



2019

PRELIMINARY

BUDGET

**CITY OF FIRCREST, WASHINGTON
2019 PRELIMINARY BUDGET**

CITY OFFICIALS

Council: Hunter T. George (Mayor)
Denny Waltier (Mayor Pro Tempore)
Jamie Nixon
Shannon Reynolds
Blake J. Surina
David M. Viafore
Brett L. Wittner

City Manager: Scott Pingel
Finance Director: Colleen Corcoran

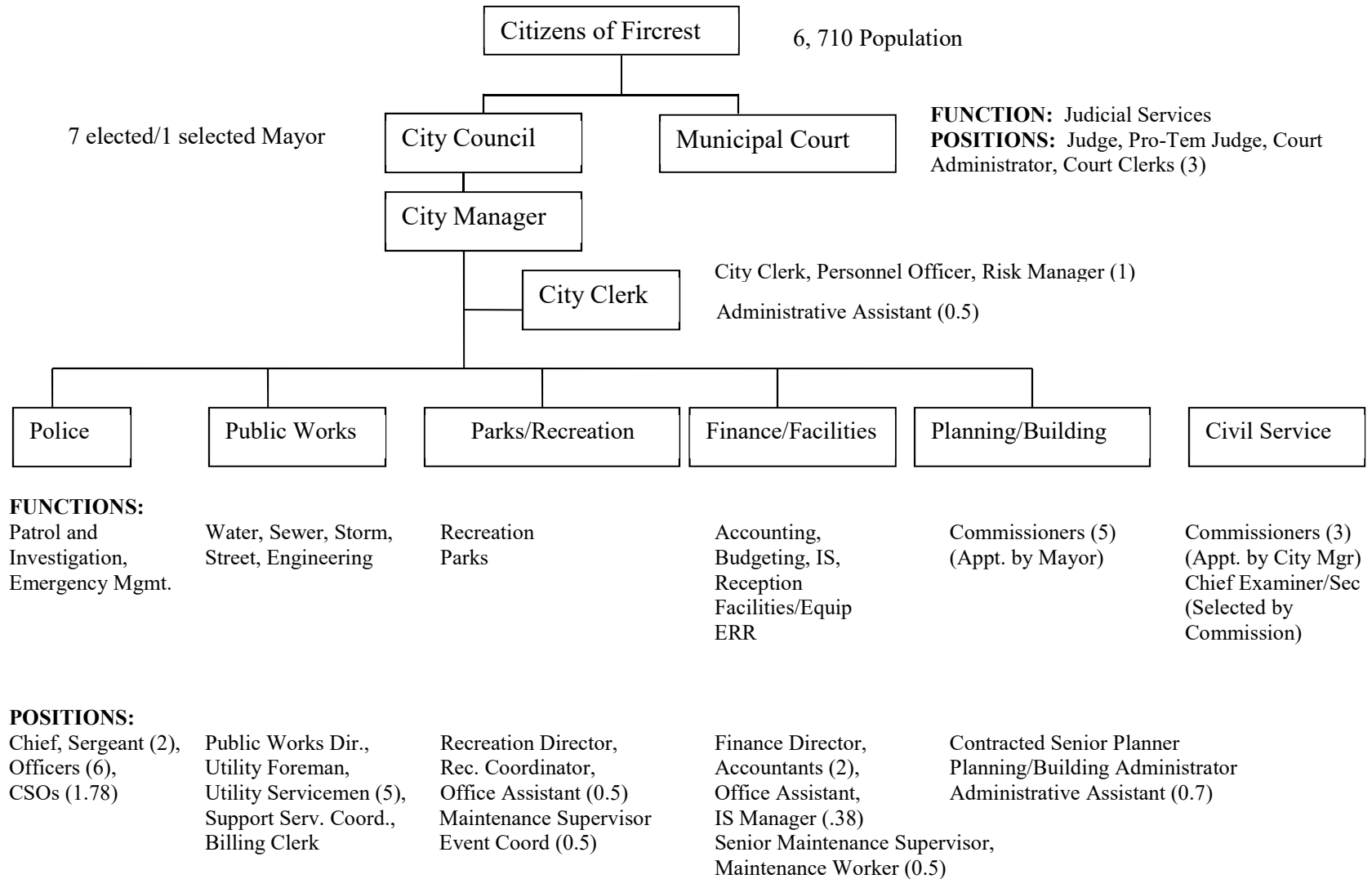
POPULATION: 6,710

2018 ASSESSED VALUATION REGULAR LEVY: \$805,230,903
REGULAR MILL LEVY: 1.9366
EMS MILL LEVY: 0.4020

2019 REVENUES, EXPENDITURES & BALANCES BY FUND

General	8,289,919
Street	1,022,329
Storm Drain.....	660,061
Storm Drain Capital	585,150
Water.....	1,365,992
Water Capital	485,675
Sewer	3,494,841
Sewer Capital.....	1,287,385
Equipment Replacement	1,800,678
Police Investigation	12,248
Real Estate Excise Tax.....	1,728,610
Cumulative Reserve	3,530,763
 TOTAL	 24,263,651

CITY OF FIRCREST 2019 ORGANIZATION CHART by Position



City of Fircrest 2019 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 11, 2018

Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2019 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. 2019 operations are to be funded from 2019 operating revenues. Expenditures and revenues have been budgeted conservatively.

2019 BUDGET OVERVIEW

- Includes a COLA increase of 3.6% for all unrepresented and IBEW crew.
- Includes a COLA increase of 3% for Police Guild employees.
- Includes a 10% employee contribution for medical premiums.
- Includes adjustments for unrepresented employees as determined by the salary survey conducted in 2018.
- Includes one employee reclassification.
- Includes revenue and expenditures for Ruston Court contracted services.
- Includes the addition of two part time employees in the Court department.
- Proposes capital expenditures in General, Street, Storm Capital, Water Capital, Sewer Capital, and ERR Funds.

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

GENERAL FUND

- Includes a 1% increase in property tax revenue plus new construction.
- Includes the fifth year of a six year EMS levy rate passed by voters.
- Transfers 12.5% of property tax collections to the Street Fund.
- Transfers \$100,830 from General Fund Light money for street light maintenance and capital expenses.
- Transfers \$10,000 for Street Beautification (banners, baskets, traffic islands, & bulb-outs).
- 3.6% increase applied to the Fire/EMS contract with Tacoma.
- Includes library reimbursements of \$59 charged by the City of Tacoma.

2018
Budgeted operating revenues:
 \$5,084,243

2019
Budgeted operating revenues:
 \$5,516,081

2018
Budgeted operating expenditures:
 \$5,245,397

2019
Budgeted operating expenditures:
 \$5,496,622

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 \$200,000 (12.5% Property Tax); \$67,830 (Street Light Maintenance); and \$10,000 (Beautification).

Capital consists of: \$60,000 to perform major patching funded by a transfer in from REET 1 and a total project cost of \$225,440 for grind and overlay between Regents

Boulevard and 19th Street funded by a grant of \$195,000 and a transfer in from REET 1 of \$30,436.

Machinery & Equipment consists of the Streets portion of the additional funds needed to purchase a vactor truck.

2018 Budgeted revenues
\$900,514

2019 Budgeted revenues
\$778,680

**2018 Budgeted expenditures
with Capital:**
\$915,049

**2019 Budgeted expenditures
with capital:**
\$810,470

Street Reserves will be decreased by \$31,790.

STORM DRAIN OPERATING FUND

**2018
Budgeted revenues:**
\$532,685

**2019
Budgeted revenues:**
\$497,000

**2018
Budgeted expenditures:**
\$1,004,290

**2019
Budgeted expenditures:**
\$538,630

Reserves will be decreased by \$41,630.

STORM DRAIN CAPITAL FUND

Capital consists of \$40,000 for storm water catch basin and main improvements.

Project Engineering of \$10,000 for above projects.

Machinery & Equipment consists of the Storm's portion of the additional funds needed to purchase a vactor truck.

WATER OPERATING FUND

2018 Budgeted revenues:
\$1,113,521

2019 Budgeted revenues:
\$1,084,800

2018 Budgeted expenditures:
\$1,606,143

2019 Budgeted expenditures:
\$1,139,933

Reserves will be decreased by \$55,133.

WATER CAPITAL FUND

Capital improvement includes \$142,300 to paint the exterior of two tanks including a mural on the high tank paid for by a transfer in from REET 2, \$15,000 for security fencing on the high tower property, \$70,000 to replace two mains on the 400 block of Summit, and \$75,000 for a water main construction along the 600 block of Contra Costa.

Project Engineering includes \$30,000 for engineering services for the aforementioned project.

Machinery & Equipment consists of the Water's portion of the additional funds needed to purchase a vactor truck.

SEWER OPERATING FUND

2018	2019
Budgeted revenues:	Budgeted revenues:
\$2,632,200	\$2,712,200
2018	2019
Budgeted expenditures with capital:	Budgeted expenditures with capital:
\$4,464,597	\$2,714,676

Reserves will be decreased by \$2,476.

SEWER CAPITAL FUND

Capital improvement includes \$150,000 to reroute sewer main on Farallone.

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

Machinery & Equipment consists of the Sewer's portion of the additional funds needed to purchase a vactor truck.

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 2019 are detailed in the ERR Fund budget.

SUMMARY

In summary, the 2019 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. With an improving economy, the City is experiencing an uptick in revenues, however an improving economy also brings upward pressure on costs, especially wages. The June to June CPI-W of 3.6% is the largest CPI increase since 2011, which was coming off of two years of drops in the CPI. It is also the 5th highest since 2000, with only the bubble years prior to the Great Recession being significantly higher.

Due to being predominately residential, there is a need to continue to grow and diversify the City's revenue base to meet the needs of the community. Efforts are in motion to do so as we work with neighboring cities and developers to make the most of our limited commercial areas. By clearly targeting resources and visioning for the future, the City will be able to continue quality services at a basic level and overcome revenue limitations.

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. City staff stand ready to assist the City Council in finalizing the budget for fiscal year 2019.

Sincerely,



Scott Pingel
City Manager

<u>GENERAL FUND CHANGE IN FUND BALANCE REPORT</u>		
Operating Revenues		5,516,081
Operating Expenses		(5,496,622)
Operating Revenues Over/(Under) Operating Expenditures		19,459
Less Transfer Out to St. Lt. Maint. from Lt. Fund Balance		(100,830)
Less Capital Expenditures From 44th St Fund Balance		(165,000)
Less Capital Expenditures From General Fund		(225,500)
Total Net Change in Total General Fund Balances		(471,871)
<u>GENERAL FUND SUMMARY REPORT</u>		
RESOURCES		
Desg. Beginning Fund Balance-Light		655,438
Desg. Beginning Fund Balance-44th Alameda		171,112
Undesignated Ending Fund Balance-Reserved for Cash Flow		1,300,000
Undesignated Beginning Fund Balance		647,288
Operating Revenues		<u>5,516,081</u>
Total Resources with Beginning Fund Balance		<u>8,289,919</u>
EXPENDITURES		
Operating Expenses		5,496,622
Capital Expenditures From 44th St Fund Balance		165,000
Capital Expenditures From General Fund		225,500
Transfer Out to St. Lt. Maint. from Lt. Fund Balance		100,830
Desg. Ending Fund Balance-Light		554,608
Desg. Ending Fund Balance-44th Alameda		6,112
Undesignated Ending Fund Balance-Reserved for Cash Flow		1,300,000
Undesignated Ending Fund Balance		<u>441,247</u>
Total Expenditures with Ending Fund Balance		<u>8,289,919</u>

GENERAL FUND REVENUE

BARS	Description	2016 Actual	2017 Actual	2018 Budget	2019 Budget
308-10-00-01	Des. Fund Bal/Light	885,250	833,178	773,178	655,438
308-10-00-02	Des. Fund Bal/44th Alameda	708,056	576,800	575,575	171,112
308-80-00-00	Reserved for Cash Flow	1,172,000	1,224,001	1,272,000	1,300,000
308-80-00-01	Undes. Unres. Fund Balance	305,698	429,937	688,002	647,288
	Total Fund Balance	3,071,004	3,063,916	3,308,755	2,773,838
311-10-00-00	General Property Taxes	1,514,119	1,550,833	1,571,634	1,600,000
311-10-01-00	EMS Tax	314,721	321,760	326,093	330,000
313-11-00-00	Retail Sales & Use Tax	522,577	429,249	380,000	415,000
313-16-00-00	Emergency Communication Tax	0	0	0	0
313-17-00-00	Zoo Tax	60,998	64,923	62,000	70,000
313-71-00-00	Local Criminal Justice Tax	109,068	116,742	105,000	122,000
316-40-00-00	Water Utility Tax	68,406	75,639	76,800	79,200
316-41-00-00	Sewage Utility Tax	124,152	145,853	155,565	160,800
316-42-00-01	Storm Drain Utility Tax	0	14,793	27,000	27,810
316-43-00-00	Gas Utility Tax	95,159	110,337	115,000	110,000
316-45-00-00	Garbage/Solid Waste Tax	93,151	92,028	97,000	100,000
316-46-00-00	Television Cable Tax	157,510	162,402	163,000	160,000
316-47-00-00	Telephone/Telegraph Tax	142,333	130,308	140,000	120,000
316-81-00-00	Gambling Excise Tax	131	0	0	0
	Total Taxes	3,202,325	3,214,867	3,219,092	3,294,810
321-91-00-01	Non Comp Charge/Electric	244,641	250,361	250,500	270,000
321-91-00-02	Franchise Fee Water	6,397	6,585	6,400	6,500
321-91-00-03	Franchise Fee Cable TV	118,059	134,111	130,000	130,000
321-99-00-00	Business Licenses & Permits	55,716	59,549	55,000	60,000
321-99-00-01	Home Occupation	2,700	3,240	2,600	2,000
322-10-00-00	Building Permit	26,341	19,651	77,000	21,000
322-10-00-01	Mechanical Permit	7,560	6,901	10,750	7,000
322-10-00-02	Plumbing Permit	5,037	3,506	8,750	5,000
322-10-00-03	Excavate/Clear/Grading Permit	30	15	0	0
322-10-00-05	Sign Permit	315	450	225	225
322-10-00-06	Investigation Fee	104	0	175	200
322-10-00-07	Fire Protection Permit	342	240	200	200
322-90-00-00	Other Licenses & Permits	525	600	500	500
	Total Licenses & Permits	467,767	485,209	542,100	502,625

333-20-60-00	OT Reimbur-Fed Passthru	7,337	9,791	8,000	8,000
334-03-50-00	OT Reimbursement-St of WA	0	0	0	0
334-04-20-00	Planning Grant-Dept of Comm	0	0	0	0
336-00-98-00	City-County Assistance	116,829	116,997	100,540	115,000
336-06-21-00	CJ-Population Based	1,811	1,873	2,060	2,220
336-06-26-00	CJ-Special Programs	6,603	6,798	7,040	7,315
336-06-42-00	Marijuana Excise Tax	0	1,593	0	7,850
336-06-51-00	DUI-Cities	1,025	1,004	1,200	1,000
336-06-94-00	Liquor Excise Tax	30,677	31,933	32,700	34,500
336-06-95-00	Liquor Board Profits	43,189	44,747	43,910	43,805
336-06-95-01	Liquor Board Profits-Public Sfty	13,450	11,187	11,135	10,950
	Total Intergovernmental Revenues	220,921	225,924	206,585	230,640
341-43-00-00	Interdepartmental Service Chgs	418,605	509,261	544,983	614,121
341-49-00-00	Ruston Court Contract	0	0	0	232,000
341-99-00-00	Passport Fees	11,800	17,625	16,000	17,000
342-10-00-00	Police OT Reimbure-Non State	3,807	2,471	0	0
342-10-00-01	RCO Grant	24,715	8,117	0	0
342-40-00-00	Special Inspection Fees	0	0	0	0
345-81-00-01	Planning Permit	7,396	13,947	3,500	3,500
345-81-00-02	Site Development Permit	1,200	2,225	2,000	2,000
345-83-00-00	Plan Checking	22,810	13,795	22,500	13,500
347-30-00-00	Swimming Pool Fees	33,399	47,283	37,000	40,000
347-30-00-02	Swim Team Fees	4,169	4,260	4,000	4,000
347-30-00-04	Recreation Fees	7,206	8,601	7,000	7,500
347-30-00-05	5K Registration Fees	0	0	0	2,000
347-30-00-06	Adult Basketball Registration	1,780	700	500	1,000
347-30-00-07	Adult Baseball Registration	1,430	3,076	2,500	2,500
347-60-00-01	Youth Basketball Registration	12,966	13,000	8,500	12,500
347-60-00-02	Youth Baseball Registration	11,575	24,130	20,000	20,000
347-60-00-04	Indoor Soccer	760	1,500	1,500	1,500
347-60-00-05	Flag Football Registration	1,000	1,600	750	1,000
347-60-00-09	Instructor Based Revenue	13,057	12,793	12,000	13,000
347-60-00-10	Swimming Instructions	33,810	33,535	36,980	34,000
	Total Charges for Goods & Services	611,485	717,919	719,713	1,021,121
353-10-00-01	Municipal Court Investigative Fund	166,402	206,496	197,000	220,000
356-50-00-00	Assessments	3,572	2,531	3,500	3,500
356-50-04-00	DUI Invest Fund Assessments	4,200	3,435	3,000	3,000

	Total Fines & Forfeits	174,174	212,463	203,500	226,500
361-11-00-01	Investment Interest	50,945	86,985	70,000	110,000
361-40-00-01	Sales Interest	354	431	200	600
361-40-00-03	Int On Gen Property Taxes	443	981	300	1,000
361-40-00-04	Int On EMS Property Taxes	84	187	100	200
362-40-00-00	Space & Facility Rental	20,360	17,969	19,850	21,000
362-40-00-01	Soccer Field Rental	0	4,611	4,600	5,000
362-50-00-01	Land Rental-Interfund	69,220	70,610	73,125	75,760
362-50-00-02	Land Rental-ERR Garage	3,840	3,920	4,038	4,185
362-50-00-03	Time/Temp Sign Rental	4,350	2,640	2,640	2,640
362-50-00-04	Pool Rental Revenue	2,590	2,875	1,100	3,000
367-00-00-02	Parks Donations	11,249	4,631	6,000	6,000
367-00-00-03	Police Donations	8,992	10,450	9,000	9,000
367-00-00-10	Firework Donations	1,160	1,135	1,300	1,000
369-10-00-00	Sale of Scrap	0	285	0	0
369-40-00-00	Judgements and Settlements	0	2,400	0	0
369-81-00-00	Cash Overage/Shortage	57	26	0	0
369-81-00-01	Cash Over/Short-Pool	(7)	(63)	0	0
369-90-00-01	Other Misc Revenue	1,374	685	1,000	1,000
369-94-00-01	Reimbursements	0	0	0	0
	Total Misc Revenue	175,011	210,757	193,253	240,385
	Total Operating Revenue	4,851,683	5,067,139	5,084,243	5,516,081
	Non Operating Revenue	9,093	11,925	0	0
398.10.00.01	Insurance Recovery	0	17,678		
	TOTAL RESOURCES	7,931,780	8,160,658	8,392,998	8,289,919

BUDGET NARRATIVE

TAXES

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

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

Gambling Tax revenue is used for public safety. There is no gambling tax budgeted for 2019.

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

LICENSES & PERMITS

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

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

INTERGOVERNMENTS REVENUES

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

MVET, CJ, Liquor Tax, Liquor Profits are received from the State of Washington and are based on a per capita basis. The City's population for purposes of distributing state shared revenue is 6,710. 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

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.

Ruston Court Contract is revenue received from the City of Ruston for court contracted services performed by the City of Fircrest Municipal Court

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.

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.

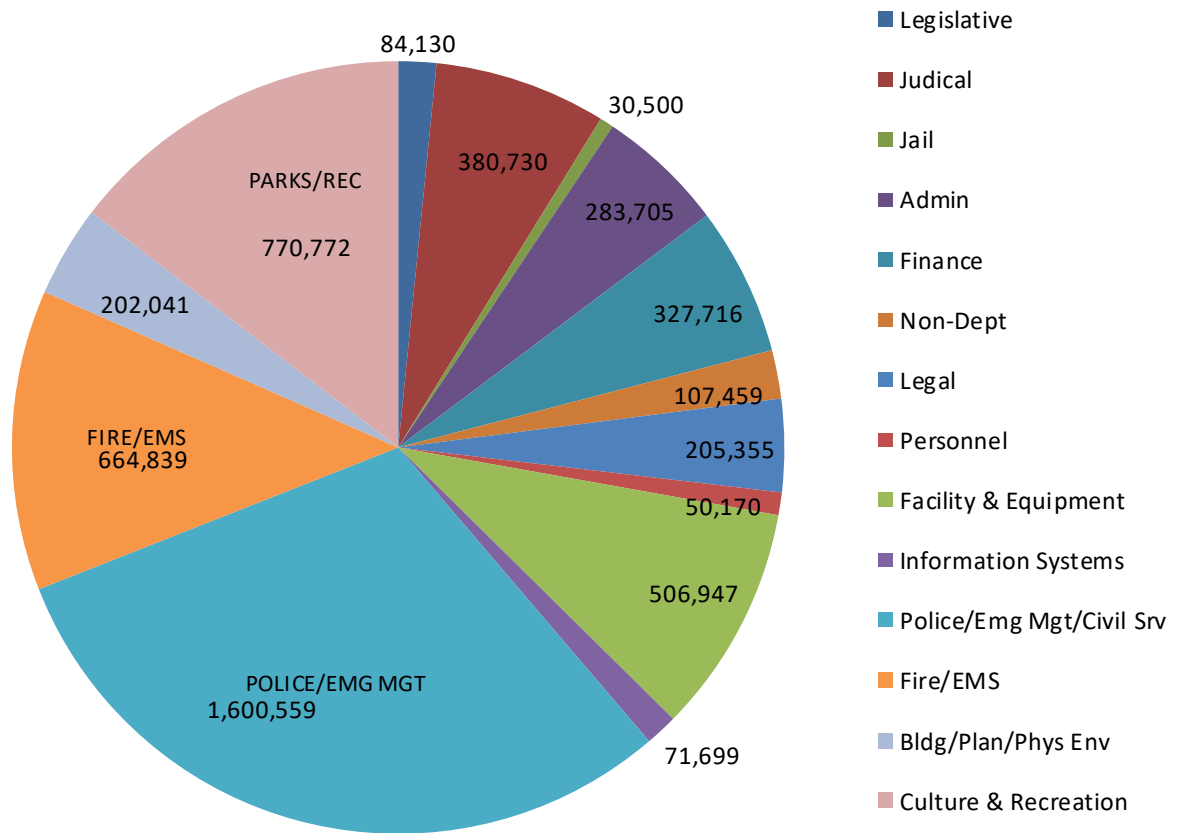
Police Donations Police donations are offsetting revenues related to expenditures that will be incurred only if donations are received.

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

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	2018 BUDGET	IN(DE)CREASE	2019 BUDGET
Legislative	77,275	6,855	84,130
Judicial	271,935	108,795	380,730
Admin	287,185	(3,480)	283,705
Finance	306,016	21,700	327,716
Legal	138,475	66,880	205,355
Other Employee Benefits	1,550	0	1,550
Non-Dept	122,139	(14,680)	107,459
Personnel	48,015	605	48,620
Facility & Equipment	422,927	84,020	506,947
Information Systems	56,219	15,480	71,699
Civil Service	5,500	135	5,635
Police	1,517,418	63,646	1,581,064
Fire/EMS	641,736	23,103	664,839
Jail	30,500	0	30,500
Building	103,575	(2,220)	101,355
Emergency Mgmt	13,491	369	13,860
Physical Environment	14,407	93	14,500
Planning	81,492	2,504	83,996
Mental Health	2,200	(10)	2,190
Recreation	292,375	15,835	308,210
Participant Recreation	32,575	3,925	36,500
Library	14,000	0	14,000
Community Events	20,150	2,850	23,000
Swimming Pool	177,950	(23,935)	154,015
Parks	222,098	12,949	235,047
Total Departmental Operating Costs	4,901,203	385,419	5,286,622
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	196,454	3,546	200,000
Total Operating Transfers	206,454	3,546	210,000
Total Operating Budget	5,107,656	388,965	5,496,622
Capital Budget			
Judicial	0	35,000	35,000
Facilities	13,000	77,500	90,500
Police	7,000	93,000	100,000
Parks	373,763	(208,763)	165,000
Total Capital Budget	393,763	(3,263)	390,500
Transfer for Street Light Maintenance	117,740	(16,910)	100,830
Non Operating Expense	0	0	0
Total Equity Transfers	117,740	(16,910)	100,830
Undesignated Ending Fund Balance	675,288	(234,041)	441,247
Reserved for Cash Flow	1,272,000	28,000	1,300,000
Designated/Light	655,438	(100,830)	554,608
Designated/44th Alameda	171,112	(165,000)	6,112
Total Ending Fund Balance	2,773,838	(471,871)	2,301,967
Total General Fund Budget	8,392,997	(103,079)	8,289,919

GENERAL FUND 2019 OPERATING BUDGET



OPERATING BUDGET	2019 BUDGET	
Legislative	84,130	1.6%
Judicial	380,730	7.2%
Jail	30,500	0.6%
Admin	283,705	5.4%
Finance	327,716	6.2%
Non-Dept	107,459	2.0%
Legal	205,355	3.9%
Personnel	50,170	0.9%
Facility & Equipment	506,947	9.6%
Information Systems	71,699	1.4%
Police/Emg Mgt/Civil Srv	1,600,559	30.3%
Fire/EMS	664,839	12.6%
Bldg/Plan/Phys Env	202,041	3.8%
Culture & Recreation	770,772	14.6%
Total Operating Costs without transfers	5,286,622	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.
- Stay apprised of local government issues and trends.

GOALS AND WORK PLAN

2018 Completed:

- Increased public transparency through use of social media by adding council meeting audio to the website.
- Increased electronic medium for correspondence between council, citizens and staff.
- Developed a council orientation guide.
- Developed Council goals and priorities.
- Completed Council liability training.

New for 2019:

- Continue to increase electronic medium for correspondence between council, citizens, and staff.
- Participate in training for City Council as a team.
- Continue to participate on regional boards and commissions.
- Hold a joint meeting with the University Place City Council.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	33,121	32,891	35,420	36,015
20	Personnel Benefits	2,646	2,649	2,840	2,865
30	Supplies	135	0	2,150	750
40	Services & Charges	17,387	14,806	16,815	19,500
50	Intergovt Charges	15,788	18,172	20,050	25,000
	Total	69,077	68,518	77,275	84,130

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	35,420	595	36,015
Personnel Benefits			
Personnel Benefits	2,840	25	2,865
Supplies			
Office & Operating Supplies	100	150	250
Small Tools & Minor Equipment	2,050	(1,550)	500
Services & Charges			
Recording Software Services	0	150	150
Advertising	3,000	0	3,000
Travel	1,200	300	1,500
Interfd ERR Replacement	0	300	300
Interfd ERR Repairs & Maint	100	0	100
Miscellaneous	100	0	100
A.W.C. Dues	4,315	185	4,500
Dues, Memberships, Subscription	2,500	150	2,650
Codification Costs	4,000	1,500	5,500
Meals	400	100	500
Registrations	1,200	0	1,200
Intergovt & Other Interfund Pmt.			
Special Elections & Voter Reg	20,050	4,950	25,000
Total	77,275	6,855	84,130

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.

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 \$500 in meals is for Council food for special meetings and study sessions.

The Special Elections & Voter Registration line item is for the 2018 election costs which are not billed until 2019.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 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.

Beginning in January of 2019, the City of Fircrest, per an interlocal agreement will perform court services for the Town of Ruston.

What we do:

- Process traffic infractions, criminal misdemeanors and gross misdemeanors taking place within the City limits of Fircrest and the Town of Ruston.
- 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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	190,002	181,193	186,345	241,745
20	Personnel Benefits	65,321	64,506	68,955	106,650
30	Supplies	3,172	5,485	5,450	8,450
40	Services & Charges	6,540	7,323	11,185	23,885
60	Capital Outlay	0	0	0	35,000
	Total	265,035	258,507	271,935	415,730

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	185,845	55,400	241,245
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	68,955	37,695	106,650
Supplies			
Office & Operating Supplies	4,000	3,000	7,000
Publications-Court Rules	450	0	450
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Srvs - Pro Temp Judges	1,800	1,000	2,800
Prof Srvs - Interpreter	3,000	3,000	6,000
Prof Srvs - O Court	0	7,000	7,000
Communication	160	0	160
Travel	1,800	900	2,700
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	50	0	50
Interfd ERR Repairs & Maint	100		100
Miscellaneous	300	150	450
Registration & Tuition	500	250	750
Dues,Memberships,Subscriptions	500	100	600
Juror Costs	700	250	950
Witness Costs	175	50	225
Total	271,935	108,795	380,730

BUDGET NARRATIVE

Salary and benefits includes an increase in personnel to cover the increased work load associated with the contract with the Town of Ruston.

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.

CAPITAL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Machinery & Equipment	0	35,000	35,000
Total	0	35,000	35,000

CAPITAL NARRATIVE

Capital includes:

- \$35,000 for court software.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Judge	0.13	0.13	0.13	0.25
Court Clerk I	1.70	1.70	1.70	2.00
Court Clerk I (2 Part Time @ 50%)	0.00	0.00	0.00	1.00
Court Administrator	1.00	1.00	1.00	1.00
Total	2.83	2.83	2.83	4.25

Staffing increase is for additional personnel to handle the Town of Ruston contract.

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

2018 Completed:

- Worked with Finance Department to coordinate and develop the 2019 Budget.
- Assisted Public Works with capital improvement projects.
- Continued the records management program and records retention schedule compliance.
- Coordinated with Attorney on lawsuits.
- Updated Fircrest Municipal Code.
- Updated Council Rules of Procedure.

New for 2019:

- Assist Public Works with capital improvement projects.
- 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.
- Develop partnerships with businesses, neighboring cities and other regional agencies.
- Expand technical and management training for City staff.
- Develop Council Chamber improvements.
- Update the Fee Schedule for Public Records.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	162,117	175,003	195,595	197,320
20	Personnel Benefits	51,373	50,220	87,060	80,855
30	Supplies	355	1,424	500	500
40	Services & Charges	363	70,109	4,030	5,030
	Total	214,208	296,757	287,185	283,705

DETAIL BUDGET

		2018 Budget	In(de)crease	2019 Budget
	Salaries & Wages			
	Salaries & Wages	195,595	1,725	197,320
	Overtime	0	0	0
	Personnel Benefits			
	Personnel Benefits	87,060	(6,205)	80,855
	Supplies			
	Office & Operating Supplies	300	0	300
	Small Tools & Minor Equipment	200	0	200
	Services & Charges			
	Professional Services	300	0	300
	Communication	930	0	930
	Travel	200	200	400
	Repairs & Maintenance	100	0	100
	Interfd ERR Repairs & Maint	100	0	100
	Miscellaneous	100	400	500
	Registration & Tuition	850	150	1,000
	Dues,Memberships,Subscriptions	1,450	250	1,700
	Total	287,185	(3,480)	283,705

BUDGET NARRATIVE

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

Registration & Tuition is for the Northwest Clerks Institute Municipal Clerk Certificate training, Northwest Regional Managers Conference, and Washington City/County Management Association Annual Conference.

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, OASI Administration Expense dues, Washington City/County Management Association (WCMA) dues, International City/County Management ICMA dues and Puget Sound Grant Writers Association.

In 2017, a part-time Administrative Assistant was added to focus on Grant Writing. The Grant Writer will develop a Grants System throughout the City in order to help each department find and take advantage of available grants.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 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	0.50	0.50	0.50
Total	1.67	2.17	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

2018 Completed:

- Processed Budget Amendments as needed.
- Prepared 2017 Annual State Reports.
- Worked with Administration Department to develop the 2019 Budget.
- Implemented purchasing card program.
- Worked with the State Auditor's Office on the 2015/2016/2017 financial and accountability audit.
- Implemented internship program for Finance.

New for 2019:

- Work with Administration Department to develop the 2020 Budget.
- Prepare 2018 Annual State Reports.
- Assist Recreation and Building Department for online registration and payment services.
- Update financial policies: debt, investment and purchasing.
- Research paperless accounts payable process.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	193,746	197,283	204,600	209,320
20	Personnel Benefits	71,389	73,953	78,090	93,470
30	Supplies	454	1,223	1,300	1,300
40	Services & Charges	20,686	20,999	22,026	23,626
	Total	286,275	293,459	306,016	327,716

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	204,100	4,720	208,820
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	78,090	15,380	93,470
Supplies			
Office & Operating Supplies	600	0	600
Small Tools & Minor Equip	700	0	700
Services & Charges			
Travel	1,400	300	1,700
Interfd ERR Replacement	11,621	900	12,521
Interfd ERR Repairs & Maint	5,500	500	6,000
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	(100)	0
Total	306,016	21,700	327,716

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 forms, checks, etc.

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

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 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 and as part of the Court Services contract with the Town of Ruston.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
30	Supplies	252	0	700	700
40	Services & Charges	116,585	113,314	137,775	204,655
	Total	116,837	113,314	138,475	205,355

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Supplies			
Publications	700	0	700
Services & Charges			
Assigned Counsel	35,000	21,875	56,875
City Attorney	27,840	840	28,680
Special Legal Counsel	5,000	0	5,000
Town Prosecutor	64,235	40,265	104,500
Conflict Council	4,000	2,500	6,500
Travel	1,200	800	2,000
Registrations	500	100	600
Memberships, Dues	0	500	500
Total	138,475	66,880	205,355

BUDGET NARRATIVE

Supplies are for publications purchased by the City Attorney.

Assigned Counsel provides defense counsel for indigent defendants.

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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
0	Total Other Services & Charges	1,094	5,599	1,550	1,550
	Total	1,094	5,599	1,550	1,550

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Unemployment Comp	0	0	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	2016 Budget	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	13,995	15,081	16,530	18,015
20	Personnel Benefits	12,594	12,496	12,495	13,260
30	Supplies	8,448	8,914	12,200	12,200
40	Services & Charges	49,599	51,417	80,914	63,984
0	Transfers & Other Cost Allocations	251,337	263,760	324,194	310,830
	Total	335,973	351,668	446,333	418,289

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	16,330	1,485	17,815
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	12,495	765	13,260
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	7,000	0	7,000
Central Office Printing	2,000	0	2,000
Small Tools & Minor Equipment	3,000	0	3,000
Services & Charges			
Professional Services	20,000	(20,000)	0
Communication	10,000	0	10,000
Postage	12,000	1,000	13,000
Travel	100	0	100
Operating Rentals	6,000	0	6,000
Interfd ERR Replacement	3,919	0	3,919
Interfd ERR Repairs & Maint	1,970	70	2,040
Miscellaneous	16,000	0	16,000
Town Topics/Citizen Communication	9,000	3,000	12,000
Notary	200	200	400
Dues, Membership,Subscriptions	1,575	(1,200)	375
Registration & Tuition	150	0	150
Transfers & Other Cost Allocations			
Other Non Expenditure	0	0	0
Transfer Out	10,000	0	10,000
Transfer Out-Property Tax	196,454	3,546	200,000
Transfer Out-Light Maint	117,740	(16,910)	100,830
Transfer Out to Cumulative Reserve	0	0	0
Total	446,333	(28,044)	418,289

BUDGET NARRATIVE

The Professional Services line in 2018 was for a three-year audit performed by the State Auditor's Office.

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 and has been increased for notifications for pool/recreation center project.

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, 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; \$100,830 to the Street Fund from Designated Light Fund Balance to fund Street Light Maintenance; and 12.5% of the property taxes collected to the Street Fund for operations.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Office Assistant	0.40	0.40	0.40	0.00
Senior Office Assistant	0.00	0.00	0.00	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

2018 Completed:

- Continued personnel records management program.
- Completed new hires and assisted with summer hires.
- Recruited and replaced staff as needed.
- Updated the Personnel Policy.
- Performed a salary survey.

New for 2019:

- Recruit and replace staff as needed.
- Provide various workplace training to Council, staff, and volunteers.
- Formalize new employee orientation process and training.
- Develop a succession plan.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Budget	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	24,625	26,119	22,525	24,530
20	Personnel Benefits	10,357	10,953	12,740	11,340
30	Supplies	106	132	250	250
40	Services & Charges	5,480	8,819	12,500	12,500
	Total	40,568	46,022	48,015	48,620

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	22,525	2,005	24,530
Personnel Benefits			
Personnel Benefits	12,740	(1,400)	11,340
Supplies			
Office & Operating Supplies	100	0	100
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	4,500	0	4,500
Advertising	4,000	0	4,000
Drug & Alcohol Testing	750	0	750
Travel	1,300	0	1,300
Miscellaneous	100	0	100
Dues,Memberships,Subscriptions	200	0	200
Meals-Other Than Travel/Train.	50	0	50
Registration & Tuition	1,600	0	1,600
Total	48,015	605	48,620

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).

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

	2016 Actual	2017 Actual	2018 Budget	2019 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

2018 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 2019:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	87,128	95,142	105,240	106,650
20	Personnel Benefits	37,710	37,018	40,395	51,650
30	Supplies	11,942	9,211	19,900	23,000
40	Services & Charges	224,090	255,938	257,392	325,647
60	Capital Outlays	2,736	67,500	13,000	90,500
	Total	363,606	464,809	435,927	597,447

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	104,740	1,410	106,150
Overtime	500	0	500
Personnel Benefits		0	
Personnel Benefits	40,395	11,255	51,650
Supplies			
Operating Supplies/Facilities	400	100	500
Operating Supplies/Rec Bldg	3,500	0	3,500
Operating Supplies/P.S.B.	5,000	(1,500)	3,500
Operating Supplies/P.W.F.	3,000	0	3,000
Operating Supplies/C.H.	4,500	5,500	10,000
Operating Supplies/Park Struct	1,000	0	1,000
Operating Supplies/Landscaping	1,500	(1,000)	500
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Advertising	0	0	0
Contract Maintenance	30,000	7,800	37,800
General Fund Prop Maintenance	1,500	0	1,500
Communications	480	980	1,460
Operating Rentals-Facil/Equip	2,000	0	2,000
Rental Space In Err Garage	3,785	135	3,920
Insurance	150,000	44,350	194,350
Insurance Deductible	1,000	0	1,000
Public Utility Services	14,000	0	14,000
Repairs & Maintenance	100	0	100
Repairs & Maint/Rec Bldg	9,500	12,400	21,900
Repairs & Maint/City Hall	18,100	(2,600)	15,500
Repairs & Maint/Public Works	8,400	(3,200)	5,200
Repairs & Maint/Public Safety	6,300	8,700	15,000
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	3,530	(310)	3,220
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Total	422,927	84,020	506,947

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

	2018 Budget	In(de)crease	2019 Budget
Building & Structures	13,000	77,500	90,500
Improvements	0	0	0
Machinery & Equipment	0	0	0
Total	13,000	77,500	90,500

CAPITAL NARRATIVE

Facilities capital includes:

- \$47,000 for carpeting and flooring at City Hall.
- \$40,000 for bullet resistant glass at the Public Safety Building.
- \$3,500 for new stair rails at Public Safety Building.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Senior Maintenance Supervisor	0.55	0.55	0.70	0.70
Finance Director	0.15	0.15	0.15	0.15
Lawn Maintenance Worker (PT)	0.63	0.63	0.63	0.00
Maintenance Worker I (PT)	0.00	0.00	0.00	0.50
Custodian	0.64	0.64	0.64	0.64
Total	1.97	1.97	2.12	1.99

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

2018 Completed:

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

New for 2019:

- Renew software licenses as needed
- Replace personal computers purchased through ERR
- Upgrade to Office365 for Windows products

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	25,347	25,252	30,825	31,935
20	Personnel Benefits	2,040	2,043	2,500	2,570
30	Supplies	1,980	2,740	5,600	5,600
40	Services & Charges	15,202	35,444	17,294	31,594
	Total	44,569	65,479	56,219	71,699

DETAIL BUDGET

	2018 Budget	In(de)crease	2018 Budget
Salaries & Wages			
Salaries & Wages	30,825	1,110	31,935
Personnel Benefits			
Personnel Benefits	2,500	70	2,570
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	5,000	(3,800)	1,200
Communication	1,200	0	1,200
Repairs & Maintenance	100	0	100
Interfd ERR Replacement	1,194	300	1,494
Interfd ERR Repairs & Maint	300	(200)	100
Software Licenses	8,000	18,000	26,000
Total	56,219	15,480	71,699

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 and upgrade to Office 365.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 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

2018 Completed:

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

New for 2019:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	2,328	2,376	2,450	2,540
20	Personnel Benefits	438	466	500	520
30	Supplies	0	50	50	50
40	Services & Charges	880	2,210	2,500	2,525
	Total	3,646	5,102	5,500	5,635

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	2,450	90	2,540
Personnel Benefits			
Personnel Benefits	500	20	520
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	625	0	625
Miscellaneous	50	0	50
Meals-Other Than Travel/Train	100	0	100
Registration And Tuition	225	25	250
Total	5,500	135	5,635

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

	2016 Actual	2017 Actual	2018 Budget	2019 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

2018 Completed:

- Maintained high visibility enforcing traffic laws.
- Developed strong ties with Wainwright Middle School
- Successfully completed WSCJTC Audit assuring all officers met minimum yearly training standards.
- Maintained strong ties with the community.
- Started Coffee with the Cops program.
- Worked successfully in putting together and refining new "TRACED" reporting system for Community Service Officers.
- Assisted City Attorney in getting CCDC's and moving towards access to TRACED.
- Promoted and trained new police Sgt.
- All officers completed Crises Intervention Training.
- Started Citizen Check Program.
- Developed Surrender of Weapons Program with courts.
- Performed lock down drills at Whittier and Wainwright.
- Established lateral police officer eligibility list.
- Continue to work closely with the WSLCB to ensure area businesses comply with requirements.
- Co-hosted open house with the Tacoma Fire Department.
- Successfully completed State ACCESS audit.
- Updated computer system allowing for more effective and efficient communications.
- Maintained a strong liaison with our community area schools, and surrounding jurisdictions.
- Sponsored Chief for a Day through the Washington State Criminal Justice Training Commission.
- 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.

- 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.
- Participated in Law Enforcement Youth Camp.

2019 Work Plan and Goals:

- Work with the Tacoma School District and host multi-agency active shooter training.
- Conduct lock down drills with area schools
- Continue 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/Ruston Court security.
- Ensure officers all have 24 hours of training to meet WSCJTC minimum yearly training requirements and standards.
- Host National Night Out event.
- Participate with the Tacoma/Pierce County DUI and Traffic Safety Multi-Jurisdictional Task Force.
- 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.
- Host Christmas "Sleigh Ride Through the City" event
- Recruit and use volunteers to assist with departmental programs

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	816,767	808,203	865,315	916,795
20	Personnel Benefits	327,583	312,518	357,940	367,895
30	Supplies	5,890	5,864	8,000	8,150
40	Services & Charges	146,140	155,456	173,509	172,109
50	Intergovt'l Services	99,266	117,290	112,654	116,115
60	Capital	0	24,560	7,000	100,000
	Total	1,395,646	1,423,891	1,524,418	1,681,064

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	827,955	45,960	873,915
Overtime	22,660	5,520	28,180
Major Holiday Compensation	6,700	0	6,700
Emphasis Patrol Overtime	0	0	0
Reimbursable Overtime	8,000	0	8,000
Personnel Benefits			
Personnel Benefits	345,395	9,955	355,350
LEOFF I Medical Premiums	8,075	0	8,075
LEOFF I Long Term Care Prem	470	0	470
LEOFF I Other Medical Costs	4,000	0	4,000
Supplies			
Office & Operating Supplies	5,000	150	5,150
Small Tools & Minor Equipment	3,000	0	3,000
Services & Charges			
Professional Services	20,000	0	20,000
Communication	10,160	5,280	15,440
Travel	2,000	500	2,500
Operating Rental/Copier	5,385	0	5,385
Repairs & Maintenance	2,500	500	3,000
Interfd ERR Replacement	51,999	(11,195)	40,804
Interfd ERR Repairs & Maint	45,705	3,090	48,795
Miscellaneous	500	0	500
Uniforms/Clothing/Laundry	5,000	150	5,150
Registration & Tuition	12,500	0	12,500
Dues,Memberships,Subscriptions	500	0	500
CJF Program	7,040	275	7,315
Reimbursable Program	9,000	0	9,000
Chaplaincy Program	220	0	220
Community Outreach	1,000	0	1,000
Intergovernmental Services			
PC Radio Infrastructure	8,316	(756)	7,560
Dispatching	74,098	5,557	79,655
WACIC/NCIC	2,400	0	2,400
Records	0	0	0
IT Charges	27,840	(1,340)	26,500
Total	1,517,418	63,646	1,581,064

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 \$10,937 for an inter-local cooperative agreement with the Pierce County Sheriff's Department made up of \$6,642 for major crime investigation, \$1,476 for Forensic Officers and \$2,819 for the Pierce County Swat Team. The other amount included in this line item is \$9,063 for Police Guild negotiations, contract compliance issues and other attorney fees. K-9 services are performed at no charge. Due to regionalized grants that we have supported we are not 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.

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 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 2019.

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

	2018 Budget	In(de)crease	2019 Budget
Machinery & Equipment	7,000	93,000	100,000
Total	7,000	93,000	100,000

CAPITAL BUDGET NARRATIVE

Machinery & Equipment is for the purchase of two new police vehicles.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Police Chief	0.95	0.95	0.95	0.95
Police Sergeant	1.00	1.00	1.00	2.00
Police Officer	7.00	7.00	7.00	6.00
CSO II	0.63	0.63	0.85	0.85
CSO I	1.15	1.15	0.93	0.93
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	2016 Actual	2017 Actual	2018 Budget	2018 Budget
50	Intergovt & Other Interfund Pmt.	610,828	623,045	641,736	664,839
	Total	610,828	623,045	641,736	664,839

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Services & Charges			
Tacoma Contract Fire	315,643	19,196	334,839
Tacoma Contract EMS	326,093	3,907	330,000
Total	641,736	23,103	664,839

BUDGET NARRATIVE

This year's total Interlocal agreement with the City of Tacoma increased 3.6% for a total contract amount for both Fire and EMS of \$664,839.

This is the fifth year of a six year levy. The amount collected for EMS is limited to .50 cents per \$1,000 of assessed value. 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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
50	Intergovt Services	19,931	13,971	30,500	30,500
	Total	19,931	13,971	30,500	30,500

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 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 permits and enforces the International Codes and related ordinances to ensure the health, safety and welfare of the general public and their properties from natural disasters and other extreme events as well as ensure construction integrity, accessibility, and practical, achievable levels of energy efficiency.

What we do:

- Provide professional customer service to residents and the general public by answering building and public nuisance code questions, explaining the permit procedures, and discussing other related topics.
- Intake, review, permit, and inspect construction applications and projects.
- Intake and route to Public Works utility permits related to construction projects.
- Intake, inspect and enforce public nuisance violations.
- Stay updated on current building codes and best practices.
- Monitor and process the City's business licenses and transient merchant registrations.

GOALS AND WORK PLAN

2018 Completed:

- Reviewed and issued over 300 building permits.
- Conducted over 350 inspections.
- Resolved over 30 compliance issues.
- Attend training conferences.
- Revised Fee Schedule.
- Permit and inspection of 34-unit Golf Course Condo project.
- Removed 400 building construction files per retention schedule.
- Processes business licenses.

New for 2019:

- Continue compliance procedure review and update.
- Continue retention schedule view of address files.
- Adopt 2018 I-Codes as required by the State of Washington.
- Research an online submission option for permit application.
- Review and update Title 12 Building Construction.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	40,665	41,585	44,290	54,815
20	Personnel Benefits	8,353	10,945	12,385	13,340
30	Supplies	841	938	1,750	2,100
40	Services & Charges	48,147	22,781	45,150	31,100
	Total	98,006	76,250	103,575	101,355

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	44,290	10,525	54,815
Personnel Benefits			
Personnel Benefits	12,385	955	13,340
Supplies			
Office & Operating Supplies	750	750	1,500
Small Tools & Minor Equipment	1,000	(400)	600
Services & Charges			
Bldg Inspec/Plan Review	40,000	(15,000)	25,000
Eng Inspec/Plan Review	2,000	0	2,000
Travel	700	900	1,600
Interfd ERR Repairs & Maint	1,600		1,600
Dues,Memberships,Subscriptions	250	50	300
Registration & Tuition	600	0	600
Total	103,575	(2,220)	101,355

BUDGET NARRATIVE

Office & Operating Supplies has been increased for the purchase of the 2018 I-Codes (building codes that updated and adopted by the state every three years.

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 WSAPT and PAW conferences.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Planning/Building Administrator	0.50	0.50	0.50	0.50
Planning/Building Admin Asst.	0.32	0.25	0.25	0.35
Total	0.82	0.75	0.75	0.85

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.

2019 Work Plan and Goals:

- Complete City Comprehensive Emergency Management Plan.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	5,334	5,439	5,610	6,010
20	Personnel Benefits	1,875	1,903	2,110	1,950
50	Intergovt & Other Interfund Pmt.	5,589	5,631	5,771	5,900
	Total	12,798	12,974	13,491	13,860

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	5,610	400	6,010
Personnel Benefits			
Personnel Benefits	2,110	(160)	1,950
Intergovt & Other Interfund Pmt.			
Emergency Management Dues	5,771	129	5,900
Total	13,491	369	13,860

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
40	Services & Charges	13,481	12,738	14,407	14,500
	Total	13,481	12,738	14,407	14,500

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Intergovt & Other Interfund Pmt.			
Pollution Control	4,407	93	4,500
Animal Control	10,000	0	10,000
Total	14,407	93	14,500

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

PROGRAM DESCRIPTION

Function: The Planning Division works with the City Council, the Planning Commission and the Community to develop a consensus on how the City should grow and then works to accomplish that vision through long-term and short-term planning activities.

What we do:

- Provide professional customer service to residents and the general public by answering land use questions, explaining the permit process, offering real-property information, and discussing other related topics.
- Process land use permit applications (i.e. site plans, conditional use permits, administrative use permits, variances, development plans, and plats).
- Prepares updates to the Comprehensive Plan and development.
- Provide code compliance for land use issues.
- Maintain the City's Geographic Information System (GIS) to assist City staff, the residents and the development community by preparing and interpreting orthophotos, maps and other graphics.
- Coordinate contracts with our consultants.

GOALS AND WORK PLAN

2018 Completed:

- Received TPCHD Healthy Community Award.
- Amended development codes including the public notice requirements for Type II-B applications.
- Updated the Comprehensive Plan to reflect the new annexed area.
- Created interactive online GIS presence.
- Approved Chick-fil-A restaurant.
- Revised land use fee schedule.

New for 2019

- Continue Commercial zones outreach and code review and update.
- Review and update design codes for commercial buildings.
- Continue compliance procedure review and update.
- Apply for TPCHD Healthy Community Award, if a project is eligible .
- Begin development of economic development program that fits Fircrest.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	40,665.00	41,585.17	44,290.00	54,815
20	Personnel Benefits	8,352.00	10,945.18	12,385.00	13,340
30	Supplies	332.00	882.36	1,750.00	1,700
40	Services & Charges	28,208.00	20,270.01	23,067.00	14,141
	Total	77,557.00	73,682.72	81,492.00	83,996

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	44,290	10,525	54,815
Personnel Benefits			
Personnel Benefits	12,385	955	13,340
Supplies			
Office & Operating Supplies	750	350	1,100
Small Tools & Minor Equipment	1,000	(400)	600
Services & Charges			
Prof Services/Reimbursable	20,000	(10,000)	10,000
Advertising	800	0	800
Recording Software Service	0	0	0
Travel	700	0	700
Interfd Replacement	267	124	391
Interfd ERR Repairs & Maint	100	0	100
Miscellaneous	50	900	950
Registration & Tuition	900	0	900
Dues,Memberships,Subscriptions	250	50	300
Printing And Binding	0	0	0
Total	81,492	2,504	83,996

BUDGET NARRATIVE

The Professional Services line consists of \$8,000 for planning consultant services and \$2,000 for GIS consulting services. Some 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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Planning/Building Administrator	0.50	0.50	0.50	0.50
Planning/Building Admin Asst.	0.32	0.25	0.25	0.35
Total	0.82	0.75	0.75	0.85

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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
0	Transfers & Other Cost Allocations	1,750	1,761	2,200	2,190
	Total	1,750	1,761	2,200	2,190

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Transfers & Other Cost Allocations			
Substance Abuse	2,200	(10)	2,190
Total	2,200	(10)	2,190

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.

2018 COMPLETED

- Supported volunteer coordination in cooperation with other partners such as community businesses, church groups, civic groups, Kiwanis, Rotary, Pierce Conservation District, etc.
- Volunteers provided over 1,000 hours of work worth an estimated \$15,000 of service to Fircrest Parks and Recreation.
- Participated in and supported Parks Appreciation Day in partnership with Metro Parks Tacoma and other Pierce County park agencies.
- Supported Fircrest Soccer Club in promotion of their registration and league.
- Worked cooperatively with the Pierce Conservation District to facilitate the maintenance of Whitter Park and Thelma Gilmur Park trails.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	166,756	171,307	198,955	212,290
20	Personnel Benefits	61,607	65,999	75,520	77,320
30	Supplies	1,867	2,519	3,800	4,050
40	Services & Charges	10,162	11,597	14,100	14,550
60	Capital	0	0	0	0
	Total	240,392.00	251,422.79	292,375.00	308,210

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	166,730	10,940	177,670
Overtime	500	0	500
Casual & Seasonal Labor	31,725	2,395	34,120
Personnel Benefits			
Personnel Benefits	75,520	1,800	77,320
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	250	1,150
Services & Charges			
Trips & Tours	250	0	250
Postage	4,500	0	4,500
Travel	150	450	600
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	292,375	15,835	308,210

BUDGET NARRATIVE

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

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

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

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

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

The money budgeted for trips & tours 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 and miscellaneous other courses.

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

	2016 Actual	2017 Actual	2018 Budget	2019 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	0.50	0.50
Maintenance Supervisor	0.10	0.10	0.10	0.10
Custodian	0.05	0.05	0.05	0.05
Park/Recreation Director	0.84	0.84	0.84	0.84
Total	2.49	2.49	2.99	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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
40	Services & Charges	23,077	28,052	31,175	35,000
50	Intergovt Pmt.	700	1,463	1,400	1,500
	Total	23,777	29,515	32,575	36,500

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Services & Charges			
Referees/Basketball	2,000	(500)	1,500
Umpires/Baseball	2,500	0	2,500
Indoor Soccer	600	300	900
Flag Football	700	0	700
5K Race	0	2,000	2,000
Instructor Fees	10,000	0	10,000
Youth Basketball	2,975	2,025	5,000
Adult Basketball	400	0	400
Youth Baseball	11,000	0	11,000
Adult Baseball	1,000	0	1,000
Intergovt Payments			
Excise Taxes	1,400	100	1,500
Total	32,575	3,925	36,500

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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
40	Services & Charges	9,436	10,987	14,000	14,000
	Total	9,436	10,987	14,000	14,000

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
40	Services & Charges	20,217	20,113	20,150	23,000
	Total	20,217	20,113	20,150	23,000

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Other Services & Charges			
Community Events	20,150	2,850	23,000
Total	20,150	2,850	23,000

BUDGET NARRATIVE

2019 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; \$5,700 for fireworks for Fun Days; \$400 for advertising events; \$900 for Daddy Daughter Dance; \$300 for Mother Son Fun Dance; \$200 for Halloween events; \$2,000 for Car Show and \$1,230 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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	74,150	83,135	81,355	88,600
20	Personnel Benefits	17,160	19,345	18,695	18,165
30	Supplies	20,115	25,400	22,900	22,900
40	Services & Charges	20,638	21,902	52,000	21,350
50	Intergovt & Other Interfund Pmt.	2,977	3,895	3,000	3,000
60	Capital Outlays	0	0	0	0
	Total	135,040	153,677	177,950	154,015

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	15,165	2,000	17,165
Overtime	1,000	300	1,300
Casual & Seasonal Labor	65,190	4,945	70,135
Personnel Benefits			
Personnel Benefits	18,695	(530)	18,165
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	33,700	(30,700)	3,000
Printing & Binding	200	0	200
Miscellaneous	800	50	850
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	3,000	0	3,000
Total	177,950	(23,935)	154,015

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

	2016 Actual	2017 Actual	2018 Budget	2019 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	0.04	0.04
Total	0.25	0.25	0.22	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.

2018 COMPLETED

- Replaced playground equipment at Fircrest Park
- Resurfaced tennis courts at Whittier Park
- Replaced picnic table wood at Fircrest Park

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Budget	2018 Budget	2019 Budget
10	Salaries & Wages	85,745	84,898	86,715	88,940
20	Personnel Benefits	36,668	37,226	37,000	39,620
30	Supplies	16,933	15,059	19,050	19,200
40	Services & Charges	67,634	81,667	79,333	87,287
60	Capital Outlays	169,398	2,451	373,763	165,000
	Total	376,378	221,301	595,861	400,047

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	69,015	845	69,860
Overtime	500	0	500
Casual & Seasonal Labor	17,200	1,380	18,580
Personnel Benefits			
Personnel Benefits	37,000	2,620	39,620
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	150	1,150
Services & Charges			
Professional Services	1,000	0	1,000
Communication	1,700	1,140	2,840
Operating Rentals - Copier	300	0	300
Public Utility Services	44,000	0	44,000
Repairs & Maintenance	2,000	1,500	3,500
Interfd ERR Replacement	15,368	5,099	20,467
Interfd ERR Repairs & Maint	11,565	215	11,780
Miscellaneous	3,400	0	3,400
Total	222,098	12,949	235,047

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

	2018 Budget	In(de)crease	2019 Budget
Land	0	0	0
Rec Bldg Improvements	6,000	(6,000)	0
Improvements	307,763	(142,763)	165,000
Machinery & Equip	60,000	(60,000)	0
Total	373,763	(208,763)	165,000

CAPITAL BUDGET NARRATIVE

Improvements include:

- \$30,000 for renovation of Whittier Park restrooms.
- \$30,000 for Whittier Park basketball court resurface and landscaping.
- \$7,500 for new electrical panel at Whittier.
- \$40,000 for irrigation at Whittier Park.
- \$2,500 for new electrical panel at Fircrest Park (Fun Days).
- \$5,000 for Pavilion roof.
- \$35,000 for new storage garage.
- \$15,000 for new nets and to resurface Fircrest Parks tennis courts.

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

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 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	0.15	0.15
Total	1.08	1.08	1.03	1.03

<u>STREET FUND CHANGE IN FUND BALANCE REPORT</u>		
Operating Revenues		182,410
Transfer In-Operating		277,830
Operating Expenses		(473,460)
Operating Revenues Over/(Under) Operating Expenditures		(13,220)
Transfers In-Capital		123,440
Grant Revenue for Capital		195,000
Capital Expenses		(337,010)
Net Change in Fund Balance		(31,790)
<u>STREET FUND SUMMARY REPORT</u>		
RESOURCES		
Undesignated Beginning Fund Balance		243,649
Operating Revenues		182,410
Grant Revenue		195,000
Transfers In-Operating		277,830
Transfer In-Capital		123,440
Total Resources with Beginning Fund Balance		1,022,329
EXPENDITURES		
Operating Expenses		473,460
Capital Expenses		337,010
Undesignated Ending Fund Balance		211,859
Total Expenditures with Ending Fund Balance		1,022,329

CITY STREET FUND REVENUE

		2016	2,017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-01-01	Undes. Fund Balance	319,052	308,890	258,184	243,649
	Total Fund Balance	319,052	308,890	258,184	243,649
322-40-00-00	ROW Road Permits	14,175	5,983	10,000	10,000
	Total Licenses & Permits	14,175	5,983	10,000	10,000
333-20-20-04	Alameda Overlay Grant	0	0	0	195,000
333-20-20-05	Traffic Signal Grant	0	49,433	292,560	
334-03-81-00	Wa St TIB Grant Emerson/Orchard	48,500	506,950	24,600	
336-00-71-00	Multimodal Transportation	6,728	6,965	9,360	9,260
336-00-87-00	Motor Vehicle Fuel Tax	141,941	143,478	144,220	147,150
	Total Intergovernmental Revenues	197,169	706,826	470,740	351,410
361-11-00-01	Investment Interest	1,246	1,374	1,300	4,000
367-00-00-08	Beautification Donations	11,120	10,160	11,000	11,000
369-90-01-01	Miscellaneous Revenue	1,795	0	1,000	1,000
369-94-01-01	Reimbursements	0	262	0	0
	Total Miscellaneous Revenue	14,161	11,796	13,300	16,000
	Total Operating Revenues	225,505	724,606	494,040	377,410
395-20-00-00	Insurance Recovery	0	1,167	0	0
	Total Non Revenue	0	1,167	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	189,265	193,760	196,454	200,000
397-00-00-04	Transfer from Light-St Maint	52,072	60,000	117,740	100,830
397-00-00-06	Transfer from REET 1-Capital	18,790	0	75,000	90,440
397-00-00-09	Transfer from REET 2-Capital	12,204	148,842	7,280	0
	Total Other Financing Sources	282,331	412,602	406,474	401,270
	TOTAL RESOURCES	826,888	1,447,265	1,158,698	1,022,329

REVENUE NARRATIVE

Donations received in 2019 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 the Street Light Maintenance Budget including capital.

Transfer from REET 1- \$30,440 for City's share of Alameda Grant project and \$60,000 for minor street repairs.

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

2018 Completed:

- Grind and overlay on Contra Costa.
- Continued crack-seal program.
- Performed street patching as needed.
- Painted all street, curb, and intersection markings throughout the City.

New for 2019:

- Continue crack-seal program.
- Perform street patching as needed.
- Paint all street, curb, and intersection markings throughout the City.
- Alameda Avenue grind and overlay project.
- Traffic island elimination.

PERFORMANCE MEASURES

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	0	0	0	0
Lane Miles Street Crack Sealed	7	5	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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	78,085	85,622	73,675	77,125
20	Personnel Benefits	32,023	37,930	31,060	31,155
30	Supplies	8,974	13,587	15,950	16,300
40	Services & Charges	103,481	109,747	112,956	119,262
60	Capital Outlays	84,116	696,389	411,210	304,010
90	Interfund Pmt. For Svcs.	68,914	92,664	82,543	81,128
	Total	375,593	1,035,939	727,394	628,980

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	55,610	2,420	58,030
Overtime	5,200	0	5,200
Casual & Seasonal Labor	12,865	1,030	13,895
Personnel Benefits			
Personnel Benefits	30,360	95	30,455
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	50	300
Operating Supplies	10,000	0	10,000
Crack Sealing Supplies	5,000	0	5,000
Small Tools & Minor Equipment	700	300	1,000
Services & Charges			
Professional Services	10,000	0	10,000
Advertising	500	0	500
Communication	2,200	1,800	4,000
Travel	0	500	500
Operating Rentals-Copier Mach.	750	0	750
Land Rental	18,025	650	18,675
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	(225)	20,500
Interfd ERR Replacement	29,376	431	29,807
Interfd ERR Repairs & Maint	22,780	2,750	25,530
Miscellaneous	1,100	0	1,100
Judgements	1,000	0	1,000
Dues,Memberships,Subscriptions	300	0	300
Registration & Tuition	0	400	400
Interfund Pmt. For Svcs.			
Interfd Service Charges	82,543	(1,415)	81,128
Total	316,184	8,786	324,970

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.

CAPITAL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Machinery & Equipment	0	18,570	18,570
Improvements	75,000	(15,000)	60,000
Building Improvements	11,750	(11,750)	0
Project Eng Alameda-Regents to 19th Grant	0	52,025	52,025
Project Eng Traffic Signal	5,000	(5,000)	0
Const Alameda Overlay Grant Project	0	173,415	173,415
Const Traffic Signal	287,560	(287,560)	0
Const Emerson Sidewalk Orchard to Alameda	31,900	(31,900)	0
Totals	411,210	(107,200)	304,010

CAPITAL BUDGET NARRATIVE

Machinery & Equipment is for the Street portion of additional funds needed to purchase a vector truck (see ERR Fund).

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

- Minor Street Improvements of \$60,000 is funded by a transfer in from REET 1.
- Alameda Avenue Grind and Overlay grant project between Regents and 19th Street. Total project cost is \$225,440 funded by grant revenue of \$195,000 and a transfer in from REET 1 of \$30,436.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Utility Foreman	0.05	0.05	0.05	0.05
Utility Serv II	0.43	0.40	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	0.82	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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	14,670	13,512	33,135	21,340
20	Personnel Benefits	7,576	6,724	17,505	10,480
30	Supplies	4,677	8,413	6,500	6,500
40	Services & Charges	25,149	37,256	27,600	29,510
60	Capital	33,792	26,806	33,000	33,000
	Total	85,864	92,710	117,740	100,830

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	32,935	(11,795)	21,140
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	17,505	(7,025)	10,480
Supplies			
Operating Supplies	6,000	0	6,000
Small Tools & Minor Equipment	500	0	500
Services & Charges			
Electricity/Street Lights	24,000	1,000	25,000
Pole Attachment Charge	3,500	910	4,410
Miscellaneous	100		100
Total	84,740	(16,910)	67,830

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

	2018 Budget	In(de)crease	2019 Budget
Improvements	33,000	0	33,000
Total	33,000	0	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 2019 is \$41,000. Funded by Designated Fund Balance-Light.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.44	0.46	0.46	0.28
Total	0.45	0.47	0.47	0.29

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

2018 Completed:

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

New for 2019:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	15,450	17,372	23,480	24,685
20	Personnel Benefits	7,867	7,183	10,835	11,405
30	Supplies	12,403	13,889	14,850	15,250
40	Services & Charges	20,820	22,093	20,750	29,320
	Total	56,540	60,538	69,915	80,660

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	18,995	930	19,925
Overtime	1,020	0	1,020
Casual & Seasonal Labor	3,465	275	3,740
Personnel Benefits			
Personnel Benefits	10,835	570	11,405
Supplies			
Operating Supplies	1,000	0	1,000
Flower Baskets	4,100	400	4,500
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	1,500	11,500
Beautification (contracted)	10,500	7,070	17,570
Total	69,915	10,745	80,660

BUDGET NARRATIVE

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

Donations received in 2019 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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
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

<u>STORM CHANGE IN FUND BALANCE REPORT</u>		
Operating Revenues		497,000
Operating Expenses		(456,730)
Operating Revenues Over/(Under) Operating Expenditures		40,270
Less Transfers Out		(81,900)
Net Change in Fund Balance		(41,630)
<u>STORM FUND SUMMARY REPORT</u>		
RESOURCES		
Beginning Fund Balance		50,261
Reserved for Cash Flow		112,800
Operating Revenues		497,000
Total Resources with Beginning Fund Balance		660,061
EXPENDITURES		
Operating Expenses		456,730
Transfers Out		81,900
Reserved for Cash Flow		112,800
Undesignated Ending Fund Balance		8,631
Total Expenditures with Ending Fund Balance		660,061

STORM FUND REVENUES

STORM FUND - 415					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-15	Reserved for Cash Flow	94,000	100,000	116,000	112,800
308-80-04-15	Undes. Unres. Fund Balance	576,196	508,842	556,351	50,261
	Total Fund Balance	670,196	608,842	672,351	163,061
334-03-10-00	Dept of Ecology NPDES Grant	5,790	19,210	37,000	25,000
	Total Intergovernmental Revenues	5,790	19,210	37,000	25,000
343-10-00-00	Storm Drain Fees & Charges	377,480	424,589	450,000	463,500
343-10-00-01	Setup Fees	560	598	500	500
343-10-00-02	Penalties	7,345	6,134	6,500	6,500
	Total Goods & Services	385,385	431,320	457,000	470,500
361-11-04-15	Investment Interest	1,558	2,970	500	1,000
369-90-04-15	Miscellaneous Revenue	149	88	500	500
	Total Miscellaneous Revenue	1,707	3,058	1,000	1,500
	Total Operating Revenues	392,882	453,589	495,000	497,000
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	1,063,078	1,062,431	1,167,351	660,061

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

2018 Completed:

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Completed and obtained DOE approval of 11th year NPDES Compliance Report.

New for 2019:

- Clean and inspect 265 catch basins (1/2 of City total).
- Complete and obtain DOE approval of 12th year NPDES Compliance Report.
- Prepare grant applications for Storm water treatment projects and LID projects.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	121,836	132,536	123,550	132,600
20	Personnel Benefits	58,725	65,590	63,060	65,260
30	Supplies	6,883	8,910	11,750	12,250
40	Services & Charges	74,059	100,734	167,321	137,956
50	Intergovt Servs & Taxes	5,710	21,065	35,255	36,312
60	Capital Outlays	127,678	34,461	0	0
90	Interfund Pmt. For Svcs.	59,344	64,468	73,354	72,352
0	Transfer Out	0	0	530,000	81,900
	Total	454,235	427,764	1,004,290	538,630

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	121,290	8,950	130,240
Overtime	1,020	0	1,020
Seasonal & Casual Labor	1,240	100	1,340
Personnel Benefits			
Personnel Benefits	62,360	2,200	64,560
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	0	250
Operating Supplies	1,000	500	1,500
NPDES Public Outreach	9,000	0	9,000
Small Tools & Minor Equipment	1,500	0	1,500
Services & Charges			
Professional Services	31,000	(14,000)	17,000
Advertising	500		500
Communication	2,200	1,800	4,000
Postage	1,900	0	1,900
Operating Rentals-Copier Mach.	720	0	720
Land Rental	17,630	635	18,265
Dumping Fees	7,500	0	7,500
Public Utility Services/Bldg	2,600	0	2,600
Repairs & Maintenance	30,000	(20,000)	10,000
Interfd ERR Replacement	42,231	245	42,476
Interfd ERR Repairs & Maint	16,490	255	16,745
Miscellaneous	750	0	750
Operation Permit	9,000	1,000	10,000
Judgments	1,000	0	1,000
Printing & Binding	500	0	500
Registration & Tuition	0	500	500
Dues,Memberships,Subscriptions	300	200	500
Mailing Service	3,000	0	3,000
Intergovt & Other Interfund Pmt.			
Excise Taxes	8,255	247	8,502
City Utility Tax	27,000	810	27,810
Interfund Pmt. For Svcs.			
Interfd Service Charges	73,354	(1,002)	72,352
Transfers			
Transfers Out	530,000	(448,100)	81,900
Total	1,004,290	(465,660)	538,630

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, \$10,000 for NPDES compliance activities and \$2,000 for upgrades to the GIS System. The 2018 Budget included an additional \$14,000 for upgrades to the NPDES permit for the City's stormwater management plan.

Repair & Maint is for repairing or replacing catch basin and curbs and gutters as needed.

PERFORMANCE MEASURES

	2016 Actual	2017 Actual	2018 Budget	2019 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.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Wrk Utility Foreman	0.10	0.10	0.10	0.10
Utility Serv II	0.79	0.63	0.73	0.73
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	1.81	1.91	1.91

<u>STORM CAPITAL CHANGE IN FUND BALANCE REPORT</u>		
Transfers In		81,900
Less Capital Expenditures		<u>(68,570)</u>
Net Change in Fund Balance		<u>13,330</u>
<u>STORM CAPITAL FUND SUMMARY REPORT</u>		
RESOURCES		
Beginning Fund Balance		503,250
Transfers In		<u>81,900</u>
Total Resources with Beginning Fund Balance		<u>585,150</u>
EXPENDITURES		
Capital Expenses		68,570
Undesignated Ending Fund Balance		<u>516,580</u>
Total Expenditures with Ending Fund Balance		<u>585,150</u>

STORM CAPITAL FUND - 416					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-16	Undes. Unres. Fund Balance	0	0	0	503,250
	Total Fund Balance	0	0	0	503,250
397-00-00-10	Transfer In from Storm Fund	0	0	530,000	81,900
	Total Transfers In Revenue	0	0	530,000	81,900
	TOTAL RESOURCES	0	0	530,000	585,150

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

2018 Completed:

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

New for 2019:

- Capital projects for storm water catch basin and main improvements.

CAPITAL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Improvements	10,000	30,000	40,000
Project Engineering	5,000	5,000	10,000
Building Improvements	11,750	(11,750)	0
Machinery & Equipment	0	18,570	18,570
Total	26,750	41,820	68,570

CAPITAL BUDGET NARRATIVE

Machinery & Equipment is for the Storm's portion of additional funds needed to purchase a vactor truck (see ERR Fund).

Capital Improvements consists of \$40,000 for storm water catch basin and main improvements on 1200 block of Farallone and 600 block of Maywood.

Project Engineering consists of \$10,000 for engineering related to the aforementioned storm drainage improvements.

<u>WATER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	1,084,800
Operating Expenses	(1,031,773)
Operating Revenues Over/(Under) Operating Expenditures	53,027
Less Transfer Out	(108,160)
Change in Fund Balance	(55,133)
<u>WATER FUND SUMMARY REPORT</u>	
RESOURCES	
Reserved for Cash Flow	257,877
Undesignated Beginning Fund Balance	23,315
Operating Revenues	1,084,800
Total Resources with Beginning Fund Balance	1,365,992
EXPENDITURES	
Operating Expenses	1,031,773
Transfer Out	108,160
Undesignated Ending Fund Balance	226,059
Total Expenditures with Ending Fund Balance	1,365,992

WATER FUND REVENUE

<u>WATER FUND - 425</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-25	Reserved for Cash Flow			247,000	257,877
308-80-04-25	Beginning Fund Balance	804,511	816,484	588,535	23,315
	Total Fund Balance	804,511	816,484	835,535	281,192
333-93-42-00	Department of Health Grant	25,000	16,840	0	0
	Total Intergovernmental Revenues	25,000	16,840	0	0
343-40-00-00	Sale of Water	859,842	960,767	960,000	990,000
343-40-00-01	Service Connections	5,400	3,600	5,000	5,000
343-40-00-02	Setup Fees	1,534	1,658	1,500	1,500
343-40-00-03	Penalties	9,325	11,131	12,000	12,000
	Total Charges for Goods and Services	876,101	977,156	978,500	1,008,500
361-11-04-25	Investment Interest	2,021	3,889	3,000	3,000
362-50-00-05	Rent City Property/High Tank	41,419	42,246	41,000	42,000
362-50-00-06	Rent City Property/Golf Tank	25,511	25,511	26,000	28,000
369-10-00-03	Court Ordered Judgements-Water	0	2,225	0	0
369-90-04-25	Other Misc. Revenue	2,149	1,818	3,000	3,000
369-92-04-25	Backflow	1,215	360	300	300
	Total Misc. Revenues	72,315	76,050	73,300	76,300
372-00-04-25	Insurance Recovery		-	0	
379-00-04-25	Capital Contributions/Tap Fees	12,000	8,000	0	
	Total Capital Contributions	12,000	8,000	0	0
	TOTAL RESOURCES	1,789,927	1,894,529	1,887,335	1,365,992

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

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

PROGRAM DESCRIPTION

Function: The Water Division operates and maintains the water supply and water distribution systems of the City. The system consists of over 31 miles of water mains of varying sizes, five groundwater wells, one 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

2018 Completed:

- Continued emphasis on water conservation outreach.
- Completed and mailed 2017 Consumer Confidence Report.
- Repaired and replaced existing fire hydrants as needed.

New for 2019:

- Continue emphasis on water conservation outreach.
- Repair and replace existing fire hydrants as needed. Anticipate two hydrants this year.
- Complete and mail 2018 Consumer Confidence Report.

PERFORMANCE MEASURES

	2016 Actual	2017 Actual	2018 Budget	2019 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	2016 Actual	2017 Budget	2018 Budget	2019 Budget
10	Salaries & Wages	261,998	300,014	279,860	300,510
20	Personnel Benefits	128,947	152,029	139,685	145,675
30	Supplies	20,582	24,675	45,650	45,700
40	Services & Charges	173,176	177,033	190,155	193,320
50	Intergovt Charges	111,280	123,272	123,514	127,373
60	Capital Outlays	99,613	130,493	0	0
70	Debt Service: Principal	44,218	44,218	44,218	44,218
80	Debt Service: Interest And Related	7,738	6,633	5,528	4,422
90	Interfund Pmt. For Svcs.	125,892	162,321	156,533	170,555
0	Transfers Out	0	0	621,000	108,160
	Total	973,444	1,120,688	1,606,143	1,139,933

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	267,795	20,235	288,030
Overtime	6,850	0	6,850
Seasonal & Casual Labor	5,215	415	5,630
Personnel Benefits	138,985	5,990	144,975
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	50	300
Fluoride	4,200	0	4,200
Operating Supplies	32,000	0	32,000
Chlorine	8,000	0	8,000
Small Tools & Minor Equipment	1,100	0	1,100
Services & Charges			
Professional Services	10,000	0	10,000
Advertising	500	0	500
Water Testing	8,500	0	8,500
Communication	2,600	1,700	4,300
Postage	2,500	0	2,500
Travel	2,000	0	2,000
Land Rental/Water Tank	15,225	230	15,455
Operating Rentals-Copier Mach.	750	0	750
Interfd Land Rental	18,220	655	18,875
Utility Services/Building	2,800	0	2,800
Utility Services/Pumping	60,000	0	60,000
Dumping Fees	600	200	800
Repairs & Maintenance	21,500	0	21,500
Interfd ERR Replacement	19,340	(480)	18,860
Interfund ERR Repairs & Maint	12,120	0	12,980
Miscellaneous	1,300	0	1,300
State Operating Permit	4,000	0	4,000
Registration & Tuition	1,000	0	1,000
Dues,Memberships,Subscriptions	1,200	0	1,200
Printing & Binding	1,600	0	1,600
Judgements	1,000	0	1,000
Mailing Service	3,500	0	3,500
Intergovt & Other Interfund Pmt.			
State Excise Tax	46,714	1,459	48,173
City Utility Tax	76,800	2,400	79,200
Debt Service			
Principal Loan Payment	44,218	0	44,218
Interest PWTF	5,528	(1,106)	4,422
Interfund Pmt. For Svcs.			
Interfd Service Charges	156,533	14,022	170,555
Transfers			
Transfers Out	621,000	(512,840)	108,160
Total	1,606,143	(467,070)	1,139,933

BUDGET NARRATIVE

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

Debt service includes payment for the DWSRF loan.

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Wrk Utility Foreman	0.45	0.45	0.45	0.45
Utility Serv II	1.91	2.44	2.20	2.27
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	4.12	3.88	3.95

<u>WATER CAPITAL CHANGE IN FUND BALANCE REPORT</u>		
Capital Contributions		40,000
Transfers In		260,460
Less Capital Expenditures		(399,585)
Change in Fund Balance		<u>(99,125)</u>
<u>WATER CAPITAL FUND SUMMARY REPORT</u>		
RESOURCES		
Undesignated Beginning Fund Balance		185,215
Capital Contributions		40,000
Transfers In		260,460
Total Resources with Beginning Fund Balance		<u>485,675</u>
EXPENDITURES		
Capital Expenses		399,585
Undesignated Ending Fund Balance		86,090
Total Expenditures with Ending Fund Balance		<u>485,675</u>

<u>WATER CAPITAL FUND - 426</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-26	Beginning Fund Balance	0	0	0	185,215
	Total Fund Balance	0	0	0	185,215
379-00-04-26	Capital Contributions/Tap Fees	0	0	8,000	40,000
	Total Capital Contributions	0	0	8,000	40,000
397-00-00-11	Transfer In	0	0	621,000	260,460
	Total Transfer In	0	0	621,000	260,460
	TOTAL RESOURCES	0	0	629,000	485,675

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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	0	0	7,570	7,835
20	Personnel Benefits	0	0	3,765	3,740
60	Capital Outlays	0	0	582,450	388,010
	Total	0	0	593,785	399,585

CAPITAL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	7,370	265	7,635
Overtime	200	0	200
Casual Labor-Capital	0	0	0
Personnel Benefits	3,765	(25)	3,740
Improvements	505,000	(202,700)	302,300
Project Engineering	56,000	(26,000)	30,000
Building Improvements	11,750	(11,750)	0
Machinery & Equipment	9,700	46,010	55,710
Total	593,785	(194,200)	399,585

CAPITAL BUDGET NARRATIVE

Machinery & Equipment is for the Water's portion of additional funds needed to purchase a vactor truck (see ERR Fund).

Improvement includes:

- \$115,000 to paint the exterior coating of the high and low tank.
- \$27,300 for mural on the high tank.
- \$15,000 for fencing and building improvements to the high tank site for security.
- \$70,000 replace two mains on 400 block of Summit.
- \$75,000 for water main connections along the 600 block of Contra Costa.

Project Engineering includes engineering services to finalize the plans and specifications and provide bidding assistance for the above projects in the amount of \$30,000.

The painting of the high and low tank, including the mural, is funded by a transfer-in from REET2.

<u>SEWER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	2,712,200
Operating Expenses	(2,169,586)
Operating Revenues Over/(Under) Operating Expenditures	542,614
Debt Service	(315,090)
Transfer Out	(230,000)
Change in Fund Balance	(2,476)
<u>SEWER FUND SUMMARY REPORT</u>	
RESOURCES	
Undesignated Beginning Fund Balance	259,596
Reserved for Cash Flow	523,045
Operating Revenues	2,712,200
Total Resources with Beginning Fund Balance	3,494,841
EXPENDITURES	
Operating Expenses	2,169,586
Debt Service	315,090
Transfer Out	230,000
Reserved for Cash Flow	523,045
Undesignated Ending Fund Balance	257,120
Total Expenditures with Ending Fund Balance	3,494,841

SEWER FUND REVENUE

<u>SEWER FUND - 430</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-30	Reserved for Cash Flow			503,000	523,045
308-80-04-30	Beginning Fund Balance	1,477,848	2,422,140	2,112,038	259,596
	Total Fund Balance	1,477,848	2,422,140	2,615,038	782,641
343-50-00-00	Sewer Revenues	2,028,697	2,396,824	2,600,000	2,680,000
343-50-00-01	Service Connections	3,250	825	1,100	1,100
343-50-00-02	Setup Fees	627	665	600	600
343-50-00-03	Penalties	17,885	22,036	24,000	24,000
	Total Charges for Goods and Services	2,050,459	2,420,350	2,625,700	2,705,700
361-11-04-30	Investment Interest	6,998	13,628	6,000	6,000
369-90-04-30	Other Misc. Revenue	149	720	500	500
369-94-04-30	Reimbursements	0	0	0	0
	Total Misc. Revenues	7,147	14,348	6,500	6,500
372-00-04-30	Insurance Recovery		0	0	0
391-80-04-31	Loans Received-BYSM	1,003,476	0	0	0
397-00-00-01	Transfer In from Sewer to BYSM	324,864	324,864	0	0
397-00-00-08	Transfer In from REET 2	51,964	56,750	0	0
379-00-04-30	Capital Contributions/Tap Fees	12,000	12,000	0	0
	Total Non Operating Revenue	1,392,304	393,614	0	0
	TOTAL RESOURCES	4,927,758	5,250,451.89	5,247,238	3,494,841

Sewer Revenues includes a rate increase. 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 seven lift stations.

GOALS AND WORK PLAN

2018 Completed:

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

New for 2019:

- Upgrade telemetry and GIS mapping system 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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	178,575	141,076	178,710	198,470
20	Personnel Benefits	80,949	67,976	84,415	90,620
30	Supplies	5,720	4,659	6,250	6,300
40	Services & Charges	112,530	96,737	126,334	129,510
50	Intergovt Charges	1,088,198	1,329,435	1,382,565	1,454,600
60	Capital Outlays	373,114	164,920	0	0
70	Debt Service Principal	170,584	229,094	254,000	256,365
80	Debt Service Interest	6,631	86,846	61,520	58,725
90	Interfund Pmt. For Svcs.	164,455	189,808	232,553	290,086
0	Transfers & Other Cost Allocations	324,864	324,864	2,138,250	230,000
	Total	2,505,620	2,635,414	4,464,597	2,714,676

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	169,985	19,560	189,545
Overtime	7,500	100	7,600
Seasonal & Casual	1,225	100	1,325
Personnel Benefits			
Personnel Benefits	83,715	6,205	89,920
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	50	300
Operating Supplies	4,500	0	4,500
Small Tools & Minor Equipment	1,500	0	1,500
Services & Charges			
Professional Services	7,000	0	7,000
Advertising	500	0	500
Communication	2,700	1,700	4,400
Postage	2,000	0	2,000
Travel	0	500	500
Operating Rentals-Copier Mach.	750	0	750
Interfd Land Rental	19,250	695	19,945
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	19,339	(479)	18,860
Interfund Repairs & Maint	12,120	860	12,980
Miscellaneous	1,800	(300)	1,500
Registration & Tuition	300	200	500
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	1,200,000	72,000	1,272,000
State Excise Tax	27,000	0	27,000
City Utility Tax	155,565	35	155,600
Interfund Pmt. For Svcs.			
Interfd Service Charges	232,553	57,533	290,086
Transfers & Other Cost Allocations			
Principal Loan Payment	254,000	2,365	256,365
Interest Loan Payment	61,520	(2,795)	58,725
Transfer to Relocation Backyard	0	0	0
Transfer to Sewer Capital Fund	2,138,250	(1,908,250)	230,000
Total	4,464,597	(1,749,921)	2,714,676

BUDGET NARRATIVE

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

STAFFING

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Wrk Utility Foreman	0.38	0.38	0.38	0.38
Utility Serv II	1.19	0.83	1.07	1.18
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	2.44	2.68	2.79

SEWER CAPITAL CHANGE IN FUND BALANCE REPORT

Capital Contributions	40,000
Transfer In	230,000
Capital Expenses	(262,420)
Change in Fund Balance	7,580

SEWER CAPITAL FUND SUMMARY REPORT

RESOURCES	
Undesignated Beginning Fund Balance	1,017,385
Capital Contributions	40,000
Transfer In	230,000
Total Resources with Beginning Fund Balance	1,287,385
EXPENDITURES	
Capital Expenses	262,420
Undesignated Ending Fund Balance	1,024,965
Total Expenditures with Ending Fund Balance	1,287,385

<u>SEWER CAPITAL FUND - 432</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-32	Beginning Fund Balance	0	0	0	1,017,385
	Total Fund Balance	0	0	0	1,017,385
379-00-04-32	Capital Contributions/Tap Fees	0	0	10,000	40,000
397-00-00-12	Transfer In	0	0	2,138,250	230,000
	Total Revenue	0	0	2,148,250	270,000
	TOTAL RESOURCES	0	0	2,148,250	1,287,385

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 seven 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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	0	0	19,860	20,795
20	Personnel Benefits	0	0	11,005	10,915
60	Capital Outlays	0	0	1,100,000	230,710
	Total	0	0	1,130,865	262,420

CAPITAL DETAILED BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	19,860	935	20,795
Personnel Benefits			
Personnel Benefits	11,005	(90)	10,915
Other Improvements	907,340	(757,340)	150,000
Project Engineering	180,910	(155,910)	25,000
Building Improvements	11,750	(11,750)	0
Machinery & Equip	0	55,710	55,710
Total	1,130,865	(868,445)	262,420

CAPITAL BUDGET NARRATIVE

Other Improvements include:

- \$150,000 for reroute of backyard sewer between 114 and 116 of Farallone Avenue.

Project Engineering includes \$25,000 for engineering services to finalize the plans and specifications and provide as builds for the aforementioned sewer main projects.

<u>ERR FUND CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	182,090
Operating Expenses	(157,060)
Operating Revenues Over/Under Operating Expenses	25,030
Capital Replacement Transferred In	196,496
Capital Expenses	(370,578)
Net Change in Fund Balance	(149,052)
<u>ERR FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance	1,422,092
Operating Revenues	182,090
Capital Replacement Transferred In	196,496
Total Resources with Beginning Fund Balance	<u>1,800,678</u>
EXPENDITURES	
Operating Expenses	157,060
Capital Expenses	370,578
Designated Ending Fund Balance	<u>1,273,040</u>
	<u>1,800,678</u>

EQUIPMENT REPLACEMENT FUND - 501					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-10-05-01	Beginning Fund Balance	1,588,375	1,518,430	1,427,188	1,422,092
	Total Beginning Fund Balance	1,588,375	1,518,430	1,427,188	1,422,092
348-30-00-00	General Fund Replacement	79,269	83,021	90,965	86,493
348-30-01-00	City Street Fund Replacement	42,970	32,810	29,376	29,807
348-30-03-00	Water/Sewer Fund Replacement	37,711	35,303	38,679	37,720
348-30-04-00	Storm Sewer Replacement	17,160	37,715	42,231	42,476
348-30-08-00	General Fund O & M	59,812	55,360	70,570	73,935
348-30-09-00	City Street Fund O & M	14,757	23,312	22,780	25,530
348-30-11-00	Water/Sewer Fund O & M	17,263	19,843	24,240	25,960
348-30-12-00	Storm Sewer O & M	6,756	15,264	16,490	16,745
	Total Charges for Goods & Services	275,698	302,628	335,331	338,666
361-11-05-01	Investment Interest	27,984	14,965	19,000	36,000
362-40-05-01	Rental Revenue	3,600	3,675	3,785	3,920
369-10-00-05	Sale of Scrap	0	26,851	0	0
369-90-05-01	Other Miscellaneous Revenue	5,800	0	0	0
	Total Misc. Revenues	37,384	45,491	22,785	39,920
398-10-05-01	Insurance Recovery	0	1,108		0
	Total Other Revenues	0	1,108		0
	Total Operating Revenue	313,082	349,228	358,116	378,586
	TOTAL RESOURCES	1,901,457	1,867,658	1,785,304	1,800,678

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

2018 Completed:

- Emission tested all vehicles as required by the State.
- Purchased new computers and servers.
- Purchased two new Ford Interceptors for Police Department
- Purchased new mower for Parks Department.
- Purchased new 14 passenger bus for Parks Department.

New for 2019:

- Assist with purchase of new equipment as needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2016 Actual	2017 Actual	2018 Budget	2019 Budget
10	Salaries & Wages	5,109	3,759	5,940	5,280
20	Personnel Benefits	2,478	1,386	2,280	3,675
30	Supplies	28,612	35,740	49,000	49,000
40	Services & Charges	74,400	82,915	90,768	99,105
60	Capital Outlays	272,430	316,671	215,224	370,578
	Total	383,029	440,470	363,212	527,638

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Salaries & Wages			
Salaries & Wages	5,940	(660)	5,280
Personnel Benefits			
Personnel Benefits	2,280	1,395	3,675
Supplies			
Non-Dept Gas	400	0	400
Facilities Gas	1,000	0	1,000
Police Gas	20,000	0	20,000
Parks/Rec Gas	4,000	0	4,000
Street Gas	10,000	0	10,000
Storm Gas	4,000	0	4,000
Wtr/Swr Gas	9,000	0	9,000
Central Motor Vehicle Supplies	500	0	500
Operating Supplies-ERR Garage	100	0	100
Services & Charges			
Land Rental-ERR Garage	4,038	147	4,185
Non-Dept Insurance	570	70	640
Facilities Insurance	1,030	190	1,220
Police Insurance	10,705	3,090	13,795
Parks/Rec Insurance	2,065	215	2,280
Street Insurance	4,280	1,250	5,530
Storm Insurance	2,490	255	2,745
Wtr/Swr Insurance	2,740	1,720	4,460
Utilities Shop/Garage	500	100	600
O & M - Facilities Garage	500	0	500
O & M - Legislative Equipment	100	0	100
O & M - Court Equipment	100	0	100
O & M - Admin. Equipment	100	0	100
O & M - Finance Equipment	5,500	500	6,000
O & M - Non-Dept. Vehicles/Equip	1,000	0	1,000
O & M - Facilities Vehicles/Equip	1,500	(500)	1,000
O & M - Info Systems/Equip	300	(200)	100
O & M - Police Vehicles/Equip	15,000	0	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	1,500	10,000
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	147,988	9,072	157,060

BUDGET NARRATIVE

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

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

Gas, Insurance and O & M expenses are originally paid by the ERR Fund and charged back to the respective departments.

CAPITAL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Legislative	1,540	17,692	19,232
Court	1,540	12,900	14,440
Administration	1,100	(1,100)	0
Finance	3,300	(3,300)	0
Non Dept	1,100	(1,100)	0
Facilities	0	29,241	29,241
Information Systems	1,100	3,085	4,185
Police	96,304	(95,204)	1,100
Building	1,100	(1,100)	0
Planning	220	7,000	7,220
Parks/Rec	92,600	(92,600)	0
Street	12,717	25,153	37,870
Storm	807	34,423	35,230
Water/Sewer	1,796	220,264	222,060
Total	215,224	155,354	370,578

CAPITAL BUDGET NARRATIVE

Capital consists of:

- Legislative-\$18,792 for recording system upgrades 40%
- Legislative-\$440 computer for recording system 40%
- Court-\$14,000 for recording system upgrades 40%
- Court-\$440 computer for recording system 40%
- Facilities-\$29,241 for purchase of new facilities van
- IS-\$4,185 for new domain server
- Police-\$1,100 computer for CSO II
- Planning-\$7,000 for recording system upgrades 20%
- Planning-\$220 computer for recording system 20%
- Street-\$37,870 for purchase of new vector truck 12.5%
- Storm \$35,230 for purchase of new vector truck 12.5%
- Water/Sewer-\$222,060 for purchase of new vector truck 75%

Balance needed of \$148,560 for the vector truck is funded in each of the four capital funds.

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

	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Senior Maintenance Supervisor	0.15	0.15	0.09	0.09
Total	0.15	0.15	0.09	0.09

<u>POLICE INVESTIGATION FUND CHANGE IN FUND BALANCE</u>		
Operating Revenues		145
Operating Expenses		(12,248)
	Net Change in Fund Balance	(12,103)
<u>POLICE INVESTIGATION FUND SUMMARY REPORT</u>		
	RESOURCES	
Designated Beginning Fund Balance		12,103
Operation Revenues		145
	Total Resources with Beginning Fund Balance	12,248
	EXPENDITURES	
Operating Expenditures		12,248
Designated Ending Fund Balance		0
	Total Expenditures with Ending Fund Balance	12,248

	<u>POLICE INVESTIGATION FUND</u>				
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-10-01-05	Beginning Fund Balance	11,450	11,479.24	11,927	12,103
	Total Beginning Fund Balance	11,450	11,479.24	11,927	12,103
357-50-00-00	Investigative Confiscations	0	424.04	0	0
	Total Fines & Forfeits	0	424.04	0	0
361-11-01-05	Investment Interest	29	55.86	40	145
	Total Misc. Revenues	29	55.86	40	145
	TOTAL RESOURCES	11,479	11,959.14	11,967	12,248

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	2016 Budget	2017 Actual	2018 Budget	2019 Budget
40	Services & Charges	0	33	11,967	12,248
	Total	0	33	11,967	12,248

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Services & Charges			
Miscellaneous Investigations	11,967	281	12,248
Total	11,967	281	12,248

BUDGET NARRATIVE

These funds are available for expenditures as authorized by State law as needed in 2019.

<u>REET FUND CHANGE IN FUND BALANCE</u>	
Revenues-REET 1	123,500
Revenues-REET 2	132,000
Transfers Out REET 1	(90,440)
Transfers Out REET 2	(152,300)
Net Change in Fund Balance	<u>12,760</u>
<u>REET FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance (1st 1/4)	349,224
Designated Beginning Fund Balance (2nd 1/4)	1,123,886
Revenues-REET 1	123,500
Revenues-REET 2	132,000
Total Resources with Beginning Fund Balances	<u>1,728,610</u>
EXPENDITURES	
Transfers Out REET 1	90,440
Transfers Out REET 2	152,300
Designated Ending Fund Balance (1st 1/4)	382,284
Designated Ending Fund Balance (2nd 1/4)	1,103,586
Total Expenditures with Ending Fund Balances	<u>1,728,610</u>

REET FUND					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-10-03-11	Beginning Fund Balance (1st 1/4)	105,134	196,023	323,624	349,224
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,052,852	1,100,826	1,027,166	1,123,886
	Total Beginning Fund Balance	1,157,986	1,296,849	1,350,790	1,473,110
317-34-00-00	Capital Improvement 1	109,333	126,652	100,000	120,000
317-35-00-00	Growth Management 1	109,333	126,652	100,000	120,000
	Total Taxes	218,666	253,303	200,000	240,000
361-11-03-11	Investment Interest (1st 1/4)	347	947	600	3,500
361-11-03-12	Investment Interest (2nd 1/4)	2,809	5,280	4,000	12,000
	Total Misc Revenue	3,156	6,227	4,600	15,500
	TOTAL RESOURCES	1,379,808	1,556,379	1,555,390	1,728,610

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	2016 Actual	2017 Actual	2018 Budget	2019 Budget
0	Transfers & Other Cost Allocations	82,958	205,592	82,280	242,740
	Total	82,958	205,592	82,280	242,740

DETAIL BUDGET

	2018 Budget	In(de)crease	2019 Budget
Transfers & Other Cost Allocations			
Transfer (From 1st 1/4)	75,000	15,440	90,440
Transfer (From 2nd 1/4)	7,280	145,020	152,300
Total	82,280	160,460	242,740

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.

\$60,000 is budgeted to be transferred from REET 1 to the Street Fund for Street Improvements.

\$30,440 is budgeted to be transferred from REET 1 to the Street Fund for the City's portion of the Alameda Grant.

\$152,300 is budgeted to be transferred from REET 2 to the Water Capital Fund for the painting of the high tanks including a mural painting on the tank.

<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	<u>3,530,763</u>
Designated Ending Fund Balance - General Fund	3,000,000
Designated Ending Fund Balance - Street Fund	150,000
Designated Ending Fund Balance - Water Fund	11,513
Designated Ending Fund Balance - Sewer Fund	369,250
Total	<u>3,530,763</u>

CUMULATIVE RESERVE FUND

BARS	Description	2016 Actual	2017 Actual	2018 Budget	2019 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 2019

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
PARKS AND RECREATION		
Pee Wee T-Ball (4 & 5 years)	\$30 resident; \$50 non-resident	FMC 10.22.010
T-Ball	\$40 resident; \$65 non-resident	FMC 10.22.010
Coach Pitch	\$40 resident; \$65 non-resident	FMC 10.22.010
Hollywood	\$40 resident; \$70 non-resident	FMC 10.22.010
Girls Fast pitch	\$40 resident; \$70 non-resident	FMC 10.22.010
Men's Slow pitch	\$450 per team + \$8 each non-resident	FMC 10.22.010
Co-ed Slow pitch	\$450 per team + \$8 each non-resident	FMC 10.22.010
Indoor Pee Wee Soccer (4 & 5 years)	\$30 resident; \$50 non-resident	FMC 10.22.010
Youth Basketball	\$40 resident; \$70 non-resident	FMC 10.22.010
4 on 4 Basketball League	\$100 per team; + \$10 each non-resident participant	FMC 10.22.010
Lighted Fields	\$7 per hour per field - Fircrest activities \$26 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 resident; \$212 non-resident \$100 non-resident deposit	FMC 10.22.010
Fircrest Park Pavilion Rental	\$57 resident; \$115 non-resident \$100 non-resident deposit	FMC 10.22.010
Main pool rental	\$100 resident; \$150 non-resident	FMC 10.22.010
Wading pool rental	\$75 resident; \$100 non-resident \$100 non-resident deposit	FMC 10.22.010
Open Swim	\$3 resident; \$6 non-resident	FMC 10.22.010
Family Membership Pool & Wading Pool	\$50 single family member; \$32 all additional members \$110 non-resident single family member; \$70 non-resident all additional members	FMC 10.22.010
Swimming Pool Punch Card	\$25 resident; \$50 non-resident (10 Open Swims)	FMC 10.22.010
Swimming Instruction	\$40 resident; \$55 non-resident (2 weeks) \$20 resident; \$30 non-resident (1 weeks)	FMC 10.22.010
Authorized School Pool Parties	No charge, time available basis	FMC 10.22.010
Swim Team	\$60 resident; \$100 non-resident	FMC 10.22.010
Gymnasium Rental	\$350 resident; \$575 non-resident per event \$100 resident deposit; \$300 non-resident deposit	FMC 10.22.010
Room Rental	\$55 resident; \$80 non-resident per event \$100 non-resident deposit	FMC 10.22.010
Open Gym	No charge for resident; \$3 per period for non-resident, \$1 per period for non-resident senior	FMC 10.22.010
Holiday Bazaar/Fun Days	\$45 per Vendor	FMC 10.22.010
Spring Craft Fair	\$25 per Vendor	
Fun Days	\$35 per Craft Vendor, \$60 per Commercial Vendor \$150 per Food Vendor	
Senior Trip	\$20 each	FMC 10.22.010

TYPE OF LICENSE OR RATE	FEE OR RATE	REFERENCE
BUSINESS		
Business License	\$75 per year	Ordinance 1531
Transient Merchant Registration	\$70 per year	Ordinance 1476
Merchant Patrol License	\$50 per year	Ordinance 855
Private Detective License	\$50 per year	Ordinance 855
Merchant Patrol Agency License	\$300 per year	Ordinance 855
Private Detective Agency License	\$300 per year	Ordinance 855
ANIMAL		
Dogs: Altered	\$14	FMC 7.05.030
Dogs Altered: Senior citizen discount rate (+65 yrs.)	\$8	FMC 7.05.030
Unaltered dogs	\$50	FMC 7.05.030
Unaltered dogs: Senior citizen discount rate (+65yrs.)	\$28	FMC 7.05.030
Cats: Altered	\$8	FMC 7.05.030
Cats: Senior citizen discount rate (+65 yrs.)	\$4	FMC 7.05.030
Unaltered cats	\$50	FMC 7.05.030
Unaltered cats: Senior citizen discount rate (+65 yrs.)	\$28	FMC 7.05.030
Late Fee (between 30 and 60 days late)	\$10	FMC 7.05.010
Late Fee (after 60 days late)	\$20	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 connected unit 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 connected unit 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 plus \$81.20 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	Additional sewer base surcharge of \$10.00 per bi-month	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