigned Counsel provides defense counsel for indigent defendants.

The Town Prosecutor and the Department of Assigned Counsel are contracted.

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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
0 Total Other Services & Charges	877	963	1,350	1,350
Total	877	963	1,350	1,350

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Health Program	800	0	800
Travel-Health Program	550	0	550
Total	1,350	0	1,350

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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10	Salaries & Wages	14,751	11,164	12,430	13,370
20	Personnel Benefits	5,168	9,488	11,365	12,020
30	Supplies	6,897	7,940	7,900	9,400
40	Services & Charges	42,260	60,105	41,520	60,050
0	Transfers & Other Cost Allocations	286,300	235,396	755,091	257,772
	Total	355,376	324,093	828,306	352,612

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	12,230	940	13,170
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	11,365	655	12,020
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	6,000	500	6,500
Central Office Printing	1,500	200	1,700
Small Tools & Minor Equipment	200	800	1,000
Services & Charges			
Biennial Audit	0	15,000	15,000
Communication	11,600	0	11,600
Postage	12,000	0	12,000
Travel	100	0	100
Operating Rentals	4,000	2,000	6,000
Interfd ERR Repairs & Maint	2,820	105	2,925
Miscellaneous	2,500	500	3,000
Town Topics	8,100	900	9,000
Notary	200	0	200
Dues, Membership,Subscriptions	50	25	75
Registration & Tuition	150	0	150
Transfers & Other Cost Allocations			
Transfer Out	10,000	0	10,000
Transfer Out-Property Tax	185,091	2,681	187,772
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out to Cumulative Reserve	500,000	(500,000)	0
Total	828,306	(475,694)	352,612

BUDGET NARRATIVE

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 and MRSC Small Works Roster register.

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 \$187,772 to the Street Fund for 12.5% of the property taxes collected.

STAFFING

	2011 Actual	2012 Actual	2013 Budget	2014 Budget
Office Assistant	0.40	0.40	0.40	0.40
Admin. Assistant	0.30	0.30	0.00	0.00
Total	0.70	0.70	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

2014 Completed:

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

New for 2015:

- Recruit and replace staff as needed.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	19,878	22,832	22,320	24,085
20 Personnel Benefits	5,662	7,832	9,055	9,860
30 Supplies	38	0	255	255
40 Services & Charges	3,129	7,857	7,110	7,400
Total	28,707	38,521	38,740	41,600

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	22,320	1,765	24,085
Personnel Benefits			
Personnel Benefits	9,055	805	9,860
Supplies			
Office & Operating Supplies	105	0	105
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	3,000	0	3,000
Advertising	2,000		2,000
Drug & Alcohol Testing	600	0	600
Travel	650	0	650
Miscellaneous	100	0	100
Dues,Memberships,Subscriptions	100	100	200
Meals-Other Than Travel/Train.	50	0	50
Registration & Tuition	610	190	800
Total	38,740	2,860	41,600

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 WAPLRA.

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

STAFFING

	2013 Actual	2014 Actual	2015 Budget	2016 Budget
City Clerk	0.33	0.33	0.33	0.33
Admin. Assistant	0.22	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

2014 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 2015:

- 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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10	Salaries & Wages	70,685	66,682	67,345	87,115
20	Personnel Benefits	28,725	28,340	29,210	34,970
30	Supplies	13,444	10,529	19,400	21,400
40	Services & Charges	148,897	162,241	206,385	179,772
60	Capital Outlays	4,860	0	28,000	14,000
	Total	266,611	267,792	350,340	337,257

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	67,345	19,770	87,115
Personnel Benefits		0	
Personnel Benefits	29,210	5,760	34,970
Supplies			
Operating Supplies/Facilities	400	0	400
Operating Supplies/Rec Bldg	3,500	0	3,500
Operating Supplies/P.S.B.	3,000	0	3,000
Operating Supplies/P.W.F.	3,000	0	3,000
Operating Supplies/C.H.	3,000	1,000	4,000
Operating Supplies/Park Struct	1,000	0	1,000
Operating Supplies/Landscaping	4,500	(3,000)	1,500
Small Tools & Minor Equipment	1,000	4,000	5,000
Services & Charges			
Advertising	300	0	300
Contract Maintenance	30,250	(30,250)	0
General Fund Prop Maintenance	1,400	100	1,500
Communications	550	0	550
Rental Space In Err Garage	3,475	2,085	5,560
Insurance	132,500	(15,900)	116,600
Insurance Deductible	1,000	0	1,000
Public Utility Services	13,800	0	13,800
Repairs & Maintenance	100	0	100
Repairs & Maint/Rec Bldg	7,500	0	7,500
Repairs & Maint/City Hall	5,900	3,100	9,000
Repairs & Maint/Public Works	2,400	3,600	6,000
Repairs & Maint/Public Safety	3,000	4,000	7,000
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	500	0	500
Interfd ERR Replacement	0	6,597	6,597
Interfd ERR Repairs & Maint	2,110	55	2,165
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Total	322,340	917	323,257

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. It has been decreased \$3,000 for material to replace the irrigation system on Claremont which was completed in 2014 and is now maintained by the Water Department.

Small Tools & Equipment has been increased for purchase of lawn maintenance equipment.

Contract Maintenance has been eliminated. Lawn care maintenance will be performed in house.

Rentals has increased \$2,000 for rental of lawn care equipment.

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

	2014 Budget	In(de)crease	2015 Budget
Building & Structures	0	14,000	14,000
Improvements	28,000	(28,000)	0
Machinery & Equipment	0	0	0
Total	28,000	(14,000)	14,000

CAPITAL NARRATIVE

Facilities capital includes:

- \$1,200 for new memory back up thermostat for the HVAC system at City Hall
- \$1,000 for additional security cameras at the Recreation Building
- \$1,600 for new sinks and faucets in the Men's and Women's restroom at the Recreation Building
- \$1,200 for a new drinking fountain
- \$4,000 to seal the parking lot at the Public Safety Building
- \$5,000 to paint the exterior of the Public Safety Building

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Senior Maintenance Supervisor	0.35	0.55	0.55	0.55
Planning/Building Director	0.05	0.15	0.15	0.00
Finance Director	0.05	0.15	0.15	0.15
Lawn Maintenance Worker (PT)	0.00	0.00	0.00	0.63
Custodian	0.64	0.64	0.64	0.64
Total	1.04	1.34	1.34	1.97

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

PROGRAM DESCRIPTION

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

What we do:

- Maintain all City hardware and software installations.

GOALS AND WORK PLAN

2014 Completed:

- Renewed software licenses as needed.
- Upgraded Spam Filtration.
- Upgraded Antivirus detection system.
- Migrated non police internet connections from T-1 to cable.

New for 2015:

- Renew software licenses as needed.
- Upgrade Court/Council Recording System.
- Replace 8 personal computers purchased through ERR.
- Replace 1 Servers purchased through ERR.
- Assist with research and replacement of telephone system.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	22,063	21,280	28,060	28,765
20 Personnel Benefits	1,784	1,717	2,280	2,315
30 Supplies	936	1,665	2,600	2,600
40 Services & Charges	7,854	14,460	14,224	14,555
Total	32,637	39,122	47,164	48,235

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	28,060	705	28,765
Personnel Benefits			
Personnel Benefits	2,280	35	2,315
Supplies			
Office & Operating Supplies	100	0	100
Small Tools And Minor Equip	2,500	0	2,500
Services & Charges			
Professional Services	900	0	900
Web Design/Maintenance	250	0	250
Communication	6,720	0	6,720
Repairs & Maintenance	100	0	100
Interfd ERR Replacement	954	331	1,285
Interfd ERR Repairs & Maint	300	0	300
Software Licenses	5,000	0	5,000
Total	47,164	1,071	48,235

BUDGET NARRATIVE

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

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

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

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

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 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

2014 Completed:

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

New for 2015:

- Establish eligibility list for Lateral Police Officers.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	2,172	2,172	2,220	2,270
20 Personnel Benefits	322	344	370	405
30 Supplies	17	0	100	100
40 Services & Charges	149	2,307	2,085	2,085
Total	2,660	4,823	4,775	4,860

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	2,220	50	2,270
Personnel Benefits			
Personnel Benefits	370	35	405
Supplies			
Office Supplies	50	0	50
Small Tools & Minor Equipment	50	0	50
Services & Charges			
Professional Services	500	0	500
Advertising	800	0	800
Travel	460	0	460
Miscellaneous	50	0	50
Meals-Other Than Travel/Train	75	0	75
Registration And Tuition	200	0	200
Total	4,775	85	4,860

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

	2012 Actual	2013 Actual	2014 Budget	2015 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

2014 Completed:

- Maintained high visibility enforcing traffic laws with emphasis on truck traffic.
- Met federal mandate of narrow banding all our police radios.
- Hired and trained two part time Community Service Officers.
- Trained new police officer.
- Selected and trained new firearms officer.
- Continue to work closely with the WSLCB to ensure area businesses comply with requirements.
- Co-hosted open house with the Tacoma Fire Department.
- Ascertained, installed and ensure workability, effectiveness and interoperability of new radio system.
- Participated in County Party Intervention Patrol task force.
- 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.
- 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.

2015 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.
- 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 work with other jurisdictions in monitoring radio system changes in the area thus ensuring interoperability and effectiveness for the City of Fircrest
- Continue to stay engaged with cooperative Cities task force.
- Continually interact with the community to generate mutual understanding thereby facilitating public support.
- 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.

PERFORMANCE MEASURES

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Collision	100	71	90	90
Minor Traffic Offenses	3,305	3,042	3,200	3,200
Major Traffic Offenses	398	418	400	400
Total Blotter Entries	15,506	15,365	15,400	15,400
General Reports	798	862	800	800
Miscellaneous Reports	14,780	14,503	14,600	14,600

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10	Salaries & Wages	776,647	783,565	810,805	830,260
20	Personnel Benefits	346,441	320,986	343,225	340,525
30	Supplies	5,605	6,483	8,550	8,700
40	Services & Charges	107,454	111,963	119,003	122,718
50	Intergov't'l Services	134,753	134,753	113,373	102,329
	Total	1,370,900	1,357,750	1,394,956	1,404,532

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	775,805	25,955	801,760
Overtime	20,000	2,000	22,000
Major Holiday Compensation	6,500	0	6,500
Emphasis Patrol Overtime	8,500	(8,500)	0
Personnel Benefits			
Personnel Benefits	327,890	(4,980)	322,910
LEOFF I Medical Premiums	12,035	1,205	13,240
LEOFF I Long Term Care Prem	300	75	375
LEOFF I Other Medical Costs	3,000	1,000	4,000
Supplies			
Office & Operating Supplies	5,200	0	5,200
Small Tools & Minor Equipment	3,350	150	3,500
Services & Charges			
Professional Services	20,000	0	20,000
Communication	10,160	0	10,160
Travel	1,000	200	1,200
Operating Rental/Copier	4,500	0	4,500
Repairs & Maintenance	2,500	0	2,500
Interfd ERR Replacement	21,083	0	21,083
Interfd ERR Repairs & Maint	39,110	2,565	41,675
Miscellaneous	2,500	0	2,500
Uniforms/Clothing/Laundry	4,550	0	4,550
Registration & Tuition	2,000	500	2,500
Dues,Memberships,Subscriptions	500	0	500
CJF Program	5,680	150	5,830
Reimbursable Program	5,000	0	5,000
Chaplaincy Program	220	0	220
Community Outreach	200	300	500
Intergovernmental Services			
PC Radio Infrastrucure	2,586	0	2,586
Dispatching	75,035	(4,388)	70,647
WACIC/NCIC	3,200	(1,060)	2,140
Records	0	0	0
IT Charges	32,552	(5,596)	26,956
Total	1,394,956	9,576	1,404,532

BUDGET NARRATIVE

Overtime is divided into three categories. The first 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 designated holiday. The second 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. Emphasis Patrol Overtime allows the police department to fund 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.

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 \$9,613 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of \$7,128 to continue our contract for major crime investigation and Forensic Officers and \$2,485 for the Pierce County Swat Team. The other amount included in this line item is \$10,387 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 have been increased to send an 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 2015.

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

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Police Chief	1.00	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	0.60	0.60	0.63
CSO I	1.05	0.93	0.93	1.15
Total	10.65	10.48	10.48	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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
40	Services & Charges	0	564	500	0
50	Intergovt & Other Interfund Pmt.	568,797	584,157	592,335	604,182
90	Capital	5,579	14,697	12,000	0
	Total	574,376	599,418	604,835	604,182

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Services & Charges			
Repairs & Maintenance	500	(500)	0
Intergovt & Other Interfund Pmt.			
Tacoma Contract Fire	307,648	(14,944)	292,704
Tacoma Contract EMS	284,687	26,791	311,478
Total	592,835	11,347	604,182

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 \$604,182.

This is the first 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.

CAPITAL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Other Improvements	12,000	(12,000)	0
Total	12,000	(12,000)	0

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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
50 Intergovt Services	14,591	19,367	30,500	30,500
Total	14,591	19,367	30,500	30,500

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 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

2014 Completed:

- Processed building plumbing, mechanical and grading permits
- Performed building inspection services
- Investigated and responded to complaints regarding unauthorized or unpermitted activities
- Review of Title 12, Buildings and Construction
- Attended permit tech training

New for 2015:

- Residential and retail development plan review and inspection services.
- Provide plan review services for tenant improvements in existing commercial retail stores.
- Continue processing building, plumbing, and mechanical permits under the provisions of the International Codes.
- Continue protective inspections programs for code compliance.
- Continue enforcement of nuisance complaints.
- Continue working with Public Works and Finance on development permit coordination, invoicing and billing of clients.

PERFORMANCE MEASURES

	<u>2011 Actual</u>	<u>2012 Actual</u>	<u>2013 Actual</u>	<u>2014 Budget</u>	<u>2015 Budget</u>
Complaints/Enforcement	83	54	48	75	50
Building Inspections	306	243	264	250	300
Building Permits	58	61	57	70	30
Mechanical Permits	72	55	62	50	60
Plumbing Permits	38	41	48	45	45
Miscellaneous Permits	47	23	67	30	40

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10	Salaries & Wages	49,624	25,685	24,605	26,355
20	Personnel Benefits	20,016	6,003	4,760	5,360
30	Supplies	435	660	450	450
40	Services & Charges	18,678	19,296	22,250	64,400
	Total	88,753	51,644	52,065	96,565

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	24,605	1,750	26,355
Personnel Benefits			
Personnel Benefits	4,760	600	5,360
Supplies			
Office & Operating Supplies	250	0	250
Small Tools & Minor Equipment	200	0	200
Services & Charges			
Bldg Inspec/Plan Review	19,000	37,000	56,000
Eng Inspec/Plan Review	1,000	5,000	6,000
Travel	300	50	350
Interfd ERR Repairs & Maint	1,400		1,400
Dues,Memberships,Subscriptions	250	0	250
Registration & Tuition	300	100	400
Total	52,065	44,500	96,565

BUDGET NARRATIVE

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

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

Travel/Registration & Tuition has been increased for attendance at the WAPT conference.

STAFFING

	201 Actual	2013 Actual	2014 Budget	2015 Budget
Planning/Building Director	0.10	0.20	0.00	0.00
Permit Coordinator	0.75	0.40	0.50	0.50
Total	0.85	0.60	0.50	0.50

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

2014 Completed:

- Completed City Hazard Mitigation Plan.
- Updated City Emergency Management Plans.
- Presented emergency preparedness materials to our community.
- Attended Community Specific Integrated Emergency Management Course (IEMC).
- Attended preparedness meetings for 2015 U.S. Open.

New for 2015:

- Host Emergency Preparedness meeting for staff.
- Update City of Fircrest Emergency Management Plan as needed.
- Host emergency preparedness meeting for citizens.
- Ensure City is properly prepared for U.S. Open.
- Hold employee earthquake building inspection class.

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	5,004	5,004	5,105	5,235
20 Personnel Benefits	1,858	1,854	1,895	1,960
50 Intergovt & Other Interfund Pmt.	5,525	5,546	5,570	5,610
Total	12,387	12,404	12,570	12,805

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	5,105	130	5,235
Personnel Benefits			
Personnel Benefits	1,895	65	1,960
Intergovt & Other Interfund Pmt.			
Emergency Management Dues	5,570	40	5,610
Total	12,570	235	12,805

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Police Chief	0.00	0.05	0.05	0.05
Planning/Bldg Director	0.05	0.00	0.00	0.00
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 2015, animal control will be administered by the City or contracted with another jurisdiction.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
40	Services & Charges	10,982	11,633	12,030	12,790
	Total	10,982	11,633	12,030	12,790

DETAIL BUDGET

		2014 Budget	In(de)crease	2015 Budget
	Intergovt & Other Interfund Pmt.			
	Pollution Control	3,030	760	3,790
	Animal Control	9,000	0	9,000
	Total	12,030	760	12,790

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

2014 Completed:

- Applied for and received a Department of Commerce Growth Management Act Update Grant.
- Assisted Public Works on the annual 6-Year Transportation Improvement Program update for 2015-2020.
- Processed 2014 update to the Comprehensive Plan as required by GMA.
- Working on the GMA mandated 2015 update to the Comprehensive Plan.
- 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.
- Reviewed codes related to liquor by the drink.

New for 2015

- 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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10	Salaries & Wages	75,481	49,560	24,605	26,355
20	Personnel Benefits	27,371	11,335	4,770	5,370
30	Supplies	480	241	450	450
40	Services & Charges	2,653	16,901	31,541	42,686
	Total	105,985	78,037	61,366	74,861

DETAIL BUDGET

		2014 Budget	In(de)crease	2015 Budget
	Salaries & Wages			
	Salaries & Wages	24,605	1,750	26,355
	Personnel Benefits			
	Personnel Benefits	4,770	600	5,370
	Supplies			
	Office & Operating Supplies	250	0	250
	Small Tools & Minor Equipment	200	0	200
	Services & Charges			
	Prof Services/Reimbursable	28,000	12,000	40,000
	Advertising	850	(150)	700
	Travel	300	50	350
	Interfd Replacement	791	(540)	251
	Interfd ERR Repairs & Maint	100	0	100
	Miscellaneous	50	0	50
	Registration & Tuition	400	0	400
	Dues,Memberships,Subscriptions	400	(215)	185
	Printing And Binding	650	0	650
	Total	61,366	13,495	74,861

BUDGET NARRATIVE

The Professional Services line consists of \$4,000 to cover contract engineering services related to planning and engineering review of project applications, \$34,000 for planning consultant services, \$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.

Travel has been increased for attendance at the WAPT conference and other miscellaneous training.

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Planning/Building Director	0.75	0.65	0.00	0.00
Permit Coordinator	0.25	0.60	0.50	0.50
Total	1.00	1.25	0.50	0.50

DEPARTMENT: Finance and Administration

DIVISION: N/A

PROGRAM: Health

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
0 Transfers & Other Cost Allocations	1,693	1,174	1,700	1,700
Total	1,693	1,174	1,700	1,700

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Transfers & Other Cost Allocations			
Substance Abuse	1,700	0	1,700
Total	1,700	0	1,700

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2014 Completed:

- Worked with Kiwanis on special events.
- Held annual community events.
- Held youth sports programs.
- Provided senior services/activities.
- Provided a fireworks display as part of Fun Days.
- Provided free Drop in Day Camp.
- 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.

New for 2015:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	147,384	153,093	166,170	167,445
20 Personnel Benefits	47,930	52,081	58,290	60,700
30 Supplies	2,283	2,212	5,800	3,800
40 Services & Charges	9,422	6,346	10,450	11,600
60 Capital	0	0	1,500	0
Total	207,019	213,732	242,210	243,545

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	135,820	4,555	140,375
Overtime	500	0	500
Casual & Seasonal Labor	29,850	(3,280)	26,570
Personnel Benefits			
Personnel Benefits	58,290	2,410	60,700
Supplies			
Office Supplies	500	0	500
Operating Supplies	1,000	0	1,000
Senior Supplies	400	0	400
Youth Supplies	3,400	(2,400)	1,000
Small Tools & Minor Equipment	500	400	900
Services & Charges			
Senior Trips	250	0	250
Postage	3,000	0	3,000
Travel	150	0	150
Operating Rentals/Copier	1,800	300	2,100
Miscellaneous	400	0	400
Printing & Binding	4,000	500	4,500
Registration & Tuition	500	300	800
Dues,Memberships,Subscriptions	350	50	400
Reimbursable Expenditures	0	0	0
Total	240,710	2,835	243,545

BUDGET NARRATIVE

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

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

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

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

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

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

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

Travel includes meals and transportation for scheduled training.

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

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

The Printing and Binding line is used for the Recreation Activity Brochures and has been increased by \$500 to cover the rising cost of printing.

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.

CAPITAL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Machinery & Equip	1,500	(1,500)	0
Total	1,500	(1,500)	0

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 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	0.94	0.94	0.84	0.84
Total	2.59	2.59	2.49	2.49

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

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
40	Services & Charges	31,807	27,825	32,875	32,875
50	Intergovt Pmt.	0	0	1,400	1,400
	Total	31,807	27,825	34,275	34,275

DETAIL BUDGET

		2014 Budget	In(de)crease	2015 Budget
	Services & Charges			
	Referees/Basketball	2,000	0	2,000
	Umpires/Baseball	3,500	0	3,500
	Indoor Soccer	600	0	600
	Flag Football	800	0	800
	5 K Race	3,000	0	3,000
	Instructor Fees	11,900	0	11,900
	Youth Basketball	2,975	0	2,975
	Adult Basketball	500	0	500
	Youth Baseball	6,600	0	6,600
	Adult Baseball	1,000	0	1,000
	Intergovt Payments			
	Excise Taxes	1,400	0	1,400
	Total	34,275	0	34,275

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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
40	Services & Charges	9,925	9,425	14,000	14,000
	Total	9,925	9,425	14,000	14,000

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
40	Services & Charges	16,623	14,593	16,600	16,600
	Total	16,623	14,593	16,600	16,600

DETAIL BUDGET

	Other Services & Charges			
	Community Events	16,600	0	16,600
	Total	16,600	0	16,600

BUDGET NARRATIVE

2015 Community Events include \$550 for holiday tree lighting; \$1,020 for the Strawberry Feed; \$500 for the Easter Egg Hunt; \$7,700 for Fun Days; \$4,400 for fireworks for Fun Days; \$880 for Volunteer Appreciation; \$400 for advertising events; \$450 for Daddy Daughter Dance; \$300 for Mother Son Fun Night; \$200 for Halloween events; and \$200 for other miscellaneous events that will be scheduled.

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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	58,819	61,274	66,580	68,545
20 Personnel Benefits	12,966	13,251	15,430	15,405
30 Supplies	11,883	15,019	16,075	17,075
40 Services & Charges	16,099	19,334	21,200	21,200
50 Intergovt & Other Interfund Pmt.	2,769	2,953	2,985	2,985
60 Capital Outlays	0	0	5,000	0
Total	102,536	111,831	127,270	125,210

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	15,230	740	15,970
Overtime	500	0	500
Casual & Seasonal Labor	50,850	1,225	52,075
Personnel Benefits			
Personnel Benefits	15,430	(25)	15,405
Supplies			
Office Supplies	200	0	200
Pool Supplies-Chemicals	9,000	1,000	10,000
Janitorial Supplies	1,000	0	1,000
Operating Supplies	4,800	0	4,800
Small Tools & Minor Equipment	1,075	0	1,075
Services & Charges			
Operating Rentals	300	0	300
Public Utility Services	17,000	0	17,000
Repairs & Maintenance-Pool	3,000	0	3,000
Printing & Binding	200	0	200
Miscellaneous	700	0	700
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	2,985	0	2,985
Total	122,270	2,940	125,210

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.

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.

CAPITAL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Other Improvements	0	0	0
Machinery & Equipment	5,000	(5,000)	0
Total	5,000	(5,000)	0

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 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

2014 Completed:

- Performed monthly safety inspection and maintenance of all playground equipment.
- Repaired and pressure washed toy equipment at the Tot Lot.
- 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.
- Continued to rehabilitate Whittier Baseball Field.
- Implemented weed control practices at Fircrest Park.
- Replenished wood chips in Tot Lot.
- Partnered with Soccer Club for maintenance to Whittier Field.
- Applied for RCO Grant for the Gene Goodwin Memorial Tot Lot.
- Completed various summer projects with the help of two additional seasonal employees.

New for 2015:

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	77,012	71,654	86,640	82,295
20 Personnel Benefits	32,646	29,528	34,085	34,245
30 Supplies	11,921	13,558	17,500	19,000
40 Services & Charges	57,376	86,029	64,325	70,746
60 Capital Outlays	33,991	0	0	76,000
Total	212,946	200,769	202,550	282,286

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	64,820	2,640	67,460
Overtime	500	0	500
Casual & Seasonal Labor	21,320	(6,985)	14,335
Personnel Benefits			
Personnel Benefits	34,085	160	34,245
Supplies			
Office Supplies	100	0	100
Janitorial Supplies	6,950	0	6,950
Operating Supplies	9,500	1,500	11,000
Small Tools & Minor Equipment	950	0	950
Services & Charges			
Professional Services	4,500	(3,500)	1,000
Advertising	200	(200)	0
Communication	1,900	300	2,200
Operating Rentals - Copier	300	0	300
Public Utility Services	40,000	1,000	41,000
Repairs & Maintenance	2,000	0	2,000
Interfd ERR Replacement	0	8,116	8,116
Interfd ERR Repairs & Maint	12,025	705	12,730
Miscellaneous	3,400	0	3,400
Total	202,550	3,736	206,286

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. It has been increased \$1,500 for weed control and turf fertilization at Fircrest Park.

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.

Miscellaneous includes a service that exchanges the Community Center's dust mops and entry floor mats and for GPS tracking services of Parks vehicles.

CAPITAL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Land	0	0	0
Rec Bldg Improvements	0	0	0
Improvements	0	76,000	76,000
Machinery & Equip	0	0	0
Total	0	76,000	76,000

Improvements consists of \$3,000 for installing a cedar fence on Contra Costa by the pool and \$73,000 for Tot Lot improvements. The Tot Lot improvements are funded from a RCO grant in the amount of \$36,500, a donation from Kiwanis in the amount of \$6,500 and \$30,000 from the sale of 44th Street Fund Balance.

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Parks/Recreation Director	0.00	0.10	0.10	0.10
Parks Maintenance Supervisor	0.78	0.78	0.78	0.75
Senior Maintenance Supervisor	0.40	0.20	0.20	0.20
Total	1.18	1.08	1.08	1.05

STREET FUND CHANGE IN FUND BALANCE REPORT

Operating Revenues	151,400
Operating Expenses	(433,524)
Operating Revenues Over/(Under) Operating Expenditures	(282,124)
Transfers In	307,772
Grant Revenue	0
Capital Expenses	(89,000)
Net Change in Fund Balance	(63,352)

STREET FUND SUMMARY REPORT

RESOURCES

Undesignated Beginning Fund Balance	241,940
Operating Revenues	151,400
Transfers In	307,772
Grant Revenue	0
Total Resources with Beginning Fund Balance	701,112

EXPENDITURES

Operating Expenses	433,524
Capital Expenses	89,000
Undesignated Ending Fund Balance	178,588
Total Expenditures with Ending Fund Balance	701,112

CITY STREET FUND REVENUE

		2012	2013	2014	2015
BARS	Description	Actual	Actual	Budget	Budget
308-80-01-01	Undes. Fund Balance	300,543	270,066	238,488	241,940
308-10-01-01	Des. Fund Bal/Paths & Trails	14,513	15,177	16,516	0
	Total Fund Balance	315,056	285,243	255,004	241,940
322-40-00-00	ROW Road Permits	7,358	12,231	7,000	7,000
322-40-00-01	ROW Utility Permits	0	0	1,000	1,000
	Total Licenses & Permits	7,358	12,231	8,000	8,000
333-20-20-01	19th St/Alameda Grant	934	0	0	0
333-20-20-03	Regents Blvd Grant	0	0	750,000	0
334-03-81-00	Wa St TIB Grant Emerson/Orchard	0	347,066	0	0
	Grant Emerson Sidewalk	0	0	0	0
	Grant Alameda-Regents to 19th	0	0	0	0
	Grant Alameda-Regents to Greenway	0	0	0	0
336-00-87-00	Motor Vehicle Fuel Tax	132,819	134,890	133,110	133,000
	Total Intergovernmental Revenues	133,753	481,956	883,110	133,000
361-11-00-01	Investment Interest	662	396	700	400
367-00-00-08	Beautification Donations	10,270	9,802	10,000	10,000
369-90-01-01	Miscellaneous Revenue	1,140	0	0	0
369-94-01-01	Reimbursements	21,605	250	0	0
	Total Miscellaneous Revenue	33,677	10,448	10,700	10,400
	Total Operating Revenues	174,788	504,635	901,810	151,400
389-00-01-01	Other Nonrevenues	0	10,563	0	0
398-00-01-01	Insurance Recovery	0	1,837	0	0
	Total Non Revenue	0	12,400	0	0
397-00-00-02	Transfer In for Street Beautification	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	218,345	182,069	185,091	187,772
397-00-00-04	Transfer from Light-St Maint	57,955	43,328	60,000	60,000
397-00-00-06	Transfer from REET 1-Capital	210,000	74,322	363,905	50,000
	Total Other Financing Sources	496,300	309,719	618,996	307,772
	TOTAL RESOURCES	986,144	1,111,997	1,775,810	701,112

REVENUE NARRATIVE

Donations received in 2015 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

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

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

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

Transfer from REET-Capital includes matching grant funding for:

- \$50,000 for major street patching improvements.

DEPARTMENT: Public Works
DIVISION: Streets
PROGRAM: Street Maintenance

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2014 Completed:

- Crack-sealed 10.6 lane miles of City streets.
- Replaced 2 ornamental street light standards.
- Perform street patching as needed.
- Completed sign inventory.
- Paint all street, curb, and intersection markings throughout the City.
- Grind and overlay Regents Boulevard from Alameda Avenue to Orchard Street.

New for 2015:

- Continue crack-seal program as designated by approved plan.

PERFORMANCE MEASURES

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	4	0	0	0
Lane Miles Street Crack Sealed	6	7	7	7
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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	81,686	71,609	64,435	69,825
20 Personnel Benefits	34,514	29,662	25,760	28,910
30 Supplies	9,102	18,824	17,975	17,975
40 Services & Charges	122,295	77,644	107,160	104,239
60 Capital Outlays	282,801	500,272	1,140,797	59,000
90 Interfund Pmt. For Svcs.	58,470	51,814	57,903	65,175
Total	588,868	749,825	1,414,030	345,124

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	49,235	4,870	54,105
Overtime	5,000	0	5,000
Casual & Seasonal Labor	10,200	520	10,720
Personnel Benefits			
Personnel Benefits	25,060	3,150	28,210
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	10,000	0	10,000
Crack Sealing Supplies	6,000	0	6,000
Small Tools & Minor Equipment	1,725	0	1,725
Services & Charges			
Professional Services	22,000	(15,000)	7,000
Advertising	200	300	500
Communication	950	900	1,850
Operating Rentals-Copier Mach.	600	0	600
Land Rental	14,735	1,865	16,600
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	0	20,000
Interfd ERR Replacement	18,770	6,734	25,504
Interfd ERR Repairs & Maint	21,305	2,280	23,585
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	57,903	7,272	65,175
Total	273,233	12,891	286,124

BUDGET NARRATIVE

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

Communications was increased for cell phone expenses for staff communications.

Professional Services line item includes \$5,000 for on-call services for general engineering and \$2,000 for GIS upgrades.

Repairs & Maintenance includes minor street repairs.

CAPITAL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Machinery & Equipment	8,750	(3,750)	5,000
Project Eng Regents Blvd Grant City 13.5%	58,955	(58,955)	0
Project Eng Regents Blvd Grant Fed 86.5%	114,180	(114,180)	0
Project Eng Emerson Sidewalk Grant	0	0	0
Project Eng Alameda-Regents to 19th Grant	0	0	0
Project Eng Alameda-Regents to Greenway Grant	0	0	0
Improvements	50,000	4,000	54,000
Regents Blvd Match 13.5%	254,950	(254,950)	0
Regents Blvd Grant 86.5%	635,820	(635,820)	0
Emerson/Orchard Street Grant City 90%	1,463	(1,463)	0
Emerson/Orchard Street Grant State 10%	163	(163)	0
Construction Emerson Sidewalk Grant	0	0	0
Construction Alameda-Regents to 19th Grant	0	0	0
Construction Alameda-Regents to Greenway Grant	0		0
Paths & Trails	16,516	(16,516)	0
Totals	1,140,797	(1,081,797)	59,000

CAPITAL BUDGET NARRATIVE

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

- \$4,000 for Public Works yard improvements.
- Minor Street Improvements throughout the City \$50,000.

Machinery & Equipment is for ¼ of the GPS equipment and GIS mapping improvements.

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Wrk Utility Foreman	0.08	0.05	0.05	0.05
Utility Serv II	0.55	0.45	0.45	0.43
Utility Billing Clerk	0.10	0.00	0.00	0.10
PW Support Coordinator	0.15	0.15	0.15	0.15
Public Works Director	0.00	0.05	0.05	0.05
Custodian	0.07	0.07	0.07	0.07
Total	0.95	0.77	0.77	0.85

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	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	18,891	9,568	17,945	29,645
20 Personnel Benefits	8,884	4,758	8,930	14,570
30 Supplies	6,238	5,555	6,500	6,500
40 Services & Charges	22,750	23,447	27,100	27,100
60 Capital	0	0	7,500	30,000
Total	56,763	43,328	67,975	107,815

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	17,745	11,700	29,445
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	8,930	5,640	14,570
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	0	3,000
Miscellaneous	100		100
Total	60,475	17,340	77,815

BUDGET NARRATIVE

Salaries and Benefits have been increased to cover 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

	2014 Budget	In(de)crease	2015 Budget
Improvements	7,500	22,500	30,000
Total	7,500	22,500	30,000

CAPITAL BUDGET NARRATIVE

Capital budgets reflects the maintenance program to convert the existing street lights to LED lighting, including the cost of the lights and rebates. Staff time to replace the lights is included in the Salaries and Benefit lines. The total project cost for 2015 is \$38,000.

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.22	0.24	0.24	0.44
Total	0.23	0.25	0.25	0.45

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

2014 Completed:

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

New for 2015:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10	Salaries & Wages	28,346	24,770	21,450	22,180
20	Personnel Benefits	13,145	9,903	9,755	10,045
30	Supplies	13,244	11,716	12,550	20,750
40	Services & Charges	538	5,263	8,110	16,610
	Total	55,273	51,652	51,865	69,585

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	17,695	600	18,295
Overtime	1,000	0	1,000
Casual & Seasonal Labor	2,755	130	2,885
Personnel Benefits			
Personnel Benefits	9,755	290	10,045
Supplies			
Operating Supplies	1,000	0	1,000
Flower Baskets	4,000	0	4,000
Beautification Supplies	5,300	200	5,500
Banners/Flags Supplies	2,000	8,000	10,000
Small Tools & Minor Equipment	250	0	250
Services & Charges			
Public Utility Services	250	0	250
Street Tree Maintenance (contracted)	1,500	8,500	10,000
Beautification (contracted)	6,360	0	6,360
Total	51,865	17,720	69,585

BUDGET NARRATIVE

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

Donations received in 2015 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

Banners/Flags supplies has been increased to provide for upgrading the Christmas decorations.

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

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Wrk Utility Foreman	0.05	0.01	0.01	0.01
Utility Serv II	0.45	0.24	0.24	0.24
Senior Maintenance Supervisor	0.03	0.03	0.03	0.03
Custodian	0.03	0.00	0.00	0.00
Total	0.56	0.28	0.28	0.28

STORM CHANGE IN FUND BALANCE REPORT

Operating Revenues	430,000
Operating Expenses	(369,683)
Operating Revenues Over/(Under) Operating Expenditures	60,317
Less Capital Expenditures	(39,000)
Net Change in Fund Balance	21,317

STORM FUND SUMMARY REPORT

RESOURCES

Beginning Fund Balance	526,797
Operating Revenues	430,000
Total Resources with Beginning Fund Balance	956,797

EXPENDITURES

Operating Expenses	369,683
Capital Expenses	39,000
Undesignated Ending Fund Balance	548,114
Total Expenditures with Ending Fund Balance	956,797

STORM FUND REVENUES

BARS	Description	2012 Actual	2013 Actual	2014 Budget	2015 Budget
308-80-04-15	Undes. Unres. Fund Balance	421,316	391,426	532,105	526,797
	Total Fund Balance	421,316	391,426	532,105	526,797
334-03-10-00	Dept of Ecology NPDES Grant	13,892	122,880	170,000	50,000
	Total Intergovernmental Revenues	13,892	122,880	170,000	50,000
343-10-00-00	Storm Drain Fees & Charges	373,918	376,448	372,000	372,000
343-10-00-01	Setup Fees	567	650	500	500
343-10-00-02	Penalties	7,162	7,247	6,500	6,500
	Total Goods & Services	381,647	384,345	379,000	379,000
361-11-04-15	Investment Interest	711	597	700	500
369-90-04-15	Miscellaneous Revenue	808	281	500	500
	Total Miscellaneous Revenue	1,519	878	1,200	1,000
	Total Operating Revenues	397,058	508,103	550,200	430,000
372-00-04-15	Insurance Recovery	0	1,837	0	0
	Capital Contributions	0	0	0	0
	Total Other Revenue	0	1,837	0	0
	TOTAL RESOURCES	818,374	901,366	1,082,305	956,797

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

2014 Completed:

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Completed and obtained DOE approval of 7th year NPDES Compliance Report.

New for 2015:

- Clean and inspect 265 catch basins (1/2 of City total).
- Conduct staff training required by the City's NPDES Phase II Permit.
- Complete and obtain DOE approval of 8th year NPDES Compliance Report.

PERFORMANCE MEASURES

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Lane Miles of Street Swept*	280	280	280	280
Miles of Storm lines	22	22	22	22
Number Catch Basins Cleaned	263	265	265	265

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	112,592	120,087	131,535	124,890
20 Personnel Benefits	51,611	58,709	65,630	62,100
30 Supplies	8,149	10,395	11,625	11,625
40 Services & Charges	121,304	88,770	116,955	106,806
50 Intergovt Servs & Taxes	47,247	50,692	59,189	57,438
60 Capital Outlays	79,089	42,106	163,750	39,000
90 Interfund Pmt. For Svcs.	6,956	6,426	6,824	6,824
Total	426,948	377,185	555,508	408,683

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	127,985	(5,120)	122,865
Overtime	1,000	0	1,000
Seasonal & Casual Labor	2,550	(1,525)	1,025
Personnel Benefits			
Personnel Benefits	64,930	(3,530)	61,400
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	1,000	0	1,000
NPDES Public Outreach	9,000	0	9,000
Small Tools & Minor Equipment	1,375	0	1,375
Services & Charges			
Professional Services	35,000	(13,000)	22,000
Advertising	500		500
Communication	1,000	900	1,900
Postage	1,900	0	1,900
Operating Rentals-Copier Mach.	720	0	720
Land Rental	14,735	1,865	16,600
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,600	0	2,600
Repairs & Maintenance	2,500	0	2,500
Interfd ERR Replacement	20,505	1	20,506
Interfd ERR Repairs & Maint	15,825	85	15,910
Miscellaneous	750	0	750
Operation Permit	8,120	0	8,120
Judgments	1,000	0	1,000
Printing & Binding	500	0	500
Dues,Memberships,Subscriptions	300	0	300
Mailing Service	3,500	0	3,500
Intergovt & Other Interfund Pmt.			
Excise Taxes	6,824	0	6,824
Interfund Pmt. For Svcs.			
Interfd Service Charges	59,189	(1,751)	57,438
Total	391,758	(22,075)	369,683

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.

Communications was increased for cell phone expenses for staff communications.

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

The Professional Services line consists of \$5,000 for on-call engineering; \$10,000 for NPDES compliance activities; \$5,000 for rate analysis and study; and \$2,000 for upgrades to the GIS System.

CAPITAL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Improvements	25,000	4,000	29,000
Project Engineering	130,000	(125,000)	5,000
Machinery & Equipment	8,750	(3,750)	5,000
Total	163,750	(124,750)	39,000

CAPITAL BUDGET NARRATIVE

Capital Improvements consists of \$25,000 for storm water catch basin and frame & grate replacement and \$4,000 for Public Works yard improvements.

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

Machinery & Equipment is for ¼ of the GPS equipment and GIS mapping improvements.

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Wrk Utility Foreman	0.12	0.12	0.10	0.10
Utility Serv II	0.90	0.90	0.90	0.79
Utility Billing Clerk	0.30	0.33	0.33	0.30
PW Support Coordinator	0.25	0.25	0.25	0.25
Public Works Director	0.00	0.25	0.25	0.25
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.08	0.08	0.08
Total	1.84	2.11	2.11	1.97

<u>WATER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	936,230
Operating Expenses	(868,667)
Operating Revenues Over/(Under) Operating Expenditures	67,564
Plus Capital Contributions	12,000
Less Capital Expenditures	(104,000)
Change in Fund Balance	(24,437)
<u>WATER FUND SUMMARY REPORT</u>	
RESOURCES	
Undesignated Beginning Fund Balance	628,772
Operating Revenues	936,230
Capital Contributions	12,000
Total Resources with Beginning Fund Balance	1,577,002
EXPENDITURES	
Operating Expenses	868,667
Capital Expenses	104,000
Undesignated Ending Fund Balance	604,336
Total Expenditures with Ending Fund Balance	1,577,002

WATER FUND REVENUE

		2012	2013	2014	2015
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-25	Beginning Fund Balance	667,009	688,487	737,601	628,772
	Total Fund Balance	667,009	688,487	737,601	628,772
343-40-00-00	Sale of Water	861,075	852,935	822,500	850,000
343-40-00-01	Service Connections	3,600	2,160	1,800	1,800
343-40-00-02	Setup Fees	1,552	1,735	1,500	1,500
343-40-00-03	Penalties	13,253	12,581	13,000	13,000
	Total Charges for Goods and Services	879,480	869,411	838,800	866,300
361-11-04-25	Investment Interest	1,127	919	1,200	600
362-50-00-05	Rent City Property/High Tank	38,674	40,601	40,325	40,325
362-50-00-06	Rent City Property/Golf Tank	23,880	25,937	25,645	25,645
369-90-04-25	Other Misc. Revenue	2,916	2,771	3,500	3,000
369-92-04-25	Backflow	166	360	360	360
369-94-04-25	Reimbursements	794	2,620	0	0
	Total Misc. Revenues	67,557	73,208	71,030	69,930
372-00-04-25	Insurance Recovery	0	7,026	0	0
379-00-04-25	Capital Contributions/Tap Fees	9,200	8,000	12,000	12,000
	Total Capital Contributions	9,200	15,026	12,000	12,000
	TOTAL RESOURCES	1,623,246	1,646,132	1,659,431	1,577,002

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

2014 Completed:

- Mailed reminder letters to property owners who did not file required annual inspection report.
- Completed and mailed 2014 Consumer Confidence Report.
- Prepared update to the 6-Year Comprehensive Water System Plan per WSDOH requirements.
- Constructed new 8-inch water mains on Golden Gate Avenue from Princeton Street to Columbia Street.
- Transfer services from old mains to new mains.
- Upgrade telemetry system for fluoride monitoring.
- Install soft start controls at Well #4, 6&7, and 8.

New for 2015:

- Conduct rate analysis for water utility rate review.
- Continue emphasis on water conservation outreach.
- Construct a new 8-inch water main on Farallone Avenue from Princeton Street to Columbia Street.
- Repair and replace existing fire hydrants as needed. Anticipate two hydrants this year.

PERFORMANCE MEASURES

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Million Gallons Water	265	265	269	269	269
Total Accounts Services	2,800	2,800	2,800	2,800	2,800
Total Water System Miles	31	31	31	31	31

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	190,565	210,442	244,010	249,720
20 Personnel Benefits	90,270	113,986	122,180	122,185
30 Supplies	15,152	20,039	17,625	22,125
40 Services & Charges	213,394	190,034	236,461	191,343
50 Intergovt Charges	109,174	107,234	107,164	107,164
60 Capital Outlays	158,538	59,498	237,750	104,000
70 Debt Service: Principal	44,218	44,218	44,220	44,220
80 Debt Service: Interest And Related	12,160	11,055	9,950	8,845
90 Interfund Pmt. For Svcs.	101,286	110,389	123,299	123,065
Total	934,757	866,895	1,142,659	972,667

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	237,410	910	238,320
Overtime	4,050	3,000	7,050
Seasonal & Casual Labor	2,550	1,800	4,350
Personnel Benefits	121,480	5	121,485
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Fluoride	4,200	0	4,200
Operating Supplies	11,500	4,500	16,000
Small Tools & Minor Equipment	1,675	0	1,675
Services & Charges			
Professional Services	65,000	(38,000)	27,000
Advertising	500	0	500
Water Testing	8,500	0	8,500
Communication	1,400	900	2,300
Postage	2,000	0	2,000
Travel	1,500	0	1,500
Land Rental/Water Tank	15,000	0	15,000
Operating Rentals-Copier Mach.	720	0	720
Interfd Land Rental	23,975	(6,825)	17,150
Utility Services/Building	2,600	0	2,600
Utility Services/Pumping	58,000	0	58,000
Dumping Fees	600	0	600
Repairs & Maintenance	20,200	1,300	21,500
Interfd ERR Replacement	8,691	(2,851)	5,840
Interfund ERR Repairs & Maint	12,075	358	12,433
Miscellaneous	1,300	0	1,300
State Operating Permit	5,800	0	5,800
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	0	41,364
City Utility Tax	65,800	0	65,800
Debt Service: Principal			
Principal Loan Payment	44,220	0	44,220
Debt Service: Interest And Related Costs			
Interest PWTF	9,950	(1,105)	8,845
Interfund Pmt. For Svcs.			
Interfd Service Charges	123,299	(234)	123,065
Total	904,909	(36,243)	868,667

BUDGET NARRATIVE

Communications was increased for cell phone expenses for staff communications.

Repairs and Maintenance has been increased for fire hydrant repairs.

Professional services line item includes \$5,000 for on-call engineering services; \$2,000 for upgrades to the GIS system; and \$20,000 for a rate analysis and study.

Debt service includes payment for the DWSRF loan.

CAPITAL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Improvements	160,000	(71,000)	89,000
Project Engineering	20,000	(15,000)	5,000
Machinery & Equipment	57,750	(47,750)	10,000
Total	237,750	(133,750)	104,000

CAPITAL BUDGET NARRATIVE

Capital improvement includes \$45,000 to construct a new 8-inch water main on Farallone Avenue from Princeton Street to Columbia Street, \$40,000 rollover from 2014 for fluoride monitors and \$4,000 for gate repairs and improvements to the Public Works yard. Project Engineering includes \$5,000 for engineering services to finalize the plans and specifications and provide bidding assistance for the aforementioned water main construction.

Machinery & Equipment is for 1/4th of the GPS equipment and GIS mapping improvements. Also included is a water valve exercising equipment and a water tapping tool for the department.

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Wrk Utility Foreman	0.44	0.45	0.45	0.45
Utility Serv II	2.18	1.96	1.96	1.91
Utility Billing Clerk	0.30	0.34	0.34	0.30
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.00	0.35	0.35	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.08	0.08	0.08
Total	3.49	3.68	3.68	3.59

<u>SEWER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	2,027,200
Operating Expenses	(1,549,430)
Operating Revenues Over/(Under) Operating Expenditures	477,771
Capital Contributions	12,000
Capital Expenses	(64,000)
Transfer to BYSM	(324,864)
Change in Fund Balance	100,907
<u>SEWER FUND SUMMARY REPORT</u>	
RESOURCES	
Undesignated Beginning Fund Balance	973,754
Operating Revenues	2,027,200
Capital Contributions	12,000
Total Resources with Beginning Fund Balance	3,012,954
EXPENDITURES	
Operating Expenses	1,549,430
Capital Expenses	64,000
Transfer to BYSM	324,864
Undesignated Ending Fund Balance	1,074,661
Total Expenditures with Ending Fund Balance	3,012,954

SEWER FUND REVENUE

BARS	Description	2012 Actual	2013 Actual	2014 Budget	2015 Budget
308-80-04-30	Beginning Fund Balance	420,326	618,793	807,020	973,754
	Total Fund Balance	420,326	618,793	807,020	973,754
343-50-00-00	Sewer Revenues	1,979,412	2,018,261	2,000,000	2,000,000
343-50-00-01	Service Connections	550	2,700	1,100	1,100
343-50-00-02	Setup Fees	645	677	600	600
343-50-00-03	Penalties	24,249	24,466	24,000	24,000
	Total Charges for Goods and Services	2,004,856	2,046,104	2,025,700	2,025,700
361-11-04-30	Investment Interest	1,437	1,004	1,500	1,000
369-90-04-30	Other Misc. Revenue	9,867	375	500	500
369-94-04-30	Reimbursements	2,814	1,220	0	0
	Total Misc. Revenues	14,118	2,599	2,000	1,500
372-00-04-30	Insurance Recovery	0	1,837	0	0
379-00-04-30	Capital Contributions/Tap Fees	9,000	12,000	12,000	12,000
	Total Non Operating Revenue	9,000	13,837	12,000	12,000
	TOTAL RESOURCES	2,448,300	2,681,333	2,846,720	3,012,954

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

2014 Completed:

- Upgraded telemetry system.
- Replaced existing sewer main and reconnected side sewers on Stanford Street.
- Continued to upgrade GIS mapping system.

New for 2015:

- Upgrade telemetry and GIS mapping system as needed.
- Review and repair condition 4 sewer mains as needed.

PERFORMANCE MEASURES

	2011 Actual	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Total Accounts Services	2,880	2,880	2,880	2,908	2,908
Total Sewer System Miles	23	23	23	23	23

TOTAL PROGRAM OBJECT BUDGET

Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10 Salaries & Wages	132,385	124,381	190,245	193,800
20 Personnel Benefits	59,974	61,362	92,610	92,665
30 Supplies	4,352	4,924	5,925	5,925
40 Services & Charges	194,923	157,407	138,341	130,842
50 Intergovt Charges	955,829	1,051,742	1,101,000	941,000
60 Capital Outlays	1,193	6,770	58,750	64,000
70 Debt Service: Principal	9,823	0	0	0
90 Interfund Pmt. For Svc.	146,167	177,856	150,231	185,198
0 Transfers & Other Cost Allocations	324,864	324,864	324,864	324,864
Total	1,829,510	1,909,306	2,061,966	1,938,294

DETAILED BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	183,195	2,080	185,275
Overtime	4,500	3,000	7,500
Seasonal & Casual	2,550	(1,525)	1,025
Personnel Benefits			
Personnel Benefits	91,910	55	91,965
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	4,500	0	4,500
Small Tools & Minor Equipment	1,175	0	1,175
Services & Charges			
Professional Services	25,000	2,000	27,000
Advertising	500		500
Communication	1,500	900	2,400
Postage	2,000	0	2,000
Operating Rentals-Copier Mach.	600	0	600
Interfd Land Rental	26,325	(8,205)	18,120
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	0	27,500
Interfd ERR Replacement	8,691	(2,851)	5,840
Interfund Repairs & Maint	12,075	357	12,432
Miscellaneous	1,800	0	1,800
Registration & Tuition	0	300	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	960,000	(160,000)	800,000
State Excise Tax	21,000	0	21,000
City Utility Tax	120,000	0	120,000
Interfund Pmt. For Svcs.			
Interfd Service Charges	150,231	34,967	185,198
Transfers & Other Cost Allocations			
Transfer to Relocation Backyard	324,864	0	324,864
Total	2,003,216	(128,923)	1,874,294

BUDGET NARRATIVE

Communications was increased for cell phone expenses for staff communications.

The Professional Services line item includes \$5,000 for on-call engineering services; \$2,000 for upgrades to the GIS system; and \$20,000 for rate analysis and study.

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Wrk Utility Foreman	0.30	0.30	0.38	0.38
Utility Serv II	0.70	1.21	1.21	1.19
Utility Billing Clerk	0.30	0.30	0.33	0.30
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.00	0.00	0.35	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.07	0.07	0.08	0.08
Total	1.87	2.38	2.85	2.80

CAPITAL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Other Improvements	50,000	4,000	54,000
Project Engineering	0	5,000	5,000
Machinery & Equip	8,750	(3,750)	5,000
Total	58,750	5,250	64,000

CAPITAL BUDGET NARRATIVE

Other Improvements includes \$50,000 funding for miscellaneous capital improvement projects and \$4,000 for gate repairs and Public Works yard improvements. All other sewer capital improvements in 2015 are expected to be related to the Relocation of Backyard Sewer Mains Project and paid for out of the Backyard Sewer Fund.

Project Engineering includes \$5,000 for engineering services to finalize the plans and specifications and provide as builds for the aforementioned sewer main construction.

Machinery & Equipment is for 1/4th of the GPS equipment and GIS mapping improvements.

BYSM CHANGE IN FUND BALANCE REPORT

Operating Revenues	200
Operating Expenses	0
Operating Revenues Over/(Under) Operating Expenditures	200
Plus Transfer In from Sewer Fund	324,864
Plus Loan Received	2,524,000
Less Debt Service Expenses	(157,600)
Less Capital Expenses	(2,524,000)
Change in Fund Balance	167,464

BACKYARD SEWER MAIN FUND SUMMARY REPORT

RESOURCES

Designated Beginning Fund Balance	463,255
Operating Revenues	200
Plus Transfer In from Sewer Fund	324,864
Plus Loan Received	2,524,000
Total Resources with Beginning Fund Balance	3,312,319

EXPENDITURES

Operating Expenses	0
Less Debt Service Expenses	157,600
Less Capital Expenses	2,524,000
Designated Ending Fund Balance	630,719
Total Expenditures with Ending Fund Balance	3,312,319

RELOCATION OF BACKYARD SEWER MAINS FUND - 431					
BARS	Description	2012 Actual	2013 Actual	2014 Budget	2015 Budget
308-80-04-31	Beginning Fund Balance	167,010	587,598	227,546	463,255
	Total Fund Balance	167,010	587,598	227,546	463,255
361-11-04-31	Investment Interest	236	318	300	200
	Total Misc. Revenues	236	318	300	200
391-80-04-31	Loan Received	1,141,510	940,167	1,716,150	2,524,000
397-00-00-01	Transfer In-Sewer Fund	324,864	324,864	324,864	324,864
397-00-00-07	Transfer In-REET Fund	100,471	119,906	302,850	0
	Total Proprietary/Trust Gains(Losses)	1,566,845	1,384,937	2,343,864	2,848,864
	TOTAL RESOURCES	1,734,091	1,972,853	2,571,710	3,312,319

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2014 Completed:

- Golden Gate/Harvard Sewer Connection.
- 300 Block Alley Farallone/Eldorado Sewer project.

New for 2015:

- Continue design of priority 5, 6 and 7 of BYSM project.
- Construct priority 5, 6 and 7 of BYSM project.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
60	Capital Outlays	957,119	1,524,990	2,019,000	2,524,000
70	Debt Service: Principal	189,375	220,317	89,455	157,600
	Total	1,146,494	1,745,307	2,108,455	2,681,600

DETAILED BUDGET

		2014 Budget	In(de)crease	2015 Budget
	Debt Service: Principal			
	Principal Loan Payment	84,775	65,225	150,000
	Interest Loan Payment	4,680	2,920	7,600
	Total	89,455	68,145	157,600

CAPITAL BUDGET

		2014 Budget	In(de)crease	2015 Budget
	Other Improvements	1,774,000	366,000	2,140,000
	Project Engineering	245,000	139,000	384,000
	Total	2,019,000	505,000	2,524,000

CAPITAL BUDGET NARRATIVE

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

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

The loans available for the project include the PWTF loan \$3,000,000 (plus \$529,412 required local match funded by REET 2), the DOE Phase I loan \$5,000,000 and the DOE Phase II loan \$2,896,000.

<u>ERR FUND CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	136,154
Operating Expenses	(151,060)
Operating Revenues Over/Under Operating Expenses	(14,906)
Capital Replacement Transferred In	106,839
Capital Expenses	(180,995)
Net Change in Fund Balance	(89,062)
<u>ERR FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance	1,637,543
Operating Revenues	136,154
Capital Replacement Transferred In	106,839
Total Resources with Beginning Fund Balance	<u>1,880,536</u>
EXPENDITURES	
Operating Expenses	151,060
Capital Expenses	180,995
Designated Ending Fund Balance	<u>1,548,481</u>
	<u>1,880,536</u>

EQUIPMENT REPLACEMENT FUND - 501

BARS	Description	2012 Actual	2013 Actual	2014 Budget	2015 Budget
308-10-05-01	Beginning Fund Balance	1,567,629	1,585,557	1,614,176	1,637,543
	Total Beginning Fund Balance	1,567,629	1,585,557	1,614,176	1,637,543
348-30-00-00	General Fund Replacement	38,223	38,312	34,645	49,149
348-30-01-00	City Street Fund Replacement	0	0	18,770	25,504
348-30-03-00	Water/Sewer Fund Replacement	32,544	20,924	17,382	11,680
348-30-04-00	Storm Sewer Replacement	20,872	0	20,505	20,506
348-30-08-00	General Fund O & M	49,368	66,554	63,365	66,795
348-30-09-00	City Street Fund O & M	28,179	17,565	21,305	23,585
348-30-11-00	Water/Sewer Fund O & M	27,868	17,885	24,150	24,864
348-30-12-00	Storm Sewer O & M	14,954	11,357	15,825	15,910
	Total Charges for Goods & Services	212,008	172,597	215,947	237,993
361-11-05-01	Investment Interest	2,514	2,002	2,500	1,200
362-40-05-01	Rental Revenue	3,335	3,425	3,475	3,800
369-10-00-05	Sale of Scrap	0	2,340	0	0
369-90-05-01	Other Miscellaneous Revenue	514	917	0	0
	Total Misc. Revenues	6,363	8,684	5,975	5,000
	Total Operating Revenue	218,371	181,281	221,922	242,993
	TOTAL RESOURCES	1,786,000	1,766,838	1,836,098	1,880,536

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLANS

2014 Completed:

- Emission tested all vehicles as required by the State.
- Assist with purchase and set-up of seven new computers.
- Purchased new Facilities/Park truck.

New for 2015:

- Assist with purchase of new equipment as needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
10	Salaries & Wages	6,658	6,512	8,255	9,240
20	Personnel Benefits	3,022	3,122	4,025	4,365
30	Supplies	50,210	46,561	53,900	59,000
40	Services & Charges	74,324	70,956	76,675	78,455
60	Capital Outlays	66,337	22,935	58,200	180,995
	Total	200,551	150,086	201,055	332,055

DETAIL BUDGET

	2014 Budget	In(de)crease	2015 Budget
Salaries & Wages			
Salaries & Wages	8,255	985	9,240
Personnel Benefits			
Personnel Benefits	4,025	340	4,365
Supplies			
Non-Dept Gas	800	0	800
Facilities Gas	600	0	600
Police Gas	22,000	2,000	24,000
Parks/Rec Gas	4,500	500	5,000
Street Gas	10,000	2,000	12,000
Storm Gas	5,000	0	5,000
Wtr/Swr Gas	9,500	500	10,000
Central Motor Vehicle Supplies	1,500	0	1,500
Operating Supplies-ERR Garage	0	100	100
Services & Charges			
Land Rental-ERR Garage	3,730	70	3,800
Non-Dept Insurance	1,020	105	1,125
Facilities Insurance	510	55	565
Police Insurance	5,610	565	6,175
Parks/Rec Insurance	2,025	205	2,230
Street Insurance	2,805	280	3,085
Storm Insurance	825	85	910
Wtr/Swr Insurance	2,150	215	2,365
Utilities Shop/Garage	350	0	350
O & M - Facilities Garage	300	200	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	0	5,000
O & M - Non-Dept. Vehicles/Equip	1,000	0	1,000
O & M - Facilities Vehicles/Equip	1,000	0	1,000
O & M - Info Systems/Equip	300	0	300
O & M - Police Vehicles/Equip	11,500	0	11,500
O & M - Building Equipment	1,400	0	1,400
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	142,855	8,205	151,060

BUDGET NARRATIVE

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

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

STAFFING

	2012 Actual	2013 Actual	2014 Budget	2015 Budget
Senior Maintenance Supervisor	0.15	0.15	0.15	0.15
Total	0.15	0.15	0.15	0.15

CAPITAL BUDGET

	2014 Budget	In(de)crease	2014 Budget
Legislative	1,100	(100)	1,000
Court	0	2,100	2,100
Administration	0	1,100	1,100
Finance	5,490	(5,490)	0
Non Dept	1,100	13,900	15,000
Facilities	20,000	(20,000)	0
Information Systems	0	3,500	3,500
Police	2,500	15,800	18,300
Building	1,100	(1,100)	0
Planning	0	500	500
Parks/Rec	5,000	10,000	15,000
Street	367	51,228	51,595
Storm	637	3,553	4,190
Water/Sewer	20,906	47,804	68,710
Total	58,200	122,795	180,995

CAPITAL BUDGET NARRATIVE

Capital consists of the purchase of eight new computers, one server, Street dump truck (\$47,184), a Water/Sewer utility truck (\$59,780), FTR Gold software upgrade and a new phone system.

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

POLICE INVESTIGATION FUND CHANGE IN FUND BALANCE

Operating Revenues	20
Operating Expenses	(11,479)
Net Change in Fund Balance	(11,459)

POLICE INVESTIGATION FUND SUMMARY REPORT**RESOURCES**

Designated Beginning Fund Balance	11,459
Operation Revenues	20
Total Resources with Beginning Fund Balance	11,479

EXPENDITURES

Operating Expenditures	11,454
Designated Ending Fund Balance	25
Total Expenditures with Ending Fund Balance	11,479

<u>POLICE INVESTIGATION FUND</u>					
BARS	Description	2012 Actual	2013 Actual	2014 Budget	2015 Budget
308-10-01-05	Beginning Fund Balance	11,393	11,414	11,429	11,459
	Total Beginning Fund Balance	11,393	11,414	11,429	11,459
357-50-00-00	Investigative Confiscations	0	0	0	0
	Total Fines & Forfeits	0	0	0	0
361-11-01-05	Investment Interest	21	15	20	20
	Total Misc. Revenues	21	15	20	20
	TOTAL RESOURCES	11,414	11,429	11,449	11,479

DEPARTMENT: Police
DIVISION: N/A
PROGRAM: Investigation

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
40	Services & Charges	0	0	11,449	11,479
	Total	0	0	11,449	11,479

DETAIL BUDGET

		2014 Budget	In(de)crease	2015 Budget
	Services & Charges			
	Miscellaneous Investigations	11,449	30	11,479
	Total	11,449	30	11,479

BUDGET NARRATIVE

These funds are available for expenditures as authorized by State law as needed in 2015.

<u>REET FUND CHANGE IN FUND BALANCE</u>		
Revenues-REET 1		60,300
Revenues-REET 2		61,000
Transfers Out REET 1		(50,000)
Transfers Out REET 2		0
Net Change in Fund Balance		71,300
<u>REET FUND SUMMARY REPORT</u>		
RESOURCES		
Designated Beginning Fund Balance (1st 1/4)		297,318
Designated Beginning Fund Balance (2nd 1/4)		965,613
Revenues-REET 1		60,300
Revenues-REET 2		61,000
Total Resources with Beginning Fund Balances		1,384,231
EXPENDITURES		
Transfers Out REET 1		50,000
Transfers Out REET 2		0
Designated Ending Fund Balance (1st 1/4)		307,618
Designated Ending Fund Balance (2nd 1/4)		1,026,613
Total Expenditures with Ending Fund Balances		1,384,231

REET FUND					
		2012	2013	2014	2015
BARS	Description	Actual	Actual	Budget	Budget
308-10-03-11	Beginning Fund Balance (1st 1/4)	559,837	409,925	411,718	297,318
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,293,403	1,252,582	1,206,963	965,613
	Total Beginning Fund Balance	1,853,240	1,662,507	1,618,681	1,262,931
317-34-00-00	Capital Improvement 1	58,370	72,694	60,000	60,000
317-35-00-00	Growth Management 1	58,370	72,694	60,000	60,000
	Total Taxes	116,740	145,388	120,000	120,000
361-11-03-11	Investment Interest (1st 1/4)	1,719	598	600	300
361-11-03-12	Investment Interest (2nd 1/4)	1,280	1,593	1,500	1,000
	Total Misc Revenue	2,999	2,191	2,100	1,300
TOTAL RESOURCES		1,972,979	1,810,086	1,740,781	1,384,231

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

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2012 Actual	2013 Actual	2014 Budget	2015 Budget
0	Transfers & Other Cost Allocations	310,471	194,228	666,755	50,000
	Total	310,471	194,228	666,755	50,000

DETAIL BUDGET

		2014 Budget	In(de)crease	2015 Budget
	Transfers & Other Cost Allocations			
	Transfer (From 1st 1/4)	363,905	(313,905)	50,000
	Transfer (From 2nd 1/4)	302,850	(302,850)	0
	Total	666,755	(616,755)	50,000

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.

<u>CUMULATIVE RESERVE FUND SUMMARY REPORT</u>		
Designated Beginning Fund Balance - General Fund		3,000,000
Designated Beginning Fund Balance - Street Fund		150,000
Designated Beginning Fund Balance - Water/Sewer Fund		380,763
	Total	3,530,763
Transfer in From General Fund		0
	Total Transfers-In	0
Designated Ending Fund Balance - General Fund		3,000,000
Designated Ending Fund Balance - Street Fund		150,000
Designated Ending Fund Balance - Water/Sewer Fund		380,763
	Total	3,530,763

CUMULATIVE RESERVE FUND

BARS	Description	2012 Actual	2013 Actual	2014 Budget	2015 Budget
308-10-00-01	Beginning Fund Bal-General	2,500,000	2,500,000	2,500,000	3,000,000
308-10-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-10-00-43	Beginning Fund Balance-Sewer	380,763	380,763	380,763	380,763
	Total Fund Balance	3,030,763	3,030,763	3,030,763	3,530,763
397-10-00-05	Transfer In from General Fund	0	0	500,000	0
	Total Nonrevenues	0	0	500,000	0
	TOTAL RESOURCES	3,030,763	3,030,763	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. 1556**

**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 2015**

WHEREAS, the preliminary Budget of the City of Fircrest for the year 2015 was timely submitted; and

WHEREAS, Public Hearings on the proposed Budget were advertised and held on November 12, 2014 and November 25, 2014; 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 2015 Annual Budget" is hereby adopted by reference as though fully set forth.

Section 2. The 2015 Budget and totals of the estimated revenues, expenditures and fund balances for each separate fund, and the aggregate totals are as follows:

FUND	REVENUE	EXPENDITURES
001 General	\$7,081,654	\$7,081,654
101 Street	701,112	701,112
105 Police Investigation	11,479	11,479
150 Cumulative Reserve	3,530,763	3,530,763
310 Real Estate Excise Tax	1,384,231	1,384,231
415 Storm Drain Fund	956,797	956,797
425 Water	1,577,002	1,577,002
430 Sewer	3,012,954	3,012,954
431 Relocation of Backyard Sewer Mains	3,312,319	3,312,319
501 Equipment Replacement	<u>1,880,536</u>	<u>1,880,536</u>
TOTAL ALL FUNDS	23,448,847	23,448,847

Section 3. A complete copy of the final budget for 2015 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 9th day of December 2014.

APPROVED:


David M. Viafore, Mayor

ATTEST:


Lisa Keely, City Clerk

APPROVED AS TO FORM:


Michael B. Smith, City Attorney

DATE OF PUBLICATION: *December 12, 2014*
EFFECTIVE DATE: *December 17, 2014*

**CITY OF FIRCREST
ORDINANCE NO. 1552**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING SECTION 1 OF ORDINANCE NO. 1540 AND FMC 2.44.050
RELATING TO SALARIES AND BENEFITS OF NON-UNION CITY
EMPLOYEES AND AMENDING SECTION 2 OF ORDINANCE NO. 1540
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. 1540 and FMC Section 2.44.050 are hereby amended to read as follows:

"Non-Union Salaries. From and after January 1, 2015 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>
Custodian	\$2,515	\$3,211
Office Assistant	\$2,515	\$3,211
Court Clerk	\$3,140	\$4,008
Police Records Technician/CSO I	\$3,188	\$4,069
Administrative Assistant	\$3,188	\$4,069
Planning Administrative Assistant	\$3,188	\$4,069
Utility Billing Clerk	\$3,233	\$4,127
Maintenance Worker I	\$3,286	\$4,194
Accountant I	\$3,346	\$4,270
Police Records Technician/CSO II	\$3,447	\$4,400
Recreation Program Coordinator	\$3,475	\$4,435
Lead Court Clerk	\$3,504	\$4,472
Maintenance Worker II	\$3,681	\$4,698
Public Works Support Services Coordinator	\$4,020	\$5,131
Permit Coordinator/Code Enforcement Officer	\$4,020	\$5,131
Accountant II	\$4,020	\$5,131
Parks Maintenance Supervisor	\$4,020	\$5,131
Senior Maintenance Supervisor	\$4,020	\$5,131
Parks/Recreation Director	\$4,649	\$5,933
Court Administrator	\$4,649	\$5,933
City Clerk	\$4,760	\$6,075
Planning/Building Director	\$5,593	\$7,139
Finance Director	\$5,817	\$7,425
Public Works Director/City Engineer	\$5,988	\$7,642
Police Chief	\$6,833	\$8,722
City Manager	\$7,182	\$9,167

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

1 **Section 2.** Section 2 of Ordinance No. 1540 and F.M.C. 2.44.090 are hereby amended to read as follows:

2 "Casual and seasonal employees. From and after January 1, 2015, the hourly rate of pay for casual
3 or seasonal employees, unless otherwise provided, shall range between the State of Washington's
4 minimum wage of nine dollars and forty seven cents and twelve dollars and thirty six cents per
5 hour, depending on the requirements of the position and the qualifications of the individual, as
6 determined by the City Manager."

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

<u>Position</u>	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year of Employment</u>
Pool Cashiers	\$ 9.60	\$ 9.85	\$10.10
Lifeguards	\$ 9.90	\$10.15	\$10.40
Swim Instructors	\$ 9.90	\$10.15	\$10.40
Maintenance Worker	\$ 9.90	\$10.15	\$10.40
Recreation Leader	\$10.53	\$10.78	\$11.03
Swim Coaches	\$10.53	\$10.78	\$11.03
Pool Openers	\$10.83	\$11.08	\$11.33
Senior Bus Driver	\$12.36	\$12.36	\$12.36

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

13 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**
14 **WASHINGTON,** at a regular meeting thereof this 28th day of October 2014.

15 APPROVED:

16 
17 David M. Viafore, Mayor

18 ATTEST:

19 
20 Lisa Keely, City Clerk

21
22 APPROVED AS TO FORM:

23 
24 Michael B. Smith, City Attorney

25 Publication Date: October 31, 2014

26 Effective Date: November 5, 2014

27 Ord. 1552

**CITY OF FIRCREST
ORDINANCE NO. 1553**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF
ORDINANCE 1541 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. 1541 and FMC 2.44.070 are hereby amended to
read as follows:

2.44.070 Monthly Pay From and after January 1, 2015, the monthly rate of pay of
the following positions is fixed at not to exceed the following sums:

Municipal Court Judge	\$2,787.00
Civil Service Chief Examiner	\$ 190.00

From and after January 1, 2015, the hourly rate of pay of the following position is
fixed at not to exceed the following sum:

Information Services Manager	\$ 36.39
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Section 2. This ordinance shall take effect January 1, 2015, and five (5) days after passage,
approval, and publication as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON,** at a regular meeting thereof this 28th day of October 2014

APPROVED:



David M. Viafore, Mayor

ATTEST:



Lisa Keely, City Clerk

1 APPROVED AS TO FORM:

2 Michael B. Smith

3 Michael B. Smith, City Attorney

4 Publication Date: October 31, 2014

5 Effective Date: November 5, 2014

6 Ord. 1553

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**CITY OF FIRCREST
RESOLUTION NO. 1350**

**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 2014 provided for a \$154 hourly rate of pay.

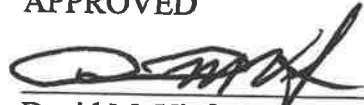
WHEREAS, Section 7 Payment needs to be amended to provide compensation in 2015 for services rendered each month in the sum of \$158 per hour; Now, Therefore,

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 \$158 per hour.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 28th day of October 2014.

APPROVED




David M. Viafore, Mayor

ATTEST:



Lisa Keely, City Clerk

APPROVED AS TO FORM:



Michael B. Smith, City Attorney

CITY OF FIRCREST
ORDINANCE NO. 1554

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 2015
FOR THE PURPOSE SET FORTH BELOW, AND REPEALING SECTION 1
AND SECTION 2 OF ORDINANCE NO. 1543

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 \$2.40995 dollars per thousand on the assessed valuation of \$622,956,284 which will yield approximately the sum of \$1,501,294 An additional levy of \$311,478 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 \$0.50000 per thousand on the assessed valuation of \$622,956,284. 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 2015 to wit:

Total Assessed Valuation for Regular Levy	\$622,956,284
Regular Levy @ approximately \$2.40995 per thousand shall yield	\$ 1,501,294
EMS Levy @ approximately \$0.50000 per thousand shall yield	\$311,478
Totals approximately \$2.90995 per thousand shall yield	\$ 1,812,772

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, 2015 and ending December 31, 2015 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. 1543 are hereby repealed as of December 31, 2014.

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 12th day of November 2014.**

3 APPROVED:

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6 David M. Viafore, Mayor

7 ATTEST:

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9 Lisa Keely, City Clerk

10 APPROVED AS TO FORM:

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12 Michael B. Smith, City Attorney

13 Publication Date: November 14, 2014
14 Effective Date: November 19, 2014

15 (Ordinance No. 1554)
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**CITY OF FIRCREST
FEE AND RATE SCHEDULE
January 2015**

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
PARKS AND RECREATION		
Pee Wee T-Ball (4 & 5 years)	\$20.00 resident; \$40.00 non-resident	FMC 10.22.010
T-Ball	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Coach Pitch	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Hollywood	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Girls Fast pitch	\$35.00 resident; \$65.00 non-resident	FMC 10.22.010
Men's Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Co-ed Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Indoor Pee Wee Soccer (4 & 5 years)	\$30.00 resident; \$40.00 non-resident	FMC 10.22.010
Youth Basketball	\$35.00 resident; \$70.00 non-resident	FMC 10.22.010
4 on 4 Basketball League	\$100.00 per team; + \$10.00 each non-resident participant	FMC 10.22.010
Lighted Fields	*\$ 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	\$2.25 resident; \$4.50 non-resident	FMC 10.22.010
Family Membership Pool & Wading Pool	\$50.00 single family member; \$32.00 all additional members \$98.00 non-resident single family member; \$64.00 non-resident all additional members	FMC 10.22.010
Swimming Pool Punch Card	\$20.00 resident; \$40.00 non-resident (10 Open Swims)	FMC 10.22.010
Swimming Instruction	\$36.00 resident; \$47.00 non-resident (2 weeks) \$18.00 resident; \$23.50 non-resident (1 weeks)	FMC 10.22.010
Authorized School Pool Parties	No charge, time available basis	FMC 10.22.010
Swim Team	\$57.00 resident; \$97.00 non-resident	FMC 10.22.010
Gymnasium Rental	\$350.00 resident; \$575 non-resident per event \$100.00 resident deposit; \$300.00 non-resident deposit	FMC 10.22.010
Room Rental	\$55.00 resident; \$80.00 non-resident per event \$100.00 non-resident deposit	FMC 10.22.010
Open Gym	No charge for resident; \$3.00 per period for non-resident, \$1.00 per period for non resident senior	FMC 10.22.010
Holiday Bazaar/Fun Days	\$50 per Craft Vendor; \$80 Commercial Vendor; \$100 Food Vendor	FMC 10.22.010
Senior Trip	\$10.00 each	FMC 10.22.010

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

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
BUSINESS		
Business License	\$75.00 per year	Ordinance 1531
Transient Merchant Registration	\$70.00 per year	Ordinance 1476
Merchant Patrol License	\$50.00 per year	Ordinance 855
Private Detective License	\$50.00 per year	Ordinance 855
Merchant Patrol Agency License	\$300.00 per year	Ordinance 855
Private Detective Agency License	\$300.00 per year	Ordinance 855
ANIMAL		
Dogs: Altered	\$14.00	FMC 7.05.030
Dogs Altered: Senior citizen discount rate (+65 yrs.)	\$8.00	FMC 7.05.030
Unaltered dogs	\$50.00	FMC 7.05.030
Unaltered dogs: Senior citizen discount rate (+65yrs.)	\$28.00	FMC 7.05.030
Cats: Altered	\$8.00	FMC 7.05.030
Cats: Senior citizen discount rate (+65 yrs.)	\$4.00	FMC 7.05.030
Unaltered cats	\$50.00	FMC 7.05.030
Unaltered cats: Senior citizen discount rate (+65 yrs.)	\$28.00	FMC 7.05.030
Late Fee (between 30 and 60 days late)	\$10.00	FMC 7.05.010
Late Fee (after 60 days late)	\$20.00	FMC 7.05.010
BUILDING/PLANNING		
Planning Services Fee Schedule	Permit fee varies based on type	Resolution No. 1017
Building Service Fee Schedule	Permit fee varies based on valuation	Resolution No. 1347
UTILITY RATES AND CHARGES		
Water - Residential	\$22.00 p/month-includes first 700 cf \$16.50 p/month includes first 700 cf Senior/Disabled Next 1,300 cf at \$0.010 p/one cf Over 2,000 cf at \$0.016 p/one cf	Ordinance 1446 Ordinance 1493
Sewer - Residential	\$57.00 per month flat rate \$42.75 per month flat rate Senior/Disabled	Ordinance 1478 Ordinance 1494
Water – Out of City	Same as in City w/additional \$12.50 surcharge	Ordinance 1446
Sewer - Out-of-City	\$62.00 per month flat rate \$46.50 per month flat rate Senior/Disabled	Ordinance 1478 Ordinance 1493
Storm Drainage - Residential	\$12.50 per month per parcel	Ordinance 1462
Water – Setup fee	\$6.50	Ordinance 1352
Sewer – Setup fee	\$2.50	Ordinance 1352
Storm Drainage –Setup fee	\$2.50	Ordinance 1352
Solid Waste and Recycling:	See Ord. No. 1492 for options and accompanying rates and information	Ordinance 1492
Sewer Connection – in City	\$4,000 minimum GFC \$2,150 Connection Fee \$275.00 Inspection Fee	Ordinance 1465
Water Connection – in City	\$4,000 minimum GFC	Ordinance 1464

	\$1,800 Connection Fee \$360 Meter Drop-in fee	
TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
UTILITY TAX ORDINANCES		
Natural Gas/Electric Tax	6%	Ordinance 1013
Telephone Tax	6%	Ordinance 870
Television Tax	6%	Ordinance 1366
Water Tax	8%	Ordinance 1484
Sewer Tax	6%	Ordinance 1058
Garbage Tax	8.5%	Ordinance 764
Franchise Fee	5%	Ordinance 1369
OTHER		
Miscellaneous Copies	\$.15 per page	N/A