



2018

PRELIMINARY

BUDGET

**CITY OF FIRCREST, WASHINGTON
2018 PRELIMINARY BUDGET**

CITY OFFICIALS

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

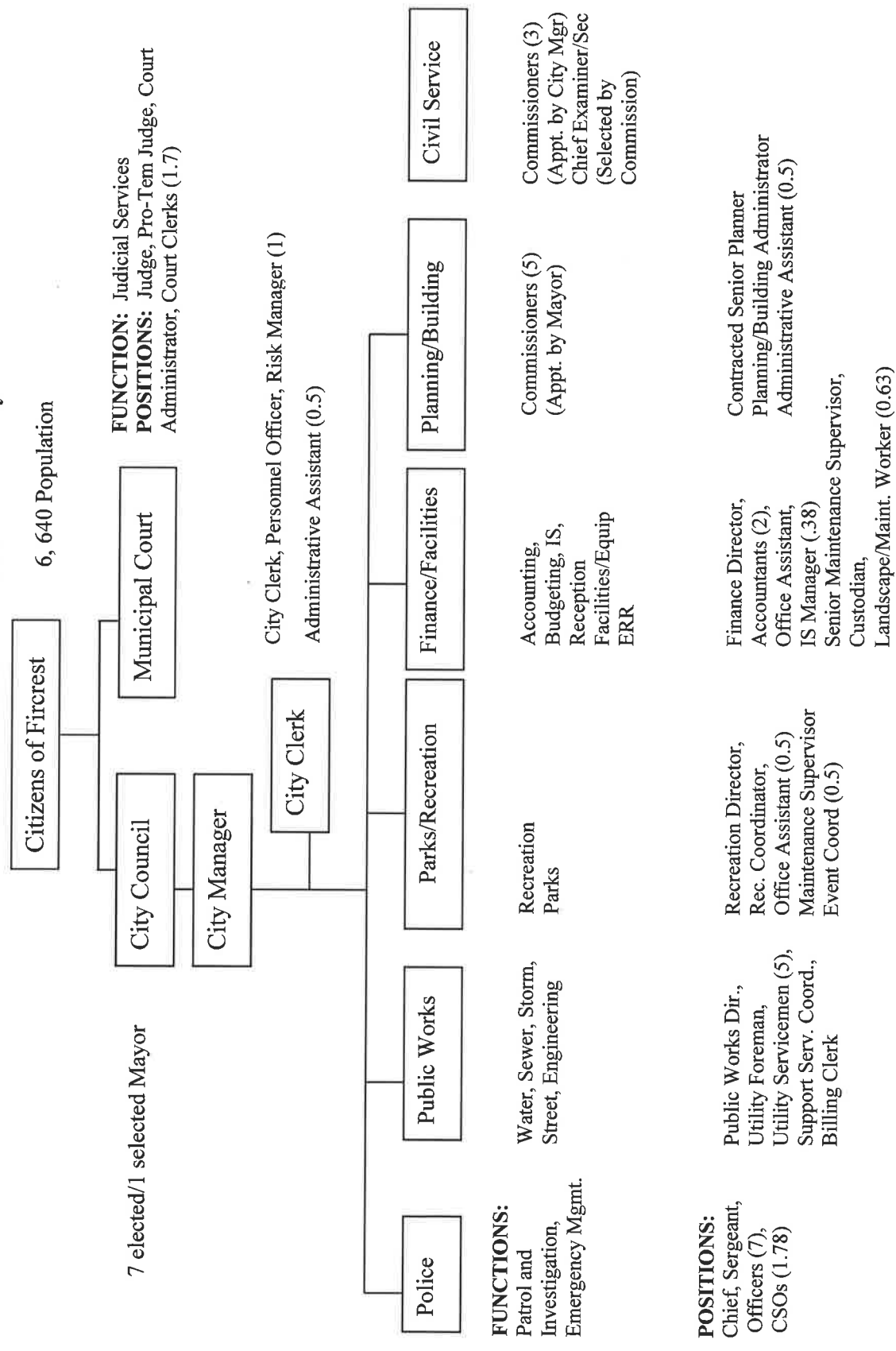
POPULATION: 6,640

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

2018 REVENUES, EXPENDITURES & BALANCES BY FUND

General.....	7,807,225
Street	776,249
Storm Drain	1,136,509
Storm Drain Capital	530,000
Water.....	1,445,476
Water Capital.....	218,000
Sewer	4,911,235
Sewer Capital.....	2,010,000
Equipment Replacement	1,753,696
Police Investigation	11,643
Real Estate Excise Tax.....	1,288,744
Cumulative Reserve.....	3,530,763
 TOTAL	 25,419,540

CITY OF FIRCREST 2018 ORGANIZATION CHART by Position



City of Fircrest 2018 Preliminary Budget

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THE CITY OF FIRCREST

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

September 12, 2017

Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2018 Preliminary Budget. This document addresses the critical issues and mandates facing Fircrest within the limits of the City's resources. As the principal policy statement, the budget is a tool for management, accounting, communications, and planning decisions. In addition, it provides a financial plan and operations guide for implementing the various City programs and services.

What the City of Fircrest does:

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

Strong effort has been made to maximize the level of public services while minimizing the level of debt and maintaining necessary reserves. 2018 operations are to be funded from 2018 operating revenues. Expenditures and revenues have been budgeted conservatively.

2018 BUDGET OVERVIEW

- Includes a COLA increase of 3% for all employees.
- Includes a 10% employee contribution for medical premiums.
- Change in medical plan from Health First to Health First 250
- Includes an increase in pension rates.
- Adds a part time Community Events Coordinator (.5 FTE)
- Combines Sewer Fund and BYSM Fund.
- Creates new capital funds for Storm Drain, Water and Sewer.
- 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 fourth 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).
- 3% increase applied to the Fire/EMS contract with Tacoma.
- Includes library reimbursements of \$59 charged by the City of Tacoma.

2017
Budgeted operating revenues:
 \$4,905,436

2018
Budgeted operating revenues:
 \$5,089,439

2017
Budgeted operating expenditures:
 \$4,947,339

2018
Budgeted operating expenditures:
 \$5,087,960

CUMULATIVE RESERVE FUNDS

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

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

STREET FUND

Transfers in from General Fund include \$195,977 (12.5% Property Tax); \$60,000 (Street Light Maintenance); and \$10,000 (Beautification).

Capital consists of: \$40,000 to perform major patching, \$10,000 for relocation of west traffic island, \$35,000 grind and overlay on Contra Costa to Spring Street, and \$65,000 for grind and overlay on Buena Vista. These projects are funded by a \$150,000 transfer in from REET 1.

Building Improvements consists of ¼ the total cost of coating the Public Works Building roof, replacing windows of west side of building and replacing the insulation in the bay area.

Street Reserves will be decreased by \$98,387.

2017 Budgeted revenues
\$2,331,622

2018 Budgeted revenues
\$592,857

**2017 Budgeted expenditures
with Capital:**
\$2,457,120

**2018 Budgeted expenditures
with capital:**
\$691,244

STORM DRAIN OPERATING FUND

Reserves will be increased by \$19,925.

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

**2018
Budgeted revenues:**
\$483,000

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

**2018
Budgeted expenditures:**
\$463,075

STORM DRAIN CAPITAL FUND

Capital consists of \$10,000 for storm water catch basin and main improvements.

Project Engineering of \$5,000 for above projects.

Building Improvements consists of ¼ the total cost of coating the Public Works Building roof, replacing windows of west side of building and replacing the insulation in the bay area.

WATER OPERATING FUND

Reserves will be increased by \$64,987.

**2017
Budgeted revenues:**
\$1,041,670

**2018
Budgeted revenues:**
\$1,051,800

**2017
Budgeted expenditures:**
\$1,001,478

**2018
Budgeted expenditures:**
\$986,813

WATER CAPITAL FUND

Capital improvement includes \$125,000 to paint the exterior of one high tank.

Project Engineering includes \$25,000 for engineering services for the aforementioned project.

Building Improvements consists of ¼ the total cost of coating the Public Works Building roof, replacing windows of west side of building and replacing the insulation in the bay area.

SEWER OPERATING FUND

Reserves will be increased by \$304,888.

2017
Budgeted revenues:
\$2,865,114

2018
Budgeted revenues:
\$2,632,200

2017
Budgeted expenditures with capital:
\$2,445,468

2018
Budgeted expenditures with capital:
\$2,327,312

SEWER CAPITAL FUND

Capital improvement includes \$400,000 for Drake Street Lift Station and \$150,000 to reroute sewer main on Eldorado.

Project Engineering includes \$150,000 for engineering services for the aforementioned projects.

Building Improvements consists of ¼ the total cost of coating the Public Works Building roof, replacing windows of west side of building and replacing the insulation in the bay area.

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 2018 consists of 15 new computers, one new server for Police, two Police interceptors, park mower, senior bus, pressure washer, street asphalt compactor and a street stripper.

SUMMARY

In summary, the 2018 General Operating Preliminary Budget is balanced. Department managers have been conservative in planning their budgets and all departments have tried to balance available funds with expected service levels. They have also implemented cost containment wherever and whenever possible. Council's request to maintain services while maintaining a balanced budget has been used as a budget guideline.

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

There are factors imposing real limits on the City's future ability to respond to community needs and wants. 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 black ink, appearing to read "Bill McDonald", written in a cursive style.

Bill McDonald
Interim City Manager

<u>GENERAL FUND CHANGE IN FUND BALANCE REPORT</u>		
Operating Revenues		5,089,439
Operating Expenses		(5,087,960)
Operating Revenues Over/(Under) Operating Expenditures		1,479
Less Transfer Out to St. Lt. Maint. from Lt. Fund Balance		(60,000)
Less Capital Expenditures From 44th St Fund Balance		(115,000)
Less Capital Expenditures From General Fund		(20,000)
Total Net Change in Total General Fund Balances		(193,521)
<u>GENERAL FUND SUMMARY REPORT</u>		
RESOURCES		
Desg. Beginning Fund Balance-Light		773,178
Desg. Beginning Fund Balance-44th Alameda		575,575
Undesignated Ending Fund Balance-Reserved for Cash Flow		1,272,000
Undesignated Beginning Fund Balance		265,309
Operating Revenues		5,089,439
Total Resources with Beginning Fund Balance		7,975,501
EXPENDITURES		
Operating Expenses		5,087,960
Capital Expenditures From 44th St Fund Balance		115,000
Capital Expenditures From General Fund		20,000
Transfer Out to St. Lt. Maint. from Lt. Fund Balance		60,000
Desg. Ending Fund Balance-Light		713,178
Desg. Ending Fund Balance-44th Alameda		460,575
Undesignated Ending Fund Balance-Reserved for Cash Flow		1,272,000
Undesignated Ending Fund Balance		246,788
Total Expenditures with Ending Fund Balance		7,975,501

GENERAL FUND REVENUES

BARS	Description	2015 Actual	2016 Actual	2017 Budget	2018 Budget
308-10-00-01	Des. Fund Bal/Light	931,702	885,250	833,178	773,178
308-10-00-02	Des. Fund Bal/44th Alameda	708,056	708,056	576,800	575,575
308-80-00-00	Reserved for Cash Flow	1,133,000	1,172,000	1,224,000	1,272,000
308-80-00-01	Undes. Unres. Fund Balance	(53,361)	305,698	429,938	265,309
	Total Fund Balance	2,719,397	3,071,004	3,063,916	2,886,062
311-10-00-00	General Property Taxes	1,520,117	1,514,119	1,552,290	1,567,813
311-10-01-00	EMS Tax	315,056	314,721	322,257	325,480
313-11-00-00	Retail Sales & Use Tax	343,843	522,577	375,000	380,000
313-16-00-00	Emergency Communication Tax	0	0	0	0
313-17-00-00	Zoo Tax	57,136	60,998	61,000	62,000
313-71-00-00	Local Criminal Justice Tax	102,615	109,068	101,000	105,000
316-40-00-00	Water Utility Tax	68,565	68,406	75,640	76,800
316-41-00-00	Sewage Utility Tax	123,052	124,152	146,760	155,565
316-42-00-01	Storm Drain Utility Tax	0	0	12,924	27,000
316-43-00-00	Gas Utility Tax	100,060	95,159	115,000	115,000
316-45-00-00	Garbage/Solid Waste Tax	92,694	93,151	96,000	97,000
316-46-00-00	Television Cable Tax	153,449	157,510	160,000	163,000
316-47-00-00	Telephone/Telegraph Tax	157,729	142,333	150,000	140,000
316-81-00-00	Gambling Excise Tax	1,986	131	0	0
	Total Taxes	3,036,302	3,202,325	3,167,871	3,214,658
321-91-00-01	Non Comp Charge/Electric	210,390	244,641	236,000	250,500
321-91-00-02	Franchise Fee Water	6,339	6,397	6,300	6,400
321-91-00-03	Franchise Fee Cable TV	113,337	118,059	115,000	130,000
321-99-00-00	Business Licenses & Permits	54,309	55,716	55,000	55,000
321-99-00-01	Home Occupation	2,610	2,700	2,300	2,600
322-10-00-00	Building Permit	107,366	26,341	23,600	77,000
322-10-00-01	Mechanical Permit	42,495	7,560	7,000	10,750
322-10-00-02	Plumbing Permit	15,420	5,037	5,500	8,750
322-10-00-03	Excavate/Clear/Grading Permit	0	30	0	0
322-10-00-05	Sign Permit	135	315	180	225
322-10-00-06	Investigation Fee	0	104	400	175
322-10-00-07	Fire Protection Permit	810	342	300	200
322-90-00-00	Other Licenses & Permits	480	525	500	500
	Total Licenses & Permits	553,691	467,767	452,080	542,100

333-20-60-00	OT Reimbur-Fed Passthru	8,695	7,337	7,500	8,000
334-03-50-00	OT Reimbursement-St of WA	0	0	0	0
334-04-20-00	Planning Grant-Dept of Comm	9,000	0	0	0
336-00-98-00	City-County Assistance	113,853	116,829	113,000	113,000
336-06-21-00	CJ-Population Based	1,752	1,811	2,055	2,060
336-06-26-00	CJ-Special Programs	6,418	6,603	6,890	7,040
336-06-51-00	DUI-Cities	993	1,025	1,200	1,200
336-06-94-00	Liquor Excise Tax	17,846	30,677	30,940	32,700
336-06-95-00	Liquor Board Profits	45,953	43,189	55,980	43,910
336-06-95-01	Liquor Board Profits-Public Sfty	11,484	13,450	11,300	11,135
Total Intergovernmental Revenues		215,994	220,921	228,865	219,045

341-43-00-00	Interdepartmental Service Chgs	418,498	418,605	513,814	544,983
341-99-00-00	Passport Fees	9,725	11,800	10,000	16,000
342-10-00-00	Police OT Reimbure-Non State	17,287	3,807	0	0
342-10-00-01	RCO Grant	0	24,715	8,151	0
342-40-00-00	Special Inspection Fees	0	0	0	0
345-81-00-01	Planning Permit	10,454	7,396	1,500	3,500
345-81-00-02	Site Development Permit	13,771	1,200	1,500	2,000
345-83-00-00	Plan Checking	71,000	22,810	14,300	22,500
347-30-00-00	Swimming Pool Fees	36,945	33,399	37,000	37,000
347-30-00-02	Swim Team Fees	3,297	4,169	3,650	4,000
347-30-00-04	Recreation Fees	8,550	7,206	7,000	7,000
347-30-00-05	5K Registration Fees	0	0	0	0
347-30-00-06	Adult Basketball Registration	0	1,780	2,000	500
347-30-00-07	Adult Baseball Registration	3,966	1,430	3,500	2,500
347-60-00-01	Youth Basketball Registration	8,727	12,966	8,430	8,500
347-60-00-02	Youth Baseball Registration	12,907	11,575	13,180	20,000
347-60-00-04	Indoor Soccer	1,210	760	1,565	1,500
347-60-00-05	Flag Football Registration	760	1,000	750	750
347-60-00-09	Instructor Based Revenue	14,793	13,057	14,000	12,000
347-60-00-10	Swimming Instructions	34,371	33,810	36,500	35,000
Total Charges for Goods & Services		666,261	611,485	676,840	717,733

353-10-00-01	Municipal Court	191,741	166,402	195,000	197,000
356-50-00-00	Investigative Fund Assessments	3,585	3,572	4,000	3,500
356-50-04-00	DUI Invest Fund Assessments	3,758	4,200	3,600	3,000
Total Fines & Forfeits		199,084	174,174	202,600	203,500

361-11-00-01	Investment Interest	21,228	50,945	61,200	70,000
361-40-00-01	Sales Interest	185	354	100	200
361-40-00-03	Int On Gen Property Taxes	165	443	100	300
361-40-00-04	Int On EMS Property Taxes	32	84	50	100
362-40-00-00	Space & Facility Rental	18,682	20,360	19,000	19,000
362-40-00-01	Soccer Field Rental	5,123	0	5,000	4,600
362-50-00-01	Land Rental-Interfund	68,470	69,220	70,610	73,125
362-50-00-02	Land Rental-ERR Garage	3,800	3,840	3,920	4,038
362-50-00-03	Time/Temp Sign Rental	7,800	4,350	2,400	2,640
362-50-00-04	Pool Rental Revenue	1,925	2,590	1,500	1,100
367-00-00-02	Parks Donations	5,786	11,249	6,000	6,000
367-00-00-03	Police Donations	9,480	8,992	5,000	9,000
367-00-00-10	Firework Donations	1,400	1,160	1,300	1,300
369-10-00-00	Sale of Scrap	0	0	0	0
369-81-00-00	Cash Overage/Shortage	4	57	0	0
369-81-00-01	Cash Over/Short-Pool	8	(7)	0	0
369-90-00-01	Other Misc Revenue	2,891	1,374	1,000	1,000
369-94-00-01	Reimbursements	0	0	0	0
	Total Misc Revenue	146,979	175,011	177,180	192,403
	Total Operating Revenue	4,818,311	4,851,683	4,905,436	5,089,439
	Non Operating Revenue	110,757	9,093	0	0
	TOTAL RESOURCES	7,648,465	7,931,780	7,969,352	7,975,501

TAXES

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

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

Gambling Tax revenue is used for public safety. There is no gambling tax budgeted for 2018.

A listing of utility tax rates is included in the back of the budget. These vary from 3% to 8.5%. A new Storm Utility tax of 3% was imposed in 2017 and increased to 6% in 2018.

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 6,640. 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.

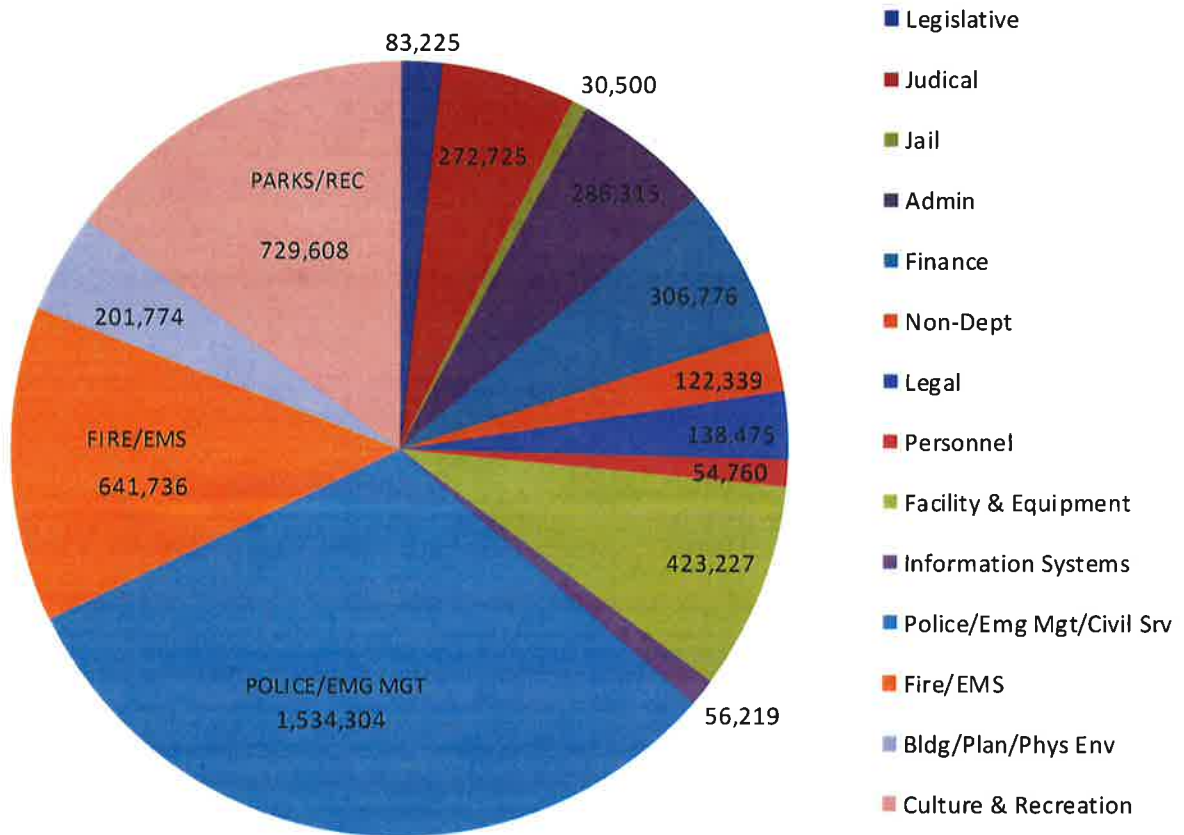
Reimbursements are funds the City receives for items that were originally expensed by the City and have been reimbursed.

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	<u>2017 BUDGET</u>	<u>IN(DE)CREASE</u>	<u>2018 BUDGET</u>
Legislative	70,990	12,235	83,225
Judicial	281,470	(8,745)	272,725
Admin	261,815	24,500	286,315
Finance	297,306	9,470	306,776
Legal	131,745	6,730	138,475
Other Employee Benefits	10,550	(9,000)	1,550
Non-Dept	110,390	11,949	122,339
Personnel	47,110	6,100	53,210
Facility & Equipment	390,007	33,220	423,227
Information Systems	74,626	(18,407)	56,219
Civil Service	5,315	185	5,500
Police	1,533,920	(18,632)	1,515,288
Fire/EMS	623,045	18,691	641,736
Jail	30,500	0	30,500
Building	78,845	24,780	103,625
Emergency Mgmt	13,140	376	13,516
Physical Environment	14,288	119	14,407
Planning	76,664	4,878	81,542
Mental Health	2,200	0	2,200
Recreation	263,045	30,005	293,050
Participant Recreation	29,075	3,500	32,575
Library	14,000	0	14,000
Community Events	20,150	0	20,150
Swimming Pool	143,035	4,300	147,335
Parks	220,073	2,425	222,498
Total Departmental Operating Costs	4,743,304	138,679	4,881,983
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	194,036	1,941	195,977
Total Operating Transfers	204,036	1,941	205,977
Total Operating Budget	4,947,339	140,620	5,087,960
Capital Budget			
Facilities	67,500	(54,500)	13,000
Police	6,000	1,000	7,000
Recreation	0	0	0
Pool	0	0	0
Parks	2,450	112,550	115,000
Total Capital Budget	75,950	59,050	135,000
Transfer for Street Light Maintenance	60,000	0	60,000
Non Operating Expense	0	0	0
Total Equity Transfers	60,000	0	60,000
Undesignated Ending Fund Balance	265,309	(23,521)	241,788
Reserved for Cash Flow	1,272,000	0	1,272,000
Designated/Light	773,178	(60,000)	713,178
Designated/44th Alameda	575,575	(110,000)	465,575
Total Ending Fund Balance	2,886,062	(193,521)	2,692,541
Total General Fund Budget	7,969,351	6,149	7,975,501

GENERAL FUND 2018 OPERATING BUDGET



OPERATING BUDGET	2018 BUDGET	
Legislative	83,225	1.7%
Judicial	272,725	5.6%
Jail	30,500	0.6%
Admin	286,315	5.9%
Finance	306,776	6.3%
Non-Dept	122,339	2.5%
Legal	138,475	2.8%
Personnel	54,760	1.1%
Facility & Equipment	423,227	8.7%
Information Systems	56,219	1.2%
Police/Emg Mgt/Civil Srv	1,534,304	31.4%
Fire/EMS	641,736	13.1%
Bldg/Plan/Phys Env	201,774	4.1%
Culture & Recreation	729,608	14.9%
Total Operating Costs without transfers	4,881,983	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

2017 Completed:

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

New for 2018:

- Increase public transparency through use of social media.
- Increase electronic medium for correspondence between council, citizens and staff.
- Develop a funding strategy for park improvements.
- Develop a council and orientation guide.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	29,232	33,121	34,860	35,420
20	Personnel Benefits	2,305	2,646	2,780	2,840
30	Supplies	364	135	150	4,150
40	Services & Charges	24,842	17,387	15,200	16,815
50	Intergovt Charges	11,873	15,788	18,000	24,000
	Total	68,616	69,077	70,990	83,225

DETAIL BUDGET

Salaries & Wages			
Salaries & Wages	34,860	560	35,420
Personnel Benefits			
Personnel Benefits	2,780	60	2,840
Supplies			
Office & Operating Supplies	100	0	100
Small Tools & Minor Equipment	50	4,000	4,050
Services & Charges			
Recording Software Services	0	0	0
Advertising	3,000	0	3,000
Travel	1,200	0	1,200
Interfd ERR Repairs & Maint	100	0	100
Miscellaneous	100	0	100
A.W.C. Dues	4,200	115	4,315
Dues, Memberships, Subscription	2,500	0	2,500
Codification Costs	2,500	1,500	4,000
Meals	400	0	400
Registrations	1,200	0	1,200
Intergovt & Other Interfund Pmt.			
Special Elections & Voter Reg	18,000	6,000	24,000
Total	70,990	12,235	83,225

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 \$140.71 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.

Small Tools & Equipment includes \$4,000 for purchase of seven notepads and software licenses for Council.

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

Advertising is for costs of publishing ordinances and public notices.

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

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

The Special Elections & Voter Registration line item is for the 2017 election costs which are not billed until 2018 and \$8,000 for election costs related to a park bond.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 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.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	186,280	190,002	194,865	186,345
20	Personnel Benefits	62,660	65,321	70,670	69,745
30	Supplies	3,860	3,172	5,400	5,450
40	Services & Charges	6,928	6,540	10,535	11,185
	Total	259,728	265,035	281,470	272,725

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	194,365	(8,520)	185,845
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	70,670	(925)	69,745
Supplies			
Office & Operating Supplies	4,000	0	4,000
Publications-Court Rules	400	50	450
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Srvs - Pro Temp Judges	1,800	0	1,800
Prof Srvs - Interpreter	1,000	2,000	3,000
Prof Srvs - Jury Master	800	(800)	0
Recording Software Services	0	0	0
Communication	160	0	160
Postage	500	(500)	0
Travel	1,800	0	1,800
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	50	0	50
Interfd ERR Repairs & Maint	200		100
Miscellaneous	300	0	300
Registration & Tuition	500	0	500
Dues,Memberships,Subscriptions	450	50	500
Juror Costs	700	0	700
Witness Costs	175	0	175
Total	281,470	(8,645)	272,725

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

	2015 Actual	2016 Actual	2017 Budget	2018 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

2017 Completed:

- Worked with Finance Department to coordinate and develop the 2018 Budget.
- Assisted Public Works with capital improvement projects.
- Microfilmed Ordinances, Resolutions, and Council Meeting minutes for storage with State Archivist.
- Continued the records management program and records retention schedule compliance.
- Coordinated with Attorney on lawsuits.
- Update Fircrest Municipal Code.

New for 2018:

- Work with Finance Department to coordinate and develop the 2019 Budget.
- Assist Public Works with capital improvement projects.
- Microfilm ordinances, resolutions and council meeting minutes for storage with State Archivist.
- Digitize archived ordinances, resolutions, minutes and agendas on city server.
- Coordinate with insurance company to perform a risk/safety audit of all city owned assets.
- Update risk management guidelines for use of city property including insurance bonds.
- Increase public transparency by making information accessible via the website.
- 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
- Research programs and grant funding for archiving historical documents.
- Update public records process.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	158,702	162,117	195,850	195,595
20	Personnel Benefits	48,350	51,373	64,085	88,140
30	Supplies	288	355	450	500
40	Services & Charges	606	363	1,430	2,080
	Total	207,946	214,208	261,815	286,315

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	195,850	(255)	195,595
	Overtime	0	0	0
	Personnel Benefits			
	Personnel Benefits	64,085	24,055	88,140
	Supplies			
	Office & Operating Supplies	300	0	300
	Small Tools & Minor Equipment	150	50	200
	Services & Charges			
	Professional Services	300	0	300
	Communication	180	0	180
	Travel	200	0	200
	Repairs & Maintenance	100	0	100
	Interfd ERR Repairs & Maint	200	(100)	100
	Miscellaneous	100	0	100
	Registration & Tuition	200	650	850
	Dues,Memberships,Subscriptions	150	100	250
	Total	261,815	24,500	286,315

BUDGET NARRATIVE

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

Registration & Tuition is for the Northwest Clerks Institute Municipal Clerk Certificate training.

The Dues, Memberships and Subscriptions line is for one membership in the Pierce County Clerks & Finance Officers Association (PCCFOA), one membership in Washington Municipal Clerks Association (WMCA), one membership in Puget Sound Grant Writers Association and OASI Administration Expense dues.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
City Manager	1.00	1.00	1.00	1.00
City Clerk	0.67	0.67	0.67	0.67
Admin. Assistant	0.00	0.00	0.50	0.50
Total	1.67	1.67	2.17	2.17

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

2017 Completed:

- Processed Budget Amendments as needed.
- Prepared 2016 Annual State Reports.
- Worked with Administration Department to develop the 2018 Budget.
- Implemented merchant account services for the pool, recreation center and City Hall.

New for 2018:

- Work with Administration Department to develop the 2019 Budget.
- Prepare 2017 Annual State Reports.
- Work with the State Auditor's Office on the 2015/2016/2017 financial and accountability audit.
- Assist Recreation and Building Department for online registration and payment services.
- Update financial policies: debt, investment and purchasing.
- Research paperless accounts payable process.
- Implement internship program for Finance.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	189,648	193,746	198,635	204,600
20	Personnel Benefits	70,381	71,389	75,395	78,850
30	Supplies	191	454	1,250	1,300
40	Services & Charges	18,507	20,686	22,026	22,026
	Total	278,727	286,275	297,306	306,776

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	198,135	5,965	204,100
	Overtime	500	0	500
	Personnel Benefits			
	Personnel Benefits	75,395	3,455	78,850
	Supplies			
	Office & Operating Supplies	600	0	600
	Small Tools & Minor Equip	650	50	700
	Services & Charges			
	Travel	1,400	0	1,400
	Interfd ERR Replacement	11,621	0	11,621
	Interfd ERR Repairs & Maint	5,500	0	5,500
	Miscellaneous	800	0	800
	Registration & Tuition	1,400	0	1,400
	Printing And Binding	1,000	0	1,000
	Dues,Memberships,Subscriptions	205	0	205
	Tax Audit Expenses	100	0	100
	Total	297,306	9,470	306,776

BUDGET NARRATIVE

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

Miscellaneous includes the cost of document shredding.

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

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

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

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Finance Director	0.85	0.85	0.85	0.85
Accountant II	1.00	1.00	1.00	1.00
Accountant I	1.00	1.00	1.00	1.00
Total	2.85	2.85	2.85	2.85

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

PROGRAM DESCRIPTION

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

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
30	Supplies	678	252	700	700
40	Services & Charges	111,192	116,585	131,045	137,775
	Total	111,870	116,837	131,745	138,475

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Supplies			
	Publications	700	0	700
	Services & Charges			
	Assigned Counsel	33,000	2,000	35,000
	City Attorney	27,030	810	27,840
	Special Legal Counsel	5,000	0	5,000
	Town Prosecutor	62,365	1,870	64,235
	Conflict Council	2,000	2,000	4,000
	Travel	1,200	0	1,200
	Registrations	450	50	500
	Memberships, Dues	0	0	0
	Total	131,745	6,730	138,475

BUDGET NARRATIVE

Supplies are for publications purchased by the City Attorney.

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

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

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

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

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
0	Total Other Services & Charges	758	1,094	10,550	1,550
	Total	758	1,094	10,550	1,550

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Unemployment Comp	9,000	(9,000)	0
	Health Program	1,000	0	1,000
	Travel-Health Program	550	0	550
	Total	1,550	0	1,550

BUDGET NARRATIVE

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

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

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

PROGRAM DESCRIPTION

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

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Budget	2017 Budget	2018 Budget
10	Salaries & Wages	13,136	13,995	15,295	16,530
20	Personnel Benefits	11,995	12,594	13,530	12,695
30	Supplies	7,774	8,448	9,900	12,200
40	Services & Charges	70,765	49,599	71,665	80,914
0	Transfers & Other Cost Allocations	246,466	251,337	264,036	265,977
	Total	350,136	335,973	374,426	388,316

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	15,095	1,235	16,330
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	13,530	(835)	12,695
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	7,000	0	7,000
Central Office Printing	1,700	300	2,000
Small Tools & Minor Equipment	1,000	2,000	3,000
Services & Charges			
Professional Services	20,000	0	20,000
Communication	10,000	0	10,000
Postage	12,000	0	12,000
Travel	100	0	100
Operating Rentals	6,000	0	6,000
Interfd ERR Replacement	1,200	2,719	3,919
Interfd ERR Repairs & Maint	2,440	(470)	1,970
Miscellaneous	9,000	7,000	16,000
Town Topics	9,000	0	9,000
Notary	200	0	200
Dues, Membership,Subscriptions	1,575	0	1,575
Registration & Tuition	150	0	150
Transfers & Other Cost Allocations			
Other Non Expenditure (Eaton)	0	0	0
Transfer Out	10,000	0	10,000
Transfer Out-Property Tax	194,036	1,941	195,977
Transfer Out-Light Maint	60,000	0	60,000
Transfer Out to Cumulative Reserve	0	0	0
Total	374,426	13,890	388,316

BUDGET NARRATIVE

The Professional Services line includes \$20,000 for the State Audit.

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

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

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

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

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

<u>STAFFING</u>				
	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Office Assistant	0.40	0.40	0.40	0.40
Total	0.40	0.40	0.40	0.40

DEPARTMENT: Administration
DIVISION: Personnel
PROGRAM: Human Resources

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2017 Completed:

- Continued personnel records management program.
- Completed new hires and assisted with summer hires.

New for 2018:

- Recruit and replace staff as needed.
- Update the Personnel Policy.
- Perform a salary survey.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Budget	2017 Budget	2018 Budget
10	Salaries & Wages	24,023	24,625	25,815	22,525
20	Personnel Benefits	9,816	10,357	11,140	12,935
30	Supplies	0	106	255	250
40	Services & Charges	24,743	5,480	9,900	17,500
	Total	58,582	40,568	47,110	53,210

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	25,815	(3,290)	22,525
Personnel Benefits			
Personnel Benefits	11,140	1,795	12,935
Supplies			
Office & Operating Supplies	105	(5)	100
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	4,500	5,000	9,500
Advertising	3,000	1,000	4,000
Drug & Alcohol Testing	600	150	750
Travel	650	650	1,300
Miscellaneous	100	0	100
Dues,Memberships,Subscriptions	200	0	200
Meals-Other Than Travel/Train.	50	0	50
Registration & Tuition	800	800	1,600
Total	47,110	6,100	53,210

BUDGET NARRATIVE

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). \$5,000 has been included in the 2018 Budget for updating the Personnel Policies and Procedures manual.

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

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

Dues include membership in WAPELRA.

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

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
City Clerk	0.33	0.33	0.33	0.33
Total	0.33	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

2017 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 2018:

- Provide timely and efficient maintenance and repair of all city buildings, grounds and equipment.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	87,506	87,128	93,210	105,240
20	Personnel Benefits	36,582	37,710	39,345	40,695
30	Supplies	16,310	11,942	18,900	19,900
40	Services & Charges	197,029	224,090	238,552	257,392
60	Capital Outlays	8,921	2,736	67,500	13,000
	Total	346,348	363,606	457,507	436,227

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	92,710	12,030	104,740
Overtime	500	0	500
Personnel Benefits		0	
Personnel Benefits	39,345	1,350	40,695
Supplies			
Operating Supplies/Facilities	400	0	400
Operating Supplies/Rec Bldg	3,500	0	3,500
Operating Supplies/P.S.B.	4,500	500	5,000
Operating Supplies/P.W.F.	3,000	0	3,000
Operating Supplies/C.H.	4,000	500	4,500
Operating Supplies/Park Struct	1,000	0	1,000
Operating Supplies/Landscaping	1,500	0	1,500
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Advertising	0	0	0
Contract Maintenance	30,000	0	30,000
General Fund Prop Maintenance	1,500	0	1,500
Communications	480	0	480
Operating Rentals-Facil/Equip	2,000	0	2,000
Rental Space In Err Garage	3,675	110	3,785
Insurance	140,000	10,000	150,000
Insurance Deductible	1,000	0	1,000
Public Utility Services	14,000	0	14,000
Repairs & Maintenance	100	0	100
Repairs & Maint/Rec Bldg	7,500	2,000	9,500
Repairs & Maint/City Hall	10,400	7,700	18,100
Repairs & Maint/Public Works	7,300	1,100	8,400
Repairs & Maint/Public Safety	8,500	(2,200)	6,300
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	500	0	500
Interfd ERR Replacement	6,597	0	6,597
Interfd ERR Repairs & Maint	3,400	130	3,530
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Total	390,007	33,220	423,227

BUDGET NARRATIVE

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

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

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

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

CAPITAL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Building & Structures	67,500	(54,500)	13,000
Improvements	0	0	0
Machinery & Equipment	0	0	0
Total	67,500	(54,500)	13,000

CAPITAL NARRATIVE

Facilities capital includes:

- \$3,500 for gutters on the south side of City Hall.
- \$2,500 for ceiling tiles in the hallway and copier room at the Public Safety Building.
- \$5,000 for gutters at the Public Safety Building.
- \$2,000 for speaker system downstairs at the Public Safety Building.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Senior Maintenance Supervisor	0.55	0.55	0.55	0.70
Finance Director	0.15	0.15	0.15	0.15
Lawn Maintenance Worker (PT)	0.63	0.63	0.63	0.63
Custodian	0.64	0.64	0.64	0.64
Total	1.97	1.97	1.97	2.12

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

2017 Completed:

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

New for 2018:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	26,508	25,347	29,930	30,825
20	Personnel Benefits	2,121	2,040	2,415	2,500
30	Supplies	1,789	1,980	5,600	5,600
40	Services & Charges	11,880	15,202	36,681	17,294
	Total	42,298	44,569	74,626	56,219

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	29,930	895	30,825
Personnel Benefits			
Personnel Benefits	2,415	85	2,500
Supplies			
Office & Operating Supplies	100	0	100
Small Tools And Minor Equip	5,500	0	5,500
Services & Charges			
Professional Services	1,500	0	1,500
Web Design/Maintenance	25,250	(20,250)	5,000
Communication	1,200	0	1,200
Repairs & Maintenance	100	0	100
Interfd ERR Replacement	331	863	1,194
Interfd ERR Repairs & Maint	300	0	300
Software Licenses	8,000	0	8,000
Total	74,626	(18,407)	56,219

BUDGET NARRATIVE

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

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

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

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

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 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

2017 Completed:

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

New for 2018:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	2,280	2,328	2,375	2,450
20	Personnel Benefits	407	438	465	500
30	Supplies	0	0	50	50
40	Services & Charges	0	880	2,425	2,500
	Total	2,687	3,646	5,315	5,500

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	2,375	75	2,450
Personnel Benefits			
Personnel Benefits	465	35	500
Supplies			
Office Supplies	50	0	50
Small Tools & Minor Equipment	0	0	0
Services & Charges			
Professional Services	500	0	500
Advertising	1,000	0	1,000
Travel	600	25	625
Miscellaneous	50	0	50
Meals-Other Than Travel/Train	75	25	100
Registration And Tuition	200	25	225
Total	5,315	185	5,500

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

	2015 Actual	2016 Actual	2017 Budget	2018 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

2017 Completed:

- Maintained high visibility enforcing traffic laws.
- Developed strong ties with Wainwright Middle School - New School
- Successfully completed WSCJTC Audit assuring all officers met minimum yearly training standards.
- Maintained strong ties with
- Worked successfully in putting together and refining new "TRACED" reporting system.
- Assisted City Attorney in getting CCDR's and moving towards access to TRACED.
- Hired and trained three new police officers
- Hired and trained new Community Service Officer
- Performed lock down drills at Whittier and Wainwright.
- Established lateral police officer eligibility list.
- Implemented Take Home Vehicle Program.
- Continue to work closely with the WSLCB to ensure area businesses comply with requirements.
- Co-hosted open house with the Tacoma Fire Department.
- Researched and acquired new duty weapons for officers.
- Updated computer system allowing for more effective and efficient communications.
- Implemented new case assignment system in TRACED.
- Maintained a strong liaison with our community area schools, and surrounding jurisdictions.
- Used citizen volunteers to assist with departmental programs.
- Hosted National Night Out event.
- Applied for and received several grants.
- Hosted Christmas "Sleigh Ride through the City" event.
- Assisted the parks department with many programs.
- Worked in close liaison with Fircrest Kiwanis to assist in putting on many events.
- Continued to update Police Policy and Procedure Manual.
- Participated with the Tacoma/Pierce County DUI and Traffic Safety Multi-Jurisdictional Task Force.
- Continued to work with the Pierce County Sheriff's Officer to closely monitor our registered sex offender population.

2018 Work Plan and Goals:

- Ensure mapping of Wainwright is completed.
- Work with the Tacoma School District and host multi-agency active shooter training.
- Conduct lock down drills with area schools
- Implement real Time Crime Mapping
- Select and train Taser Instructor
- Select and train new Crime Prevention Officer
- Select and train Defensive Tactics Instructor
- Select and train a backup Firearms Instructor.
- Select and train new department Chaplin.
- Work with Fircrest Court to implement security policies.
- Provide Fircrest Court security.
- Ensure officers all have 24 hours of training to meet WSCJTC minimum yearly training requirements and standards.
- Update Police Policy and Procedure Manual.
- Host National Night Out event.
- Participate with the Tacoma/Pierce County DUI and Traffic Safety Multi-Jurisdictional Task Force.
- Sponsor Chief For a Day event through the Washington State Criminal Justice Training Commission
- Co-host open house with the Tacoma Fire Department.
- Work in close liaison with Fircrest Kiwanis to assist in putting on many events.
- Continued to work with the Pierce County Sheriff's Officer to closely monitor our registered sex offender population.
- Continue strong liaison with local school and continue outreach programs to include Lunch buddies, safety programs and reading to kids.
- Continue to move towards increasing efficiency by going more paperless – implement system for attaching all documents to each report.
- Continue to stay engaged with cooperative Cities task force.
- Participate in and provide security for City events to include Fun Days, Movie in the Park, Easter Egg Hunt, Car Show and others.
- Continue to work in close liaison with the parks department to address problems in a proactive manner.
- Host Christmas "Sleigh Ride Through the City" event
- Host crime prevention meetings.
- Continually seek out and apply for grants.
- Recruit and use volunteers to assist with departmental programs
- Desks for Officers

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	834,259	816,767	872,290	860,040
20	Personnel Benefits	333,894	327,583	381,185	361,085
30	Supplies	7,879	5,890	7,815	8,000
40	Services & Charges	102,069	146,140	170,100	173,509
50	Intergovt'l Services	99,739	99,266	102,530	112,654
60	Capital	0	0	6,000	7,000
	Total	1,377,840	1,395,646	1,539,920	1,522,288

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	836,290	(13,610)	822,680
Overtime	22,000	660	22,660
Major Holiday Compensation	6,500	200	6,700
Emphasis Patrol Overtime	0	0	0
Reimbursable Overtime	7,500	500	8,000
Personnel Benefits			
Personnel Benefits	369,085	(20,545)	348,540
LEOFF I Medical Premiums	7,725	350	8,075
LEOFF I Long Term Care Prem	375	95	470
LEOFF I Other Medical Costs	4,000	0	4,000
Supplies			
Office & Operating Supplies	4,815	185	5,000
Small Tools & Minor Equipment	3,000	0	3,000
Services & Charges			
Professional Services	20,000	0	20,000
Communication	10,160	0	10,160
Travel	1,500	500	2,000
Operating Rental/Copier	5,385	0	5,385
Repairs & Maintenance	6,000	(3,500)	2,500
Interfd ERR Replacement	52,000	(1)	51,999
Interfd ERR Repairs & Maint	43,795	1,910	45,705
Miscellaneous	500	0	500
Uniforms/Clothing/Laundry	5,000	0	5,000
Registration & Tuition	12,400	100	12,500
Dues,Memberships,Subscriptions	500	0	500
CJF Program	6,890	150	7,040
Reimbursable Program	5,000	4,000	9,000
Chaplaincy Program	220	0	220
Community Outreach	750	250	1,000
Intergovernmental Services			
PC Radio Infrastructure	0	8,316	8,316
Dispatching	72,290	1,808	74,098
WACIC/NCIC	2,400	0	2,400
Records	0	0	0
IT Charges	27,840	0	27,840
Total	1,533,920	(18,632)	1,515,288

BUDGET NARRATIVE

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

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

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

Included in the professional services line item is \$10,365 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. This agreement is made up of \$6,301 to continue our contract for major crime investigation and \$1,355 to continue our contract for Forensic Officers and \$2,709 for the Pierce County Swat Team. The other amount included in this line item is \$9,635 for Police Guild negotiations, contract compliance issues and other attorney fees. In the past we budgeted for K-9 services but Pierce County K-9 has now joined the Metro K-9 team and they no longer charge for this service. Tacoma, Puyallup, and other departments K-9 have never charged us. Due to regionalized grants that we have supported we are also no longer being charged for Lab teams or Hazardous Device teams.

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

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

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

The reimbursable programs line item is for donations or grants to the Police Department and will be spent only if the money is received. The amount in this line item is \$9,000.

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 2018.

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.

CAPITAL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Machinery & Equipment	6,000	1,000	7,000
Total	6,000	1,000	7,000

CAPITAL BUDGET NARRATIVE

Machinery & Equipment is for the purchase of a new radio.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Police Chief	0.95	0.95	0.95	0.95
Police Sergeant	1.00	1.00	1.00	1.00
Police Officer	7.00	7.00	7.00	7.00
CSO II	0.63	0.63	0.63	0.63
CSO I	1.15	1.15	1.15	1.15
Total	10.73	10.73	10.73	10.73

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

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

PROGRAM DESCRIPTION

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

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
50	Intergovt & Other Interfund Pmt.	604,182	610,828	623,045	641,736
	Total	604,182	610,828	623,045	641,736

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Services & Charges			
	Tacoma Contract Fire	300,788	15,468	316,256
	Tacoma Contract EMS	322,257	3,223	325,480
	Total	623,045	18,691	641,736

BUDGET NARRATIVE

This year's total Interlocal agreement with the City of Tacoma increased 3% for a total contract amount for both Fire and EMS of \$641,736.

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

DEPARTMENT: Municipal Court and Police

DIVISION: N/A

PROGRAM: Jail

PROGRAM DESCRIPTION

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

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
50	Intergovt Services	16,428	19,931	30,500	30,500
	Total	16,428	19,931	30,500	30,500

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 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

2017 Completed:

- Reviewed and issued over three-hundred building permits.
- Issued permits for new houses on average of three weeks from application.
- Conducted over three-hundred and fifty inspections.
- Issued Final Certificate of Occupancy for Wainwright Intermediate School.
- Attend training conferences.
- Resolve majority of compliance issues within two to four weeks.

New for 2018:

- Conduct a building code fee structure review.
- Permit and inspection 34-unit Golf Course Condo project.
- Review and update the Code Compliance Program.
- Research an online submission option for permit application.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	28,006	40,665	40,955	44,290
20	Personnel Benefits	5,662	8,353	11,190	12,435
30	Supplies	508	841	1,200	1,750
40	Services & Charges	60,075	48,147	25,500	45,150
	Total	94,251	98,006	78,845	103,625

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	40,955	3,335	44,290
Personnel Benefits			
Personnel Benefits	11,190	1,245	12,435
Supplies			
Office & Operating Supplies	500	250	750
Small Tools & Minor Equipment	700	300	1,000
Services & Charges			
Bldg Inspec/Plan Review	20,000	20,000	40,000
Eng Inspec/Plan Review	2,000	0	2,000
Travel	450	250	700
Interfd ERR Repairs & Maint	1,600		1,600
Dues,Memberships,Subscriptions	200	50	250
Registration & Tuition	1,250	(650)	600
Total	78,845	24,780	103,625

BUDGET NARRATIVE

Office & Operating Supplies has been increased for GIS license fee.

Small Tools & Minor Equipment has been increased for the purchase of GIS software.

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

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

Travel/Registration & Tuition is for attendance at the WAPT and PAW conferences.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Planning/Building Director	0.00	0.00	0.00	0.00
Planning/Building Administrator	0.00	0.50	0.50	0.50
Planning/Building Admin Asst.	0.00	0.32	0.25	0.25
Permit Coordinator	0.50	0.00	0.00	0.00
Total	0.50	0.82	0.75	0.75

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

PROGRAM DESCRIPTION

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

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	5,229	5,334	5,445	5,610
20	Personnel Benefits	1,817	1,875	2,065	2,135
50	Intergovt & Other Interfund Pmt.	5,572	5,589	5,630	5,771
	Total	12,618	12,798	13,140	13,516

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	5,445	165	5,610
	Personnel Benefits			
	Personnel Benefits	2,065	70	2,135
	Intergovt & Other Interfund Pmt.			
	Emergency Management Dues	5,630	141	5,771
	Total	13,140	376	13,516

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Police Chief	0.05	0.05	0.05	0.05
Total	0.05	0.05	0.05	0.05

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

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
40	Services & Charges	11,492	13,481	14,288	14,407
	Total	11,492	13,481	14,288	14,407

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Intergovt & Other Interfund Pmt.			
	Pollution Control	4,288	119	4,407
	Animal Control	10,000	0	10,000
	Total	14,288	119	14,407

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 and maintaining the Geographic Information Systems.

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.
- Maintain the City's Geographic Information System (GIS) to assist City staff, the general public and the development community with land use issues by preparing and interpreting orthophotos, maps and other graphics.

GOALS AND WORK PLAN

2017 Completed:

- Updated the Sign Code.
- Updated codes on home occupations, short-term rentals, and outdoor storage of vehicles.
- Processed the preliminary site plan and environmental review for the Golf Course Condo project.
- Updated Frequently Flooded Areas Ordinance as required by FEMA.
- Conducted the 2017 Comprehensive Plan and Development Code Review update.
- Coordinated with Pierce County to update the parcel base map and associated data.
- Processed the Annexation of our Potential Annexation Area.
- Received TPCHD Healthy Community Award

New for 2018

- Conduct a planning and land use fee structure review.
- Review and update the Commercial Design Review.
- Assist Finance Department in residential rental licensing research.
- Update the Comprehensive Plan to reflect the new annexed area.
- Apply for TPCHD Healthy Community Award.
- Create interactive online GIS presence.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	28,006	40,665	40,955	44,290
20	Personnel Benefits	5,662	8,352	11,190	12,435
30	Supplies	525	332	1,200	1,750
40	Services & Charges	54,819	28,208	23,319	23,067
	Total	89,012	77,557	76,664	81,542

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	40,955	3,335	44,290
	Personnel Benefits			
	Personnel Benefits	11,190	1,245	12,435
	Supplies			
	Office & Operating Supplies	500	250	750
	Small Tools & Minor Equipment	700	300	1,000
	Services & Charges			
	Prof Services/Reimbursable	20,000	0	20,000
	Advertising	500	300	800
	Recording Software Service	0	0	0
	Travel	450	250	700
	Interfd Replacement	434	(167)	267
	Interfd ERR Repairs & Maint	100	0	100
	Miscellaneous	50	0	50
	Registration & Tuition	1,550	(650)	900
	Dues,Memberships,Subscriptions	185	65	250
	Printing And Binding	50	(50)	0
	Total	76,664	4,878	81,542

BUDGET NARRATIVE

Office & Operating Supplies has been increased for GIS license fee.

Small Tools & Minor Equipment has been increased for the purchase of GIS software.

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

Registration and Travel is for the WSAPT, PAW and APA Planning Director’s conferences.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Planning/Building Administrator	0.00	0.00	0.50	0.50
Planning/Building Admin Asst.	0.00	0.00	0.25	0.25
Permit Coordinator	0.50	0.50	0.00	0.00
Total	0.00	0.50	0.75	0.75

DEPARTMENT: Finance and Administration

DIVISION: N/A

PROGRAM: Health

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
0	Transfers & Other Cost Allocations	1,509	1,750	2,200	2,200
	Total	1,509	1,750	2,200	2,200

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Transfers & Other Cost Allocations			
	Substance Abuse	2,200	0	2,200
	Total	2,200	0	2,200

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

- Provide adequate recreational opportunities to meet the leisure needs for all age and interest groups that engage a broad cross-section of the community.
- Develop, staff, train and support a professional Parks and Recreation Department that effectively serves the community in the realization of the above listed goals and objectives.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	164,110	166,756	176,395	198,955
20	Personnel Benefits	58,018	61,607	68,750	76,195
30	Supplies	3,357	1,867	3,800	3,800
40	Services & Charges	11,364	10,162	14,100	14,100
60	Capital	0	0	0	0
	Total	236,849	240,392	263,045	293,050

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	146,105	20,625	166,730
Overtime	500	0	500
Casual & Seasonal Labor	29,790	1,935	31,725
Personnel Benefits			
Personnel Benefits	68,750	7,445	76,195
Supplies			
Office Supplies	500	0	500
Operating Supplies	1,000	0	1,000
Senior Supplies	400	0	400
Youth Supplies	1,000	0	1,000
Small Tools & Minor Equipment	900	0	900
Services & Charges			
Senior Trips	250	0	250
Postage	4,500	0	4,500
Travel	150	0	150
Operating Rentals/Copier	2,100	0	2,100
Miscellaneous	400	0	400
Printing & Binding	5,500	0	5,500
Registration & Tuition	800	0	800
Dues,Memberships,Subscriptions	400	0	400
Reimbursable Expenditures	0	0	0
Total	263,045	30,005	293,050

BUDGET NARRATIVE

Salaries & Wages and Benefits has been increased for a .5 FTE Community Events Coordinator. This position will plan and implement Community Events that provide opportunities for participation, skills development and a strong sense of community.

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

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

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

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

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

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

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

Travel includes meals and transportation for scheduled training.

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

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

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

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

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Recreation Coordinator	1.00	1.00	1.00	1.00
Office Assistant	0.50	0.50	0.50	0.50
Community Events Coordinator	0.00	0.00	0.00	0.50
Maintenance Supervisor	0.10	0.10	0.10	0.10
Custodian	0.05	0.05	0.05	0.05
Park/Recreation Director	0.84	0.84	0.84	0.84
Total	2.49	2.49	2.49	2.99

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

PROGRAM DESCRIPTION

Function: Participation Recreation promotes and provides social, physical, instructional and personal recreation activities to meet the leisure needs for all age and interest groups that engage a broad cross-section of the community.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
40	Services & Charges	20,604	23,077	27,675	31,175
50	Intergovt Pmt.	424	700	1,400	1,400
	Total	21,028	23,777	29,075	32,575

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Services & Charges			
	Referees/Basketball	2,000	0	2,000
	Umpires/Baseball	2,500	0	2,500
	Indoor Soccer	600	0	600
	Flag Football	700	0	700
	Instructor Fees	10,000	0	10,000
	Youth Basketball	2,975	0	2,975
	Adult Basketball	400	0	400
	Youth Baseball	7,500	3,500	11,000
	Adult Baseball	1,000	0	1,000
	Intergovt Payments			
	Excise Taxes	1,400	0	1,400
	Total	29,075	3,500	32,575

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	2015 Actual	2016 Actual	2017 Budget	2018 Budget
40	Services & Charges	9,800	9,436	14,000	14,000
	Total	9,800	9,436	14,000	14,000

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 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 238 library cards at the full rate charged by the City of Tacoma which currently is \$59 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:

- Provide community events as gathering places for families and social groups, as well as for individuals of all ages and economic status, regardless of their ability to pay for access
- Provide opportunities for participation, skills development, volunteering and social, cultural economic and environmental developments

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
40	Services & Charges	15,530	20,217	20,150	20,150
	Total	15,530	20,217	20,150	20,150

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Other Services & Charges			
	Community Events	20,150	0	20,150
	Total	20,150	0	20,150

BUDGET NARRATIVE

2018 Community Events include \$550 for holiday tree lighting; \$1,020 for the Strawberry Feed; \$500 for the Easter Egg Hunt; \$10,200 for Fun Days; \$5,000 for fireworks for Fun Days; \$880 for Volunteer Appreciation; \$400 for advertising events; \$900 for Daddy Daughter Dance; \$300 for Mother Son Fun Dance; \$200 for Halloween events; and \$200 for other miscellaneous events that will be scheduled.

DEPARTMENT: Parks and Recreation

DIVISION: Recreation

PROGRAM: Swimming Pool

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	71,068	74,150	77,630	81,355
20	Personnel Benefits	15,145	17,160	18,220	18,780
30	Supplies	25,480	20,115	22,900	22,900
40	Services & Charges	19,552	20,638	21,300	21,300
50	Intergovt & Other Interfund Pmt.	3,704	2,977	2,985	3,000
60	Capital Outlays	0	0	0	0
	Total	134,949	135,040	143,035	147,335

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	16,610	(1,445)	15,165
	Overtime	1,000	0	1,000
	Casual & Seasonal Labor	60,020	5,170	65,190
	Personnel Benefits			
	Personnel Benefits	18,220	560	18,780
	Supplies			
	Office Supplies	300	0	300
	Pool Supplies-Chemicals	12,000	0	12,000
	Janitorial Supplies	1,100	0	1,100
	Operating Supplies	7,500	0	7,500
	Small Tools & Minor Equipment	2,000	0	2,000
	Services & Charges			
	Operating Rentals	300	0	300
	Public Utility Services	17,000	0	17,000
	Repairs & Maintenance-Pool	3,000	0	3,000
	Printing & Binding	200	0	200
	Miscellaneous	800	0	800
	Intergovt & Other Interfund Pmt.			
	Excise Taxes/Pool Revenue	2,985	15	3,000
	Total	143,035	4,300	147,335

BUDGET NARRATIVE

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

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

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

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

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

The excise tax is based on revenue collected.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 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	0.04
Total	0.25	0.25	0.25	0.22

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, seven soccer fields, two playgrounds, 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.
- Foster partnerships with agencies such as Rotary and Kiwanis for park stewardships.
- Assist in setting up and taking down equipment for special events.

GOALS AND WORK PLAN

- Facilitate process, with the City Manager and City Council, to enhance and renovate recreation facilities to meet recreation demands through a voted bond initiative and alternative funding sources.
- The centerpiece of the Fircrest Parks and Recreation Department will be Fircrest Park and the Roy H. Murphy Community Center, and will provide a wide variety of recreation facilities and activities.
- Enhance a high quality, diversified system of parks, recreation facilities, and open spaces that are attractive, safe, functional, and available to all segments of the population.
- Develop athletic facilities that meet the highest quality competitive playing standards and requirements for all age groups, skill levels, and recreational interests.
- Provide a park, recreation and open space system that is efficient to administer and maintain.
- Plan for the future so adequate open space, historical elements, recreation facilities and programs are provided for future generations.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	81,242	85,745	86,685	86,715
20	Personnel Benefits	33,778	36,668	38,370	37,400
30	Supplies	18,027	16,933	19,050	19,050
40	Services & Charges	64,886	67,634	75,968	79,333
60	Capital Outlays	0	169,398	0	115,000
	Total	197,933	376,378	220,073	337,498

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	70,155	(1,140)	69,015
	Overtime	500	0	500
	Casual & Seasonal Labor	16,030	1,170	17,200
	Personnel Benefits			
	Personnel Benefits	38,370	(970)	37,400
	Supplies			
	Office Supplies	100	0	100
	Janitorial Supplies	6,950	0	6,950
	Operating Supplies	11,000	0	11,000
	Small Tools & Minor Equipment	1,000	0	1,000
	Services & Charges			
	Professional Services	1,000	0	1,000
	Communication	1,480	220	1,700
	Operating Rentals - Copier	300	0	300
	Public Utility Services	44,000	0	44,000
	Repairs & Maintenance	2,000	0	2,000
	Interfd ERR Replacement	10,838	4,530	15,368
	Interfd ERR Repairs & Maint	12,950	(1,385)	11,565
	Miscellaneous	3,400	0	3,400
	Total	220,073	2,425	222,498

BUDGET NARRATIVE

Casual and Seasonal Labor includes funds for maintenance workers.

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

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

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

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

The Communication line is for alarm lines and cell phones.

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.

CAPITAL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Land	0	0	0
Rec Bldg Improvements	0	0	0
Improvements	0	55,000	55,000
Machinery & Equip	0	60,000	60,000
Total	0	115,000	115,000

CAPITAL BUDGET NARRATIVE

Capital Improvements includes \$35,000 for Whittier tennis court improvements and \$20,000 for Whittier field maintenance and irrigation improvements.

Capital Machinery & Equipment includes \$60,000 for a playground structure at Fircrest Park.

Designated 44th /Alameda Fund Balance will be used to cover the above capital costs.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Parks/Recreation Director	0.10	0.10	0.10	0.10
Parks Maintenance Supervisor	0.78	0.78	0.78	0.78
Senior Maintenance Supervisor	0.20	0.20	0.20	0.15
Total	1.08	1.08	1.08	1.03

STREET FUND CHANGE IN FUND BALANCE REPORT

Operating Revenues	176,880
Transfer In-Operating	265,977
Operating Expenses	(496,494)
Operating Revenues Over/(Under) Operating Expenditures	(53,637)
Transfers In-Capital	150,000
Capital Expenses	(194,750)
Net Change in Fund Balance	(98,387)

STREET FUND SUMMARY REPORT

RESOURCES

Undesignated Beginning Fund Balance	183,392
Operating Revenues	176,880
Transfers In-Operating	265,977
Transfer In-Capital	150,000
Total Resources with Beginning Fund Balance	776,249

EXPENDITURES

Operating Expenses	496,494
Capital Expenses	194,750
Undesignated Ending Fund Balance	85,005
Total Expenditures with Ending Fund Balance	776,249

CITY STREET FUND REVENUE

<u>STREET FUND</u>					
		20105	2016	2017	2018
BARS	Description	Actual	Actual	Budget	Budget
308-80-01-01	Undes. Fund Balance	337,840	319,052	308,890	183,392
308-10-01-01	Des. Fund Bal/Paths & Trails	16,094		0	0
	Total Fund Balance	353,934	319,052	308,890	183,392
322-40-00-00	ROW Road Permits	15,570	14,175	7,000	10,000
	Total Licenses & Permits	15,570	14,175	7,000	10,000
333-20-20-03	Regents Blvd Grant	10,851	0	0	0
333-20-20-04	Alameda Overlay Grant	0	0	195,000	0
333-20-20-05	Traffic Signal Grant	0	0	337,560	0
334-03-81-00	Wa St TIB Grant Emerson/Orchard	0	48,500	527,255	0
334-03-81-00	Wa St TIB Grant Alameda/67th	0	0	500,000	0
336-00-71-00	Multimodal Transportation	0	6,728	6,956	9,360
336-00-87-00	Motor Vehicle Fuel Tax	138,127	141,941	144,160	144,220
	Total Intergovernmental Revenues	148,978	197,169	1,710,931	153,580
361-11-00-01	Investment Interest	538	1,246	400	1,300
367-00-00-08	Beautification Donations	11,125	11,120	11,000	11,000
369-90-01-01	Miscellaneous Revenue	1,727	1,795	1,000	1,000
369-94-01-01	Reimbursements	0	0	0	0
	Total Miscellaneous Revenue	13,390	14,161	12,400	13,300
	Total Operating Revenues	177,938	225,505	1,730,331	176,880
398-00-01-01	Insurance Recovery	613	0	0	0
	Total Non Revenue	613	0	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	190,015	189,265	194,036	195,977
397-00-00-04	Transfer from Light-St Maint	46,452	52,072	60,000	60,000
397-00-00-06	Transfer from REET 1-Capital	276,352	18,790	50,000	150,000
397-00-00-09	Transfer from REET 2-Capital	0	12,204	287,255	0
	Total Other Financing Sources	522,819	282,331	601,291	415,977
	TOTAL RESOURCES	1,055,304	826,888	2,640,512	776,249

REVENUE NARRATIVE

Donations received in 2018 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

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

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

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

Transfer from REET 1-Capital includes \$150,000 for capital 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

2017 Completed:

- Construction of the Emerson Sidewalk Project.
- Continued crack-seal program.
- Performed street patching as needed.
- Painted all street, curb, and intersection markings throughout the City.

New for 2018:

- Continue crack-seal program as designated by approved plan.
- Perform street patching as needed.
- Paint all street, curb, and intersection markings throughout the City.
- Grind and overlay on Contra Costa
- Traffic island relocation.

PERFORMANCE MEASURES

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	0	0	0	0
Lane Miles Street Crack Sealed	7	7	5	5
Miles of Street Maintained	26	26	26	26

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	74,814	78,085	71,030	73,675
20	Personnel Benefits	33,216	32,023	30,055	31,380
30	Supplies	8,603	8,974	17,550	15,950
40	Services & Charges	88,232	103,481	116,870	112,956
60	Capital Outlays	305,629	84,116	1,909,070	161,750
90	Interfund Pmt. For Svcs.	68,841	68,914	120,590	82,543
	Total	579,335	375,593	2,265,165	478,254

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	53,940	1,670	55,610
Overtime	5,100	100	5,200
Casual & Seasonal Labor	11,990	875	12,865
Personnel Benefits			
Personnel Benefits	29,355	1,325	30,680
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	10,000	0	10,000
Crack Sealing Supplies	5,000	0	5,000
Small Tools & Minor Equipment	2,300	(1,600)	700
Services & Charges			
Professional Services	10,525	(525)	10,000
Advertising	500	0	500
Communication	2,000	200	2,200
Operating Rentals-Copier Mach.	700	50	750
Land Rental	17,115	910	18,025
Dumping Fees	2,600	0	2,600
Electricity & Gas/Building	2,700	0	2,700
Electricity/Traffic Lights	900	0	900
Repairs & Maintenance	20,725	0	20,725
Interfd ERR Replacement	32,810	(3,434)	29,376
Interfd ERR Repairs & Maint	23,895	(1,115)	22,780
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	120,590	(38,047)	82,543
Total	356,095	(39,591)	316,504

BUDGET NARRATIVE

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

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

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

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

CAPITAL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Machinery & Equipment	12,000	(12,000)	0
Improvements	50,000	100,000	150,000
Building Improvements	0	11,750	11,750
Project Eng Emerson Sidewalk Grant-Orchard to Alameda	50,000	(50,000)	0
Project Eng Emerson Sidewalk Grant-Alameda to 67th	125,000	(125,000)	0
Project Eng Alameda Overlay Grant Project	52,025	(52,025)	0
Project Eng Traffic Signal Grant	50,000	(50,000)	0
Construction Emerson Sidewalk Grant-Orchard to Alameda	609,070	(609,070)	0
Construction Emerson Sidewalk Grant-Alameda to 67th	500,000	(500,000)	0
Construction Alameda Overlay Grant Project	173,415	(173,415)	0
Construction Traffic Signal Grant	287,560	(287,560)	0
Totals	1,909,070	(1,747,320)	161,750

CAPITAL BUDGET NARRATIVE

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

- Minor Street Improvements throughout the City \$40,000 funded by transfer in from REET 1.
- West entrance traffic island relocation. Project cost \$10,000.
- Grind and Overlay of Contra Costa between Spring Street and mid-block. Project cost \$35,000.
- Berkeley and Buena Vista grind and overlay. Project cost \$65,000.

Building Improvements includes ¼ of:

- New flooring in men's restroom \$4,000
- Coating of roof (to stop rust) \$10,000
- Windows on west side of building in break room \$2,000
- Replace insulation in bay area \$35,000

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Wrk Utility Foreman	0.05	0.05	0.05	0.05
Utility Serv II	0.43	0.43	0.40	0.40
Utility Billing Clerk	0.10	0.10	0.10	0.10
PW Support Coordinator	0.15	0.15	0.15	0.15
Public Works Director	0.05	0.05	0.05	0.05
Custodian	0.07	0.07	0.07	0.07
Total	0.85	0.85	0.82	0.82

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

PROGRAM DESCRIPTION

Function: The Street Fund maintains streetlights.

What we do:

- Provide maintenance of street lighting.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	11,981	14,670	32,170	33,135
20	Personnel Benefits	6,189	7,576	17,005	17,720
30	Supplies	3,398	4,677	6,500	6,500
40	Services & Charges	24,884	25,149	36,380	27,600
60	Capital	33,828	33,792	30,000	33,000
	Total	80,280	85,864	122,055	117,955

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	31,970	965	32,935
	Overtime	200	0	200
	Personnel Benefits			
	Personnel Benefits	17,005	715	17,720
	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	12,280	(8,780)	3,500
	Miscellaneous	100		100
	Total	92,055	(7,100)	84,955

BUDGET NARRATIVE

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

Operating Supplies includes funds to replace two light standards.

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

CAPITAL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Improvements	30,000	3,000	33,000
	Total	30,000	3,000	33,000

CAPITAL BUDGET NARRATIVE

Capital Improvements includes \$33,000 for this year's cost of the program to convert the existing street lights to LED lighting, including the cost of the lights and rebates. Staff time of \$8,000 to replace the lights is included in the Salaries and Benefit lines. The total project cost for 2018 is \$41,000.

STAFFING

	2015 Actual	2015 Actual	2017 Budget	2018 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.44	0.44	0.46	0.46
Total	0.45	0.45	0.47	0.47

DEPARTMENT: Public Works
DIVISION: Streets
PROGRAM: Streets Beautification

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2017 Completed:

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

New for 2018:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	29,745	15,450	23,300	23,480
20	Personnel Benefits	13,130	7,867	11,100	10,955
30	Supplies	23,197	12,403	14,750	14,850
40	Services & Charges	10,565	20,820	20,750	45,750
	Total	76,637	56,540	69,900	95,035

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	19,070	(75)	18,995
Overtime	1,000	20	1,020
Casual & Seasonal Labor	3,230	235	3,465
Personnel Benefits			
Personnel Benefits	11,100	(145)	10,955
Supplies			
Operating Supplies	1,000	0	1,000
Flower Baskets	4,000	100	4,100
Beautification Supplies	7,500	0	7,500
Banners/Flags Supplies	2,000	0	2,000
Small Tools & Minor Equipment	250	0	250
Services & Charges			
Public Utility Services	250	0	250
Street Tree Maintenance (contracted)	10,000	0	10,000
Beautification (contracted)	10,500	25,000	35,500
Total	69,900	25,135	95,035

BUDGET NARRATIVE

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

Donations received in 2018 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

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

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

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.24	0.24	0.24	0.24
Senior Maintenance Supervisor	0.03	0.03	0.03	0.03
Total	0.28	0.28	0.28	0.28

STORM CHANGE IN FUND BALANCE REPORT

Operating Revenues	483,000
Operating Expenses	(463,075)
Operating Revenues Over/(Under) Operating Expenditures	19,925
Less Capital Expenditures	0
Less Transfers Out	(530,000)
Net Change in Fund Balance	<u>(510,075)</u>

STORM FUND SUMMARY REPORT

RESOURCES

Beginning Fund Balance	537,509
Reserved for Cash Flow	116,000
Operating Revenues	483,000
Total Resources with Beginning Fund Balance	<u>1,136,509</u>

EXPENDITURES

Operating Expenses	463,075
Capital Expenses	0
Transfers Out	530,000
Reserved for Cash Flow	116,000
Undesignated Ending Fund Balance	<u>27,434</u>
Total Expenditures with Ending Fund Balance	<u>1,136,509</u>

STORM FUND REVENUES

BARS	Description	2015 Actual	2016 Actual	2017 Budget	2018 Budget
308-80-04-15	Reserved for Cash Flow	92,000	94,000	100,000	116,000
308-80-04-15	Undes. Unres. Fund Balance	465,912	576,196	508,842	537,509
	Total Fund Balance	557,912	670,196	608,842	653,509
334-03-10-00	Dept of Ecology NPDES Grant	71,811	5,790	50,000	25,000
	Total Intergovernmental Revenues	71,811	5,790	50,000	25,000
343-10-00-00	Storm Drain Fees & Charges	381,261	377,480	430,800	450,000
343-10-00-01	Setup Fees	512	560	500	500
343-10-00-02	Penalties	6,689	7,345	6,500	6,500
	Total Goods & Services	388,462	385,385	437,800	457,000
361-11-04-15	Investment Interest	686	1,558	500	500
369-90-04-15	Miscellaneous Revenue	149	149	500	500
	Total Miscellaneous Revenue	835	1,707	1,000	1,000
	Total Operating Revenues	461,108	392,882	488,800	483,000
372-00-04-15	Insurance Recovery	0	0	0	0
	Capital Contributions	0	0	0	0
	Total Other Revenue	0	0	0	0
	TOTAL RESOURCES	1,019,020	1,063,078	1,097,642	1,136,509

Storm Drain Fees & Charges includes a rate increase. See fee schedule for details.

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

2017 Completed:

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Completed and obtained DOE approval of 10th year NPDES Compliance Report.

New for 2018:

- Clean and inspect 265 catch basins (1/2 of City total).
- Complete and obtain DOE approval of 11th year NPDES Compliance Report.
- Prepare grant applications for Storm water treatment projects and LID projects.

PERFORMANCE MEASURES

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Lane Miles of Street Swept*	280	280	280	280
Miles of Storm lines	22	22	22	22
Number Catch Basins Cleaned	265	265	265	265

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

TOTAL PROGRAM OBJECT BUDGET

Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10 Salaries & Wages	126,884	121,836	119,515	123,550
20 Personnel Benefits	61,942	58,725	62,625	63,845
30 Supplies	8,745	6,883	12,250	11,750
40 Services & Charges	82,568	74,059	123,850	155,321
50 Intergovt Servs & Taxes	5,730	5,710	20,827	35,255
60 Capital Outlays	10,544	127,678	42,000	0
90 Interfund Pmt. For Svcs.	52,411	59,344	63,066	73,354
0 Transfer Out	0	0	0	530,000
Total	348,824	454,235	444,133	993,075

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	117,360	3,930	121,290
Overtime	1,000	20	1,020
Seasonal & Casual Labor	1,155	85	1,240
Personnel Benefits			
Personnel Benefits	61,925	1,220	63,145
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	2,000	(500)	1,500
Services & Charges			
Professional Services	19,525	(525)	19,000
Advertising	500		500
Communication	2,000	200	2,200
Postage	1,900	0	1,900
Operating Rentals-Copier Mach.	720	0	720
Land Rental	17,115	515	17,630
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,600	0	2,600
Repairs & Maintenance	3,225	26,775	30,000
Interfd ERR Replacement	37,715	4,516	42,231
Interfd ERR Repairs & Maint	16,000	490	16,490
Miscellaneous	750	0	750
Operation Permit	9,000	0	9,000
Judgments	1,000	0	1,000
Printing & Binding	500	0	500
Dues,Memberships,Subscriptions	300	0	300
Mailing Service	3,500	(500)	3,000
Intergovt & Other Interfund Pmt.			
Excise Taxes	7,903	352	8,255
City Utility Tax	12,924	14,076	27,000
Interfund Pmt. For Svcs.			
Interfd Service Charges	63,066	10,288	73,354
Transfers			
Transfers Out	0	530,000	530,000
Total	402,133	590,942	993,075

BUDGET NARRATIVE

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

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

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

Repairs & Maintenance has been increased to provide for repairs to existing curbing throughout the city.

CAPITAL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Improvements	25,000	(25,000)	0
Project Engineering	5,000	(5,000)	0
Building Improvements	0	0	0
Machinery & Equipment	12,000	(12,000)	0
Total	42,000	(42,000)	0

CAPITAL BUDGET NARRATIVE

A new Capital Improvement Fund was created in 2018. All capital costs are now included in that budget.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Wrk Utility Foreman	0.10	0.10	0.10	0.10
Utility Serv II	0.79	0.79	0.63	0.63
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.25	0.25	0.25	0.25
Public Works Director	0.25	0.25	0.25	0.25
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.08	0.08	0.08	0.08
Total	1.97	1.97	1.81	1.81

STORM CAPITAL CHANGE IN FUND BALANCE REPORT

Transfers In		530,000
Less Capital Expenditures		<u>(26,750)</u>
Net Change in Fund Balance		<u>503,250</u>

STORM CAPITAL FUND SUMMARY REPORT

RESOURCES		
Beginning Fund Balance		0
Transfers In		<u>530,000</u>
Total Resources with Beginning Fund Balance		<u>530,000</u>
EXPENDITURES		
Capital Expenses		26,750
Undesignated Ending Fund Balance		<u>503,250</u>
Total Expenditures with Ending Fund Balance		<u>503,000</u>

<u>STORM CAPITAL FUND - 416</u>					
		2015	2016	2017	2018
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-16	Undes. Unres. Fund Balance	0	0	0	0
	Total Fund Balance	0	0	0	0
397-00-00-00	Transfer In from Storm Fund	0	0	0	530,000
	Total Transfers In Revenue	0	0	0	530,000
	TOTAL RESOURCES	0	0	0	530,000

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

PROGRAM DESCRIPTION

Function: The Storm Drain Capital Fund is funded by transfers from the Storm Drain fund and performs capital projects necessary for the operation of 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.

What we do:

- Provide necessary capital projects of 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.

GOALS AND WORK PLAN

New for 2018:

- Create Storm Drain Capital Fund.
- Capital upgrades to the Public Works Facility buildings.
- Capital projects for storm water catch basin and main improvements.

CAPITAL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Improvements	0	10,000	10,000
Project Engineering	0	5,000	5,000
Building Improvements	0	11,750	11,750
Machinery & Equipment	0	0	0
Total	0	26,750	26,750

CAPITAL BUDGET NARRATIVE

Capital Improvements consists of \$10,000 for storm water catch basin and main improvements.

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

Building Improvements includes $\frac{1}{4}$ of:

- Coating of roof (to stop rust) \$10,000
- Windows on west side of building in break room \$2,000
- Replace insulation in bay area \$35,000

<u>WATER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	1,051,800
Operating Expenses	(986,813)
Operating Revenues Over/(Under) Operating Expenditures	64,987
Plus Capital Contributions	0
Less Capital Expenditures	0
Less Transfer Out	(210,000)
Change in Fund Balance	(145,013)
<u>WATER FUND SUMMARY REPORT</u>	
RESOURCES	
Reserved for Cash Flow	247,000
Undesignated Beginning Fund Balance	146,676
Operating Revenues	1,051,800
Capital Contributions	0
Total Resources with Beginning Fund Balance	1,445,476
EXPENDITURES	
Operating Expenses	986,813
Capital Expenses	0
Transfer Out	210,000
Reserved for Cash Flow	247,000
Undesignated Ending Fund Balance	1,663
Total Expenditures with Ending Fund Balance	1,445,476

WATER FUND - 425

BARS	Description	2015 Actual	2016 Actual	2017 Budget	2018 Budget
308-80-04-25	Reserved for Cash Flow				247,000
308-80-04-25	Beginning Fund Balance	781,377	804,511	816,484	146,676
	Total Fund Balance	781,377	804,511	816,484	393,676
334-04-90-00	Department of Health Grant		25,000	0	0
	Total Intergovernmental Revenues	0	25,000	0	0
343-40-00-00	Sale of Water	880,229	859,842	945,500	960,000
343-40-00-01	Service Connections	5,760	5,400	1,800	5,000
343-40-00-02	Setup Fees	1,462	1,534	1,500	1,500
343-40-00-03	Penalties	11,153	9,325	13,000	12,000
	Total Charges for Goods and Services	898,604	876,101	961,800	978,500
361-11-04-25	Investment Interest	861	2,021	600	3,000
362-50-00-05	Rent City Property/High Tank	39,358	41,419	40,325	41,000
362-50-00-06	Rent City Property/Golf Tank	25,511	25,511	25,645	26,000
369-90-04-25	Other Misc. Revenue	2,342	2,149	3,000	3,000
369-92-04-25	Backflow	180	1,215	300	300
369-94-04-25	Reimbursements	700	0	0	0
	Total Misc. Revenues	68,952	72,315	69,870	73,300
372-00-04-25	Insurance Recovery	10,956		0	0
379-00-04-25	Capital Contributions/Tap Fees	16,000	12,000	10,000	0
	Total Capital Contributions	26,956	12,000	10,000	0
TOTAL RESOURCES		1,775,889	1,789,927	1,858,154	1,445,476

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.
- Provide water conservation education and outreach.
- Read water meters and provide billing services.

GOALS AND WORK PLAN

2017 Completed:

- Installed new fluoride injection pumps at each well site.
- Continued emphasis on water conservation outreach.
- Completed and mailed 2016 Consumer Confidence Report.
- Abandon well #5.
- Repaired and replaced existing fire hydrants as needed.

New for 2018:

- Continue emphasis on water conservation outreach.
- Repair and replace existing fire hydrants as needed. Anticipate two hydrants this year.
- Complete and mail 2017 Consumer Confidence Report.

PERFORMANCE MEASURES

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Million Gallons Water	269	269	269	269
Total Accounts Services	2,800	2,800	2,800	2,800
Total Water System Miles	31	31	31	31

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	262,917	261,998	294,895	279,860
20	Personnel Benefits	131,869	128,947	153,320	141,355
30	Supplies	13,921	20,582	41,625	45,650
40	Services & Charges	157,141	173,176	186,335	190,155
50	Intergovt Charges	111,824	111,280	121,648	123,514
60	Capital Outlays	103,864	99,613	463,000	0
70	Debt Service: Principal	44,218	44,218	44,218	44,218
80	Debt Service: Interest And Related	8,844	7,738	6,633	5,528
90	Interfund Pmt. For Svcs.	136,781	125,892	152,804	156,533
0	Transfers Out	0	0	0	210,000
	Total	971,379	973,444	1,464,478	1,196,813

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	282,985	(15,190)	267,795
Overtime	7,050	(200)	6,850
Seasonal & Casual Labor	4,860	355	5,215
Personnel Benefits	152,620	(11,965)	140,655
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Fluoride	4,200	0	4,200
Operating Supplies	16,000	16,000	32,000
Chlorine	19,000	(11,000)	8,000
Small Tools & Minor Equipment	2,175	(1,075)	1,100
Services & Charges			
Professional Services	10,525	(525)	10,000
Advertising	500	0	500
Water Testing	8,500	0	8,500
Communication	2,400	200	2,600
Postage	2,000	500	2,500
Travel	2,000	0	2,000
Land Rental/Water Tank	15,000	225	15,225
Operating Rentals-Copier Mach.	720	30	750
Interfd Land Rental	17,690	530	18,220
Utility Services/Building	2,800	0	2,800
Utility Services/Pumping	58,000	2,000	60,000
Dumping Fees	600	0	600
Repairs & Maintenance	21,500	0	21,500
Interfd ERR Replacement	17,652	1,688	19,340
Interfund ERR Repairs & Maint	12,548	0	12,120
Miscellaneous	1,300	0	1,300
State Operating Permit	4,000	0	4,000
Registration & Tuition	1,000	0	1,000
Dues,Memberships,Subscriptions	1,500	(300)	1,200
Printing & Binding	2,000	(400)	1,600
Judgements	1,000	0	1,000
Mailing Service	3,100	400	3,500
Intergovt & Other Interfund Pmt.			
State Excise Tax	46,008	706	46,714
City Utility Tax	75,640	1,160	76,800
Debt Service			
Principal Loan Payment	44,218	0	44,218
Interest PWTF	6,633	(1,105)	5,528
Interfund Pmt. For Svcs.			
Interfd Service Charges	152,804	3,729	156,533
Transfers			
Transfers Out	0	210,000	210,000
Total	1,001,478	195,763	1,196,813

BUDGET NARRATIVE

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

Operating Supplies has been increased for in-house construction of a water main repair and replace.

Debt service includes payment for the DWSRF loan.

CAPITAL BUDGET

Improvements	390,000	(390,000)	0
Project Engineering	45,000	(45,000)	0
Building Improvements	0	0	0
Machinery & Equipment	28,000	(28,000)	0
Total	463,000	(463,000)	0

CAPITAL BUDGET NARRATIVE

A new Capital Improvement Fund was created in 2018. All capital costs are now included in that budget.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Wrk Utility Foreman	0.45	0.45	0.45	0.45
Utility Serv II	1.91	1.91	2.44	2.20
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.35	0.35	0.35	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.08	0.08	0.08	0.08
Total	3.59	3.59	4.12	3.88

<u>WATER CAPITAL CHANGE IN FUND BALANCE REPORT</u>		
Capital Contributions		8,000
Transfers In		210,000
Less Capital Expenditures		(182,830)
Change in Fund Balance		35,170
<u>WATER CAPITAL FUND SUMMARY REPORT</u>		
RESOURCES		
Undesignated Beginning Fund Balance		0
Capital Contributions		8,000
Transfers In		210,000
Total Resources with Beginning Fund Balance		218,000
EXPENDITURES		
Capital Expenses		182,830
Undesignated Ending Fund Balance		35,170
Total Expenditures with Ending Fund Balance		218,000

WATER CAPITAL FUND - 426					
BARS	Description	2015 Actual	2016 Actual	2017 Budget	2018 Budget
308-80-04-25	Beginning Fund Balance	0	0	0	0
	Total Fund Balance	0	0	0	0
379-00-04-25	Capital Contributions/Tap Fees	0	0	0	8,000
	Total Capital Contributions	0	0	0	8,000
397-00-00-00	Transfer In	0	0	0	210,000
	Total Transfer In	0	0	0	210,000
	TOTAL RESOURCES	0	0	0	218,000

DEPARTMENT: Public Works
DIVISION: Water Capital Fund
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Water Capital Fund is funded by transfers from the Water Fund and performs capital projects necessary for the operation and maintenance of 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:

- Perform capital upgrades, system maintenance, and repairs consistent with adopted Comprehensive Plan documents and the direction of the City Council and City Manager.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	0	0	0	7,570
20	Personnel Benefits	0	0	0	3,810
60	Capital Outlays	0	0	0	171,450
	Total	0	0	0	182,830

CAPITAL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	0	7,370	7,370
	Overtime	0	200	200
	Casual Labor-Capital	0	0	0
	Personnel Benefits	0	3,810	3,810
	Improvements	0	125,000	125,000
	Project Engineering	0	25,000	25,000
	Building Improvements	0	11,750	11,750
	Machinery & Equipment	0	9,700	9,700
	Total	0	182,830	182,830

CAPITAL BUDGET NARRATIVE

Improvement includes \$125,000 to paint the exterior coating of one of the tanks at the high tank site.

Project Engineering includes engineering services to finalize the plans and specifications and provide bidding assistance for tank painting project.

Building Improvements includes $\frac{1}{4}$ of:

- Coating of roof (to stop rust) \$10,000
- Windows on west side of building in break room \$2,000
- Replace insulation in bay area \$35,000

Machinery & Equipment is for the hand held meter reader software upgrade.

<u>SEWER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	2,632,200
Operating Expenses	(2,011,792)
Operating Revenues Over/(Under) Operating Expenditures	620,408
Capital Contributions	0
Transfer In from REET 2 for Capital	0
Capital Expenses	0
Debt Service	(315,520)
Transfer Out	(2,000,000)
Change in Fund Balance	(1,695,112)
<u>SEWER FUND SUMMARY REPORT</u>	
RESOURCES	
Undesignated Beginning Fund Balance	1,776,035
Reserved for Cash Flow	503,000
Operating Revenues	2,632,200
Capital Contributions	0
Transfer In from REET 2 for Capital	0
Total Resources with Beginning Fund Balance	4,911,235
EXPENDITURES	
Operating Expenses	2,011,792
Capital Expenses	0
Debt Service	315,520
Transfer Out	2,000,000
Reserved for Cash Flow	503,000
Undesignated Ending Fund Balance	80,923
Total Expenditures with Ending Fund Balance	4,911,235

SEWER FUND REVENUE

BARS	Description	2015 Actual	2016 Actual	2017 Budget	2018 Budget
308-80-04-30	Reserved for Cash Flow				503,000
308-80-04-30	Beginning Fund Balance	1,709,871	1,477,848	2,422,139	1,776,035
	Total Fund Balance	1,709,871	1,477,848	2,422,139	2,279,035
343-50-00-00	Sewer Revenues	2,046,883	2,028,697	2,446,000	2,600,000
343-50-00-01	Service Connections	1,375	3,250	1,100	1,100
343-50-00-02	Setup Fees	582	627	600	600
343-50-00-03	Penalties	24,937	17,885	24,000	24,000
	Total Charges for Goods and Services	2,073,777	2,050,459	2,471,700	2,625,700
361-11-04-30	Investment Interest	2,619	6,998	1,300	6,000
369-90-04-30	Other Misc. Revenue	309	149	500	500
369-94-04-30	Reimbursements	2,025	0	0	0
	Total Misc. Revenues	4,953	7,147	1,800	6,500
372-00-04-30	Insurance Recovery	0		0	0
391-80-04-31	Loans Received-BYSM	604,637	1,003,476	0	0
397-00-00-01	Transfer In from Sewer to BYSM	324,864	324,864	324,864	0
397-00-00-02	Transfer In from REET 2	60,349	51,964	56,750	0
379-00-04-30	Capital Contributions/Tap Fees	20,000	12,000	10,000	0
	Total Non Operating Revenue	1,009,850	1,392,304	391,614	0
	TOTAL RESOURCES	4,798,451	4,927,758	5,287,253	4,911,235

Sewer Revenues includes a rate increase for 2018. See fee schedule for details.

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

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2017 Completed:

- Constructed Alameda Lift Station upgrades.
- Continued to upgrade GIS mapping system.

New for 2018:

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

PERFORMANCE MEASURES

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Total Accounts Services	2,880	2,907	2,908	2,908
Total Sewer System Miles	23	23	23	23

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	161,777	178,575	176,580	178,710
20	Personnel Benefits	78,296	80,949	85,855	85,380
30	Supplies	5,897	5,720	6,425	6,250
40	Services & Charges	82,964	112,530	124,689	126,334
50	Intergovt Charges	1,000,841	1,088,198	1,233,760	1,382,565
60	Capital Outlays	1,339,329	373,114	562,750	0
70	Debt Service Principal	155,916	170,584	229,095	254,000
80	Debt Service Interest	10,253	6,631	86,846	61,520
90	Interfund Pmt. For Svcs.	160,465	164,455	177,354	232,553
0	Transfers & Other Cost Allocations	324,864	324,864	324,864	2,000,000
	Total	3,320,602	2,505,620	3,008,218	4,327,312

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	167,935	2,050	169,985
Overtime	7,500	0	7,500
Seasonal & Casual	1,145	80	1,225
Personnel Benefits			
Personnel Benefits	85,155	(475)	84,680
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	4,500	0	4,500
Small Tools & Minor Equipment	1,675	(175)	1,500
Services & Charges			
Professional Services	7,525	(525)	7,000
Advertising	500		500
Communication	2,500	200	2,700
Postage	2,000	0	2,000
Operating Rentals-Copier Mach.	600	150	750
Interfd Land Rental	18,690	560	19,250
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	28,225	0	28,225
Interfd ERR Replacement	17,651	1,688	19,339
Interfund Repairs & Maint	12,548	(428)	12,120
Miscellaneous	1,800	0	1,800
Registration & Tuition	300	0	300
Dues,Memberships,Subscriptions	300	0	300
Printing & Binding	750	0	750
Judgements	3,000	0	3,000
Mailing Service	3,200	0	3,200
Intergovt & Other Interfund Pmt.			
Sewage Treatment	1,060,000	140,000	1,200,000
State Excise Tax	27,000	0	27,000
City Utility Tax	146,760	8,805	155,565
Interfund Pmt. For Svcs.			
Interfd Service Charges	177,354	55,199	232,553
Transfers & Other Cost Allocations			
Principal Loan Payment	229,095		254,000
Interest Loan Payment	86,846		61,520
Transfer to Relocation Backyard	324,864	(324,864)	0
Transfer to Sewer Capital Fund	0		2,000,000
Total	2,445,468	(117,735)	4,327,312

BUDGET NARRATIVE

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

CAPITAL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Other Improvements	437,000	(437,000)	0
Project Engineering	113,750	(113,750)	0
Building Improvements	0	0	0
Machinery & Equip	12,000	(12,000)	0
Total	562,750	(562,750)	0

CAPITAL BUDGET NARRATIVE

A new Capital Improvement Fund was created in 2018. All capital costs are now included in that budget.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Wrk Utility Foreman	0.38	0.38	0.38	0.38
Utility Serv II	1.19	1.19	0.83	1.07
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.30	0.30	0.30	0.30
Public Works Director	0.35	0.35	0.35	0.35
Office Assistant	0.20	0.20	0.20	0.20
Custodian	0.08	0.08	0.08	0.08
Total	2.80	2.80	2.44	2.68

SEWER CAPITAL CHANGE IN FUND BALANCE REPORT

Capital Contributions		10,000
Transfer In		2,000,000
Capital Expenses		(742,760)
Change in Fund Balance		1,267,240

SEWER CAPITAL FUND SUMMARY REPORT

RESOURCES		
Undesignated Beginning Fund Balance		0
Capital Contributions		10,000
Transfer In		2,000,000
Total Resources with Beginning Fund Balance		2,010,000
EXPENDITURES		
Capital Expenses		742,760
Undesignated Ending Fund Balance		1,267,240
Total Expenditures with Ending Fund Balance		2,010,000

SEWER CAPITAL FUND - 432					
BARS	Description	2015 Actual	2016 Actual	2017 Budget	2018 Budget
308-80-04-32	Beginning Fund Balance	0	0	0	0
	Total Fund Balance	0	0	0	0
379-00-04-30	Capital Contributions/Tap Fees	0	0	0	10,000
397-00-00-02	Transfer In	0	0	0	2,000,000
	Total Revenue	0	0	0	2,010,000
	TOTAL RESOURCES	0	0	0	2,010,000

DEPARTMENT: Public Works
DIVISION: Sewer Capital Fund
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Sewer Capital Fund is funded by transfers from the Sewer Fund and performs capital projects necessary for the operation and maintenance of 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.

What we do: Perform capital upgrades and repairs consistent with the adopted Comprehensive Plan documents and the direction of the City Council.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	0	0	0	19,860
20	Personnel Benefits	0	0	0	11,150
60	Capital Outlays	0	0	0	711,750
	Total	0	0	0	742,760

CAPITAL DETAILED BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Salaries & Wages			
	Salaries & Wages	0	19,860	19,860
	Personnel Benefits			
	Personnel Benefits	0	11,150	11,150
	Other Improvements	0	550,000	550,000
	Project Engineering	0	150,000	150,000
	Building Improvements	0	11,750	11,750
	Machinery & Equip	0	0	0
	Total	0	742,760	742,760

CAPITAL BUDGET NARRATIVE

Other Improvements include:

- Drake Street lift station improvements and standby power \$400,000
- Sewer main reroute on Eldorado \$150,000

Project Engineering includes \$150,000 for engineering services to finalize the plans and specifications and provide as builds for the aforementioned sewer main projects.

Building Improvements includes ¼ of:

- Coating of roof (to stop rust) \$10,000
- Windows on west side of building in break room \$2,000
- Replace insulation in bay area \$35,000

<u>ERR FUND CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	156,865
Operating Expenses	(148,008)
Operating Revenues Over/Under Operating Expenses	8,857
Capital Replacement Transferred In	201,251
Capital Expenses	(213,224)
Net Change in Fund Balance	(3,116)
<u>ERR FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance	1,395,580
Operating Revenues	156,865
Capital Replacement Transferred In	201,251
Total Resources with Beginning Fund Balance	1,753,696
EXPENDITURES	
Operating Expenses	148,008
Capital Expenses	213,224
Designated Ending Fund Balance	1,392,464
	1,753,696

EQUIPMENT REPLACEMENT FUND - 501					
		2015	2016	2017	2018
BARS	Description	Actual	Actual	Budget	Budget
308-10-05-01	Beginning Fund Balance	1,668,088	1,588,375	1,518,430	1,395,580
	Total Beginning Fund Balance	1,668,088	1,588,375	1,518,430	1,395,580
348-30-00-00	General Fund Replacement	49,149	79,269	83,021	90,965
348-30-01-00	City Street Fund Replacement	25,504	42,970	32,810	29,376
348-30-03-00	Water/Sewer Fund Replacement	11,680	37,711	35,303	38,679
348-30-04-00	Storm Sewer Replacement	20,506	17,160	37,715	42,231
348-30-08-00	General Fund O & M	49,035	59,812	70,585	70,570
348-30-09-00	City Street Fund O & M	16,640	14,757	23,895	22,780
348-30-11-00	Water/Sewer Fund O & M	17,709	17,263	25,095	24,240
348-30-12-00	Storm Sewer O & M	12,805	6,756	16,000	16,490
	Total Charges for Goods & Services	203,028	275,698	324,424	335,331
361-11-05-01	Investment Interest	9,233	27,984	6,000	19,000
362-40-05-01	Rental Revenue	3,560	3,600	3,675	3,785
369-10-00-05	Sale of Scrap	5,450	0	0	0
369-90-05-01	Other Miscellaneous Revenue	0	5,800	0	0
	Total Misc. Revenues	18,243	37,384	9,675	22,785
	Total Operating Revenue	221,271	313,082	334,099	358,116
	TOTAL RESOURCES	1,889,359	1,901,457	1,852,529	1,753,696

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 City equipment assigned to the ERR Replacement Fund.
- Complete annual Equipment Rental inspections.
- Purchase and surplus all vehicles and equipment.

GOALS AND WORK PLANS

2017 Completed:

- Emission tested all vehicles as required by the State.
- Purchased five new computers.
- Purchased new Ford Escape for Non-Departmental.
- Purchased new pickup for Parks Department.
- Purchased two new pickup trucks for Public Works.
- Purchased new dump truck for Public Works.

New for 2018:

- Assist with purchase of new equipment as needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2015 Actual	2016 Actual	2017 Budget	2018 Budget
10	Salaries & Wages	5,598	5,109	9,605	5,940
20	Personnel Benefits	2,645	2,478	4,885	2,300
30	Supplies	33,420	28,612	57,800	49,000
40	Services & Charges	67,031	74,400	83,345	90,768
60	Capital Outlays	192,290	272,430	301,314	213,224
	Total	300,984	383,029	456,949	361,232

DETAIL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	9,605	(3,665)	5,940
Personnel Benefits			
Personnel Benefits	4,885	(2,585)	2,300
Supplies			
Non-Dept Gas	200	200	400
Facilities Gas	1,000	0	1,000
Police Gas	24,000	(4,000)	20,000
Parks/Rec Gas	5,000	(1,000)	4,000
Street Gas	12,000	(2,000)	10,000
Storm Gas	5,000	(1,000)	4,000
Wtr/Swr Gas	10,000	(1,000)	9,000
Central Motor Vehicle Supplies	500	0	500
Operating Supplies-ERR Garage	100	0	100
Services & Charges			
Land Rental-ERR Garage	3,920	118	4,038
Non-Dept Insurance	1,240	(670)	570
Facilities Insurance	900	130	1,030
Police Insurance	6,795	3,910	10,705
Parks/Rec Insurance	2,450	(385)	2,065
Street Insurance	3,395	885	4,280
Storm Insurance	1,000	1,490	2,490
Wtr/Swr Insurance	2,595	145	2,740
Utilities Shop/Garage	500	0	500
O & M - Facilities Garage	500	0	500
O & M - Legislative Equipment	100	0	100
O & M - Court Equipment	200	(100)	100
O & M - Admin. Equipment	200	(100)	100
O & M - Finance Equipment	5,500	0	5,500
O & M - Non-Dept. Vehicles/Equip	1,000	0	1,000
O & M - Facilities Vehicles/Equip	1,500	0	1,500
O & M - Info Systems/Equip	300	0	300
O & M - Police Vehicles/Equip	13,000	2,000	15,000
O & M - Building Equipment	1,600	0	1,600
O & M - Planning Equipment	100	0	100
O & M - Parks/Rec Vehicles/Equip	5,500	0	5,500
O & M - Street Vehicles/Equip	8,500	0	8,500
O & M - Storm Sewer Vehicles/Equip	10,000	0	10,000
O & M - Wtr/Swr Vehicles/Equip	12,500	0	12,500
Miscellaneous	50	0	50
Total	155,635	(7,627)	148,008

BUDGET NARRATIVE

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

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

CAPITAL BUDGET

	2017 Budget	In(de)crease	2018 Budget
Legislative	0	1,540	1,540
Court	2,200	(660)	1,540
Administration	0	1,100	1,100
Finance	0	3,300	3,300
Non Dept	18,500	(17,400)	1,100
Facilities	0	0	0
Information Systems	1,100	0	1,100
Police	0	96,304	96,304
Building	0	1,100	1,100
Planning	0	220	220
Parks/Rec	29,100	61,500	90,600
Street	74,539	(61,822)	12,717
Storm	69,234	(68,427)	807
Water/Sewer	106,641	(104,845)	1,796
Total	301,314	(88,090)	213,224

CAPITAL BUDGET NARRATIVE

Capital consists of:

- Legislative-\$1,100 computer for Council office
- Legislative-\$440 computer for recording system 40%
- Court-\$1,100 computer Court Clerk FT
- Court-\$440 computer for recording system 40%
- Administration-\$1,100 computer for City Manager
- Finance-\$1,100 computer for Finance Director
- Finance-\$1,100 computer for Accountant I
- Finance-\$1,100 computer for Accountant II
- Non-Department-\$1,100 computer for Administrative Assistant
- IS-\$1,100 computer IS Manager
- Police-\$89,604 two new Ford Interceptors
- Police-\$4,500 computer server
- Police-\$1,100 computer for Police Chief
- Police-\$1,100 computer for CSO

- Building-\$1,100 computer for Director
- Planning-\$220 computer for recording system 20%
- Parks/Rec-\$28,000 new mower
- Parks/Rec-\$60,000 used senior bus
- Parks/Rec- \$2,600 pressure washer
- Street-\$4,917 asphalt compactor
- Street-\$7,103 striping
- Street-\$275 computer Supervisor 25%
- Street-\$55 computer Billing Clerk 5%
- Street \$367 computer Public Works Director 33%
- Storm-\$275 computer Supervisor 25%
- Storm-\$165 computer Billing Clerk 17%
- Storm \$367 computer Public Works Director 33%
- Water/Sewer-\$550 computer Supervisor 25%
- Water/Sewer-\$880 computer Billing Clerk 80%
- Water/Sewer \$366 computer Public Works Director 34%

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.

STAFFING

	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Senior Maintenance Supervisor	0.15	0.15	0.15	0.09
Total	0.15	0.15	0.15	0.09

POLICE INVESTIGATION FUND CHANGE IN FUND BALANCE

Operating Revenues	40
Operating Expenses	(11,643)
Net Change in Fund Balance	(11,603)

POLICE INVESTIGATION FUND SUMMARY REPORT**RESOURCES**

Designated Beginning Fund Balance	11,603
Operation Revenues	40
Total Resources with Beginning Fund Balance	11,643

EXPENDITURES

Operating Expenditures	11,643
Designated Ending Fund Balance	0
Total Expenditures with Ending Fund Balance	11,643

	<u>POLICE INVESTIGATION FUND</u>				
		2015	2016	2017	2018
BARS	Description	Actual	Actual	Budget	Budget
308-10-01-05	Beginning Fund Balance	11,438	11,450	11,480	11,603
	Total Beginning Fund Balance	11,438	11,450	11,480	11,603
357-50-00-00	Investigative Confiscations	0	0	0	0
	Total Fines & Forfeits	0	0	0	0
361-11-01-05	Investment Interest	12	29	20	40
	Total Misc. Revenues	12	29	20	40
	TOTAL RESOURCES	11,450	11,479	11,500	11,643

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	2015 Actual	2016 Budget	2017 Budget	2018 Budget
40	Services & Charges	0	0	11,500	11,643
	Total	0	0	11,500	11,643

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Services & Charges			
	Miscellaneous Investigations	11,500	143	11,643
	Total	11,500	143	11,643

BUDGET NARRATIVE

These funds are available for expenditures as authorized by State law as needed in 2018.

<u>REET FUND CHANGE IN FUND BALANCE</u>	
Revenues-REET 1	100,600
Revenues-REET 2	104,000
Transfers Out REET 1	(150,000)
Transfers Out REET 2	0
Net Change in Fund Balance	54,600
<u>REET FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance (1st 1/4)	236,323
Designated Beginning Fund Balance (2nd 1/4)	847,821
Revenues-REET 1	100,600
Revenues-REET 2	104,000
Total Resources with Beginning Fund Balances	1,288,744
EXPENDITURES	
Transfers Out REET 1	150,000
Transfers Out REET 2	0
Designated Ending Fund Balance (1st 1/4)	186,923
Designated Ending Fund Balance (2nd 1/4)	951,821
Total Expenditures with Ending Fund Balances	1,288,744

REET FUND					
		2015	2016	2017	2018
BARS	Description	Actual	Actual	Budget	Budget
308-10-03-11	Beginning Fund Balance (1st 1/4)	294,952	105,134	196,023	236,323
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,026,647	1,052,852	1,100,826	847,821
	Total Beginning Fund Balance	1,321,599	1,157,986	1,296,849	1,084,144
317-34-00-00	Capital Improvement 1	86,223	109,333	90,000	100,000
317-35-00-00	Growth Management 1	85,386	109,333	90,000	100,000
	Total Taxes	171,609	218,666	180,000	200,000
361-11-03-11	Investment Interest (1st 1/4)	311	347	300	600
361-11-03-12	Investment Interest (2nd 1/4)	1,169	2,809	1,000	4,000
	Total Misc Revenue	1,480	3,156	1,300	4,600
	TOTAL RESOURCES	1,494,688	1,379,808	1,478,149	1,288,744

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	2015 Actual	2016 Actual	2017 Budget	2018 Budget
0	Transfers & Other Cost Allocations	336,701	82,958	394,005	150,000
	Total	336,701	82,958	394,005	150,000

DETAIL BUDGET

		2017 Budget	In(de)crease	2018 Budget
	Transfers & Other Cost Allocations			
	Transfer (From 1st 1/4)	50,000	100,000	150,000
	Transfer (From 2nd 1/4)	344,005	(344,005)	0
	Total	394,005	(244,005)	150,000

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.

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

CUMULATIVE RESERVE FUND

BARS	Description	2015 Actual	2016 Actual	2017 Budget	2018 Budget
308-10-00-01	Beginning Fund Bal-General	3,000,000	3,000,000	3,000,000	3,000,000
308-10-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-10-00-42	Beginning Fund Balance-Water	11,513	11,513	11,513	11,513
308-10-00-43	Beginning Fund Balance-Sewer	369,250	369,250	369,250	369,250
	Total Fund Balance	3,530,763	3,530,763	3,530,763	3,530,763
397-10-00-05	Transfer In from General Fund	0	0	0	0
	Total Nonrevenues	0	0	0	0
	TOTAL RESOURCES	3,530,763	3,530,763	3,530,763	3,530,763

BUDGET NARRATIVE

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

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

PROGRAM DESCRIPTION

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

What we do:

- Provide means of separate accounting for emergency reserves.

BUDGET NARRATIVE

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

**CITY OF FIRCREST
FEE AND RATE SCHEDULE
January 2018**

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
PARKS AND RECREATION		
Pee Wee T-Ball (4 & 5 years)	\$30.00 resident; \$50.00 non-resident	FMC 10.22.010
T-Ball	\$40.00 resident; \$65.00 non-resident	FMC 10.22.010
Coach Pitch	\$40.00 resident; \$65.00 non-resident	FMC 10.22.010
Hollywood	\$40.00 resident; \$70.00 non-resident	FMC 10.22.010
Girls Fast pitch	\$40.00 resident; \$70.00 non-resident	FMC 10.22.010
Men's Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Co-ed Slow pitch	\$450.00 per team + \$8.00 each non-resident	FMC 10.22.010
Indoor Pee Wee Soccer (4 & 5 years)	\$30.00 resident; \$50.00 non-resident	FMC 10.22.010
Youth Basketball	\$40.00 resident; \$70.00 non-resident	FMC 10.22.010
4 on 4 Basketball League	\$100.00 per team; + \$10.00 each non-resident participant	FMC 10.22.010
Lighted Fields	*\$ 7.00 per hour per field - Fircrest activities 26.00 per hour per field - Fircrest Soccer Club off-season 36.40 per hour per field non-Fircrest groups/ activities	FMC 10.22.110
Whittier Shelter Rental	\$115.00 resident; \$212.00 non-resident \$100.00 non-resident deposit	FMC 10.22.010
Fircrest Park Pavilion Rental	\$57.00 resident; \$115.00 non-resident \$100.00 non-resident deposit	FMC 10.22.010
Main pool rental	\$100.00 resident; \$150.00 non-resident	FMC 10.22.010
Wading pool rental	\$75.00 resident; \$100.00 non-resident \$100 non-resident deposit	FMC 10.22.010
Open Swim	\$3.00 resident; \$6.00 non-resident	FMC 10.22.010
Family Membership Pool & Wading Pool	\$50.00 single family member; \$32.00 all additional members \$100.00 non-resident single family member; \$65.00 non-resident all additional members	FMC 10.22.010
Swimming Pool Punch Card	\$25.00 resident; \$50.00 non-resident (10 Open Swims)	FMC 10.22.010
Swimming Instruction	\$40.00 resident; \$50.00 non-resident (2 weeks) \$20.00 resident; \$25 non-resident (1 weeks)	FMC 10.22.010
Authorized School Pool Parties	No charge, time available basis	FMC 10.22.010
Swim Team	\$60.00 resident; \$100.00 non-resident	FMC 10.22.010
Gymnasium Rental	\$350.00 resident; \$575 non-resident per event \$100.00 resident deposit; \$300.00 non-resident deposit	FMC 10.22.010
Room Rental	\$55.00 resident; \$80.00 non-resident per event \$100.00 non-resident deposit	FMC 10.22.010
Open Gym	No charge for resident; \$3.00 per period for non-resident, \$1.00 per period for non-resident senior	FMC 10.22.010
Holiday Bazaar/Fun Days	\$50 per Craft Vendor; \$80 Commercial Vendor; \$100 Food Vendor	FMC 10.22.010
Senior Trip	\$20.00 each	FMC 10.22.010

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

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
BUSINESS		
Business License	\$75.00 per year	Ordinance 1531
Transient Merchant Registration	\$70.00 per year	Ordinance 1476
Merchant Patrol License	\$50.00 per year	Ordinance 855
Private Detective License	\$50.00 per year	Ordinance 855
Merchant Patrol Agency License	\$300.00 per year	Ordinance 855
Private Detective Agency License	\$300.00 per year	Ordinance 855
ANIMAL		
Dogs: Altered	\$14.00	FMC 7.05.030
Dogs Altered: Senior citizen discount rate (+65 yrs.)	\$8.00	FMC 7.05.030
Unaltered dogs	\$50.00	FMC 7.05.030
Unaltered dogs: Senior citizen discount rate (+65yrs.)	\$28.00	FMC 7.05.030
Cats: Altered	\$8.00	FMC 7.05.030
Cats: Senior citizen discount rate (+65 yrs.)	\$4.00	FMC 7.05.030
Unaltered cats	\$50.00	FMC 7.05.030
Unaltered cats: Senior citizen discount rate (+65 yrs.)	\$28.00	FMC 7.05.030
Late Fee (between 30 and 60 days late)	\$10.00	FMC 7.05.010
Late Fee (after 60 days late)	\$20.00	FMC 7.05.010
BUILDING/PLANNING		
Planning Services Fee Schedule	Permit fee varies based on type	Resolution No. 1017
Building Service Fee Schedule	Permit fee varies based on valuation	Resolution No. 1347
UTILITY RATES AND CHARGES		
Water – Residential and Multi Dwelling Units	\$35.50 per bi-month-ready to serve charge per meter plus \$0.0104 per bi-month 0 - 1,000 per cubic foot plus \$0.0157 per bi-month 1,001 – 4,000 per cubic foot plus \$0.0261 per bi-month 4,001 and over per cubic foot	Ordinance 1589
Water - Commercial	\$35.50 per bi-month-ready to serve charge per meter plus \$0.0124 per bi-month 0 -2,000 per cubic foot plus \$0.0177 per bi-month 2,001–4,200 per cubic foot plus \$0.0281 per bi-month 4,201 and over per cubic foot	Ordinance 1589
Water – Nonresidential	Additional surcharge of \$25.00 per bi-month	Ordinance 1589
Water-Senior and Disabled Discount	25% discount	Ordinance 1589
Sewer – Residential and Multi Dwelling	\$64.00 per bi-month flat rate for Sewage Treatment \$81.200 per bi-month flat rate for City Sewer	Ordinance 1588
Sewer - Commercial	\$111.68 per bi-month plus Sewage Treatment charge based on metered and estimated flows, but not less than \$145.20 per bi-month	Ordinance 1588
Sewer – Non Residential and Multi Dwelling	\$64.00 per bi-month flat rate for Sewage Treatment \$91.20 per bi-month flat rate for City Sewer	Ordinance 1588
Sewer-Senior and Disabled Discount	25% discount	Ordinance 1588
Storm Drainage – Single Family	\$33.50 bi-monthly per parcel	Ordinance 1587
Storm Drainage – Non Single Family	\$26.00 plus 0.001437 per square foot of impervious surface but not less than \$33.50	Ordinance 1587
Storm Drainage-Senior and Disabled Discount	25% discount	Ordinance 1587

Water – Setup fee	\$6.50	Ordinance 1352
Sewer – Setup fee	\$2.50	Ordinance 1352
Storm Drainage –Setup fee	\$2.50	Ordinance 1352
Solid Waste and Recycling:	See Ord. No. 1595 for options and accompanying rates and information	Ordinance 1595
Sewer Connection – in City	\$4,000 minimum GFC \$2,150 Connection Fee \$275.00 Inspection Fee	Ordinance 1465
Water Connection – in City	\$4,000 minimum GFC \$1,800 Connection Fee \$360 Meter Drop-in fee	Ordinance 1464
TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
UTILITY TAX ORDINANCES		
Natural Gas/Electric Tax	6%	Ordinance 1586
Telephone Tax	6%	Ordinance 1345
Television Tax	6%	Ordinance 1586
Storm Drain Tax	6%	Ordinance 1586
Water Tax	8%	Ordinance 1586
Sewer Tax	6%	Ordinance 1586
Garbage Tax	8.5%	Ordinance 1586
Franchise Fee (Antenna Television Systems)	5%	Ordinance 1369 and Resolution 862
OTHER		
Miscellaneous Copies	\$.15 per page	N/A