



THE CITY OF FIRCREST

2020

PRELIMINARY

BUDGET

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**CITY OF FIRCREST, WASHINGTON
2020 PRELIMINARY BUDGET**

CITY OFFICIALS

Council: Hunter T. George (Mayor)
Denny Waltier (Mayor Pro Tempore)
Jamie Nixon
Shannon Reynolds
Blake L. Surina
David M. Viafore
Brett L. Wittner
City Manager: Scott Pingel
Finance Director: Colleen Corcoran

POPULATION: 6,710

2020 ASSESSED VALUATION REGULAR LEVY: \$969,575,059
REGULAR MILL LEVY: 1.6372
EMS MILL LEVY: 0.3399

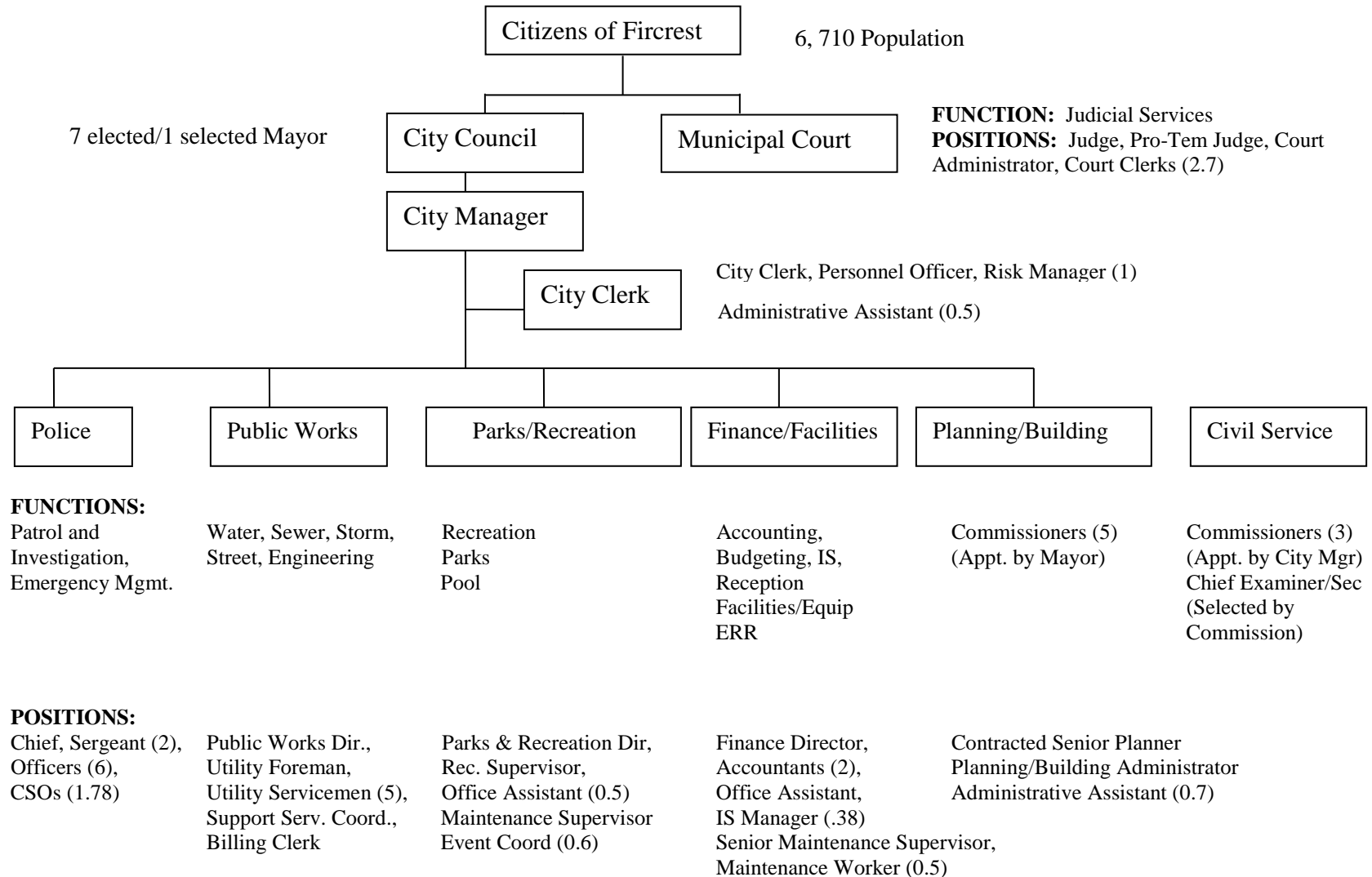
2020 REVENUES, EXPENDITURES & BALANCES BY FUND

General	8,998,366
Street	2,111,182
Park Bond Debt Service	1,191,440
Park Bond Capital	9,870,141
Storm Drain.....	698,699
Storm Drain Capital	601,148
Water.....	1,504,221
Water Capital	285,621
Sewer	3,597,771
Sewer Capital.....	1,380,841
Equipment Replacement	1,677,506
Police Investigation	12,248
Real Estate Excise Tax.....	1,741,370
Cumulative Reserve	3,780,763

TOTAL 37,451,317

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CITY OF FIRCREST 2020 ORGANIZATION CHART by Position



City of Fircrest 2020 Preliminary Budget

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Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2020 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. 2020 operations are to be funded from 2020 operating revenues. Expenditures and revenues have been budgeted conservatively.

2020 BUDGET OVERVIEW

- Includes a COLA increase of 1.7% for all employees.
- Includes a 10% employee contribution for medical premiums.
- Includes a salary adjustment for the Parks & Recreation Director.
- Includes one employee reclassification.
- Includes revenue and expenditures for Ruston Court contracted services.
- Proposes capital expenditures in General, Street, Park Bond Capital, 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 sixth year of a six-year EMS levy rate passed by voters.
- Transfers 15% of property tax collections to the Street Fund.
- Transfers \$69,665 from General Fund Light money for street light maintenance and capital expenses.

- Transfers \$10,000 from the General Fund to the Street Fund for Street Beautification (banners, baskets, traffic islands, & bulb-outs).
- 1.7% increase applied to the Fire/EMS contract with Tacoma.
- Includes library reimbursements of \$59 charged by the City of Tacoma.

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

2020
Budgeted operating revenues:
 \$5,829,089

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

2020
Budgeted operating expenditures:
 \$5,812,961

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	3,250,000
Street Fund	150,000
Water Fund	11,513
Sewer Fund	369,250
Total	\$3,780,763

STREET FUND

Transfers in from General Fund include \$241,817 (15% Property Tax); \$69,665 (Street Light Maintenance); and \$10,000 (Beautification).

Capital of \$1,412,770 consists of major patching funded by a transfer in from REET 1, grind and overlay project on Alameda between Regents and Electron Way funded by a grant and REET 1 and a sidewalk project on Emerson from Alameda to Thelma Gilmore Park funded by a grant and REET 1 and converting acorn street lights to LED funded by Designated Street Light Fund.

2019 Budgeted revenues
 \$778,680

2020 Budgeted revenues
 \$1,897,472

**2018 Budgeted expenditures
 with Capital:**
 \$810,470

**2020 Budgeted expenditures
 with capital:**
 \$1,973,769

Street Reserves will be decreased by \$76,297.

PARK BOND DEBT SERVICE FUND

The Park Bond Debt Services fund receipts the property tax related to the sale of a bond for the purpose of replacement of the pool, recreation center and other park capital projects and to account for principal and interest payments.

PARK BOND CAPITAL FUND

The Park Bond Capital Fund accounts for bond proceeds, donations and expenditures related to the park bond project.

STORM DRAIN OPERATING FUND

2019
Budgeted revenues:
\$497,000

2020
Budgeted revenues:
\$530,500

2019
Budgeted expenditures:
\$538,630

2020
Budgeted expenditures:
\$575,056

Reserves will be decreased by \$44,556.

STORM DRAIN CAPITAL FUND

Capital consists of \$80,000 for storm water catch basin and main improvements.

Project Engineering of \$25,000 for above projects.

Machinery & Equipment consists of Storm's portion (50%) of a camera for pipe review.

WATER OPERATING FUND

2019 Budgeted revenues:
\$1,084,800

2020 Budgeted revenues:
\$1,199,400

2019 Budgeted expenditures:
\$1,139,933

2020 Budgeted expenditures:
\$1,225,233

Reserves will be decreased by \$25,833.

WATER CAPITAL FUND

Capital improvement includes funds for the meter replacement program.

SEWER OPERATING FUND

2019	2020
Budgeted revenues:	Budgeted revenues:
\$2,712,200	\$2,745,400
2019	2020
Budgeted expenditures:	Budgeted expenditures:
\$2,714,676	\$2,823,645

Reserves will be decreased by \$78,245.

SEWER CAPITAL FUND

Capital improvement includes improvements and standby power to Estate Place Lift station controls and access.

Machinery & Equipment is for Sewer's portion (50%) of a new camera to inspect storm and sewer mains.

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 2020 are detailed in the ERR Fund budget.

SUMMARY

In summary, the 2020 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.

Factors remain that impose real limits on the City's future ability to respond to community needs and wants. Economic development and sustainability continue to be a need in order to provide quality services and amenities. While the building activity and sales tax revenue outlook for 2020 are strong due to new business and ongoing projects, it is important that we continue to be prudent in our spending and smart about which ongoing costs are expanded.

The Pool and Community Center project is a major undertaking that will provide a boost to building activity and sale tax throughout the project. We need to be deliberate about addressing the maintenance needs of the new facilities once they are completed, while planning for the ongoing costs of providing parks and recreation services overall.

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. The City continues to work on development and redevelopment opportunities within the City, and collaboration with neighboring cities and developers to make the most our limited commercial areas is progressing. By clearly targeting resources and visioning for the future, the City will be able to provide quality services into the future.

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 2020.

Sincerely,

Scott Pingel
City Manager

<u>GENERAL FUND CHANGE IN FUND BALANCE REPORT</u>		
Operating Revenues		5,829,089
Operating Expenses		(5,812,961)
Operating Revenues Over/(Under) Operating Expenditures		16,128
Less Transfer Out to St. Lt. Maint. from Lt. Fund Balance		(69,665)
Less Capital Expenditures From 44th St Fund Balance		(63,700)
Less Capital Expenditures From General Fund		(114,000)
Total Net Change in Total General Fund Balances		(231,237)
<u>GENERAL FUND SUMMARY REPORT</u>		
RESOURCES		
Desg. Beginning Fund Balance-Light		575,058
Desg. Beginning Fund Balance-44th Alameda		665,575
Fund Bal/Donations Pool Rec/Center		0
Undesignated Ending Fund Balance-Reserved for Cash Flow		1,450,000
Undesignated Beginning Fund Balance		478,644
Operating Revenues		5,829,089
Total Resources with Beginning Fund Balance		8,998,366
EXPENDITURES		
Operating Expenses		5,812,961
Transfer Out to St. Lt. Maint. from Lt. Fund Balance		69,665
Capital Expenditures From 44th St Fund Balance		63,700
Capital Expenditures From General Fund		114,000
Desg. Ending Fund Balance-Light		505,393
Desg. Ending Fund Balance-44th Alameda		601,875
Undesignated Ending Fund Balance-Reserved for Cash Flow		1,450,000
Undesignated Ending Fund Balance		380,772
Total Expenditures with Ending Fund Balance		8,998,366

GENERAL FUND REVENUE

BARS	Description	2017 Actual	2018 Actual	2019 Budget	2020 Budget
308-10-00-01	Des. Fund Bal/Light	833,178	773,178	675,813	575,058
308-10-00-02	Des. Fund Bal/44th Alameda Fund Bal Donations Pool	576,800	575,575	265,366	665,575
308-80-00-03	Rec/Center	0	0	250,000	0
308-80-00-00	Reserved for Cash Flow	1,224,001	1,318,346	1,300,000	1,450,000
308-80-00-01	Undes. Unres. Fund Balance	429,937	641,656	1,053,822	478,644
	Total Fund Balance	3,063,916	3,308,755	3,545,001	3,169,277
311-10-00-00	General Property Taxes	1,550,833	1,570,353	1,590,617	1,612,111
311-10-01-00	EMS Tax	321,760	325,827	330,223	334,686
313-11-00-00	Retail Sales & Use Tax	429,249	442,769	440,000	525,000
313-17-00-00	Zoo Tax	64,923	70,051	70,000	75,000
313-71-00-00	Local Criminal Justice Tax	116,742	125,882	122,000	135,000
316-40-00-00	Water Utility Tax	75,639	78,506	79,200	88,000
316-41-00-00	Sewage Utility Tax	145,853	155,867	160,800	162,000
316-42-00-01	Storm Drain Utility Tax	14,793	28,816	27,810	29,700
316-43-00-00	Gas Utility Tax	110,337	102,591	110,000	110,000
316-45-00-00	Garbage/Solid Waste Tax	92,028	100,535	100,000	102,000
316-46-00-00	Television Cable Tax	162,402	151,787	160,000	150,000
316-47-00-00	Telephone/Telegraph Tax	130,308	116,348	100,000	95,000
316-81-00-00	Gambling Excise Tax	0	0	0	0
	Total Taxes	3,214,867	3,269,332	3,290,650	3,418,497
321-91-00-01	Non Comp Charge/Electric	250,361	269,940	275,000	290,000
321-91-00-02	Franchise Fee Water	6,585	7,016	6,500	7,000
321-91-00-03	Franchise Fee Cable TV	134,111	124,988	130,000	125,000
321-99-00-00	Business Licenses & Permits	59,549	64,370	60,000	60,000
321-99-00-01	Home Occupation	3,240	4,230	2,000	0
322-10-00-00	Building Permit	19,651	30,908	71,000	36,000
322-10-00-01	Mechanical Permit	6,901	11,455	11,000	11,000
322-10-00-02	Plumbing Permit	3,506	7,248	9,000	9,000
322-10-00-03	Excavate/Clear/Grading Permit	15	0	0	0
322-10-00-05	Sign Permit	450	90	225	500
322-10-00-06	Investigation Fee	0	739	200	500
322-10-00-07	Fire Protection Permit	240	340	200	300
322-90-00-00	Other Licenses & Permits	600	630	500	600
	Total Licenses & Permits	485,209	521,955	565,625	539,900

333-20-60-00	OT Reimbur-Fed Passthru	9,791	12,871	8,000	8,000
334-01.20.00	AOC-St of WA	0	3,739	0	0
334-04-20-00	Planning Grant-Dept of Comm	0	0	0	0
336-00-98-00	City-County Assistance	116,997	121,219	115,000	120,000
336-06-21-00	CJ-Population Based	1,873	1,932	2,220	2,000
336-06-26-00	CJ-Special Programs	6,798	6,982	7,315	7,500
336-06-42-00	Marijuana Excise Tax	1,593	10,259	7,850	7,600
336-06-51-00	DUI-Cities	1,004	985	1,000	1,000
336-06-94-00	Liquor Excise Tax	31,933	33,673	34,500	36,800
336-06-95-00	Liquor Board Profits	44,747	43,466	43,805	42,900
336-06-95-01	Liquor Board Profits-Public Sfty	11,187	11,726	10,950	10,900
	Total Intergovernmental Revenues	225,924	246,853	230,640	236,700
341-43-00-00	Interdepartmental Service Chgs	509,261	557,382	614,121	669,237
341-49-00-00	Ruston Court Contract	0	0	232,000	236,000
341-99-00-00	Passport Fees	17,625	23,755	17,000	23,000
342-10-00-00	Police OT Reimbure-Non State	2,471	0	0	0
342-10-00-01	RCO Grant	8,117	0	0	0
342-40-00-00	Special Inspection Fees	0	0	0	0
345-81-00-01	Planning Permit	13,947	13,320	3,500	7,000
345-81-00-02	Site Development Permit	2,225	1,525	2,000	2,000
345-83-00-00	Plan Checking	13,795	18,224	13,500	19,000
347-30-00-00	Swimming Pool Fees	47,283	46,257	40,000	45,000
347-30-00-02	Swim Team Fees	4,260	5,340	4,000	5,000
347-30-00-04	Recreation Fees	8,601	5,595	7,500	6,000
347-30-00-05	5K Registration Fees	0	0	2,000	0
347-30-00-06	Adult Basketball Registration	700	1,585	1,000	1,000
347-30-00-07	Adult Baseball Registration	3,076	2,490	2,500	2,000
347-60-00-01	Youth Basketball Registration	13,000	11,790	12,500	12,000
347-60-00-02	Youth Baseball Registration	24,130	21,925	20,000	22,000
347-60-00-04	Indoor Soccer	1,500	2,048	1,500	1,800
347-60-00-05	Flag Football Registration	1,600	1,440	1,000	1,000
347-60-00-09	Instructor Based Revenue	12,793	20,382	13,000	18,000
347-60-00-10	Swimming Instructions	33,535	34,920	34,000	34,500
	Total Charges for Goods & Services	717,919	767,978	1,021,121	1,104,537
353-10-00-01	Municipal Court	206,496	246,658	220,000	265,000
356-50-00-00	Investigative Fund Assessments	2,531	2,739	3,500	2,800
356-50-04-00	DUI Invest Fund Assessments	3,435	1,721	3,000	1,800
	Total Fines & Forfeits	212,463	251,118	226,500	269,600

361-11-00-01	Investment Interest	86,985	123,806	110,000	120,000
361-40-00-01	Sales Interest	431	717	600	700
361-40-00-03	Int On Gen Property Taxes	981	2,043	1,000	2,000
361-40-00-04	Int On EMS Property Taxes	187	389	200	500
362-40-00-00	Space & Facility Rental	17,969	24,659	21,000	23,000
362-40-00-01	Soccer Field Rental	4,611	4,383	5,000	6,000
362-50-00-01	Land Rental-Interfund	70,610	73,125	75,760	77,055
362-50-00-02	Land Rental-ERR Garage	3,920	4,038	4,185	4,260
362-50-00-03	Time/Temp Sign Rental	2,640	2,640	2,640	2,640
362-50-00-04	Pool Rental Revenue	2,875	3,575	3,000	3,200
367-00-00-01	Donations for Pool/Rec Center	0	250,000	250,000	0
367-00-00-02	Parks Donations	4,631	13,835	6,000	10,000
367-00-00-03	Police Donations	10,450	12,600	9,000	9,000
367-00-00-10	Firework Donations	1,135	745	1,000	1,000
369-10-00-00	Sale of Scrap	285	0	0	
369-40-00-00	Judgements and Settlements	2,400	826	0	
369-81-00-00	Cash Overage/Shortage	26	29	0	
369-81-00-01	Cash Over/Short-Pool	(63)	27	0	
369-90-00-01	Other Misc Revenue	685	723	1,000	500
Total Misc Revenue		210,757	518,161	490,385	259,855
Total Operating Revenue		5,067,139	5,575,398	5,824,921	5,829,089
386-00.00.00	Refundable Deposits	11,925	10,295	0	0
398.10.00.01	Insurance Recovery	17,678	2,843		
TOTAL RESOURCES		8,160,658	8,897,290	9,369,922	8,998,366

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 850 Business Licenses. Home Occupation Permits are estimated at fifteen new home occupation permits. Starting in 2020 the revenue for home occupation permits is included in the Business License revenue line. 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. These estimate has been decreased from 2019 assuming new construction for Chick-Fil-A and the condominiums on Regents were completed in 2019.

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.

Parks Donations Pool/Community Center are to be used for the Pool/Community Center project.

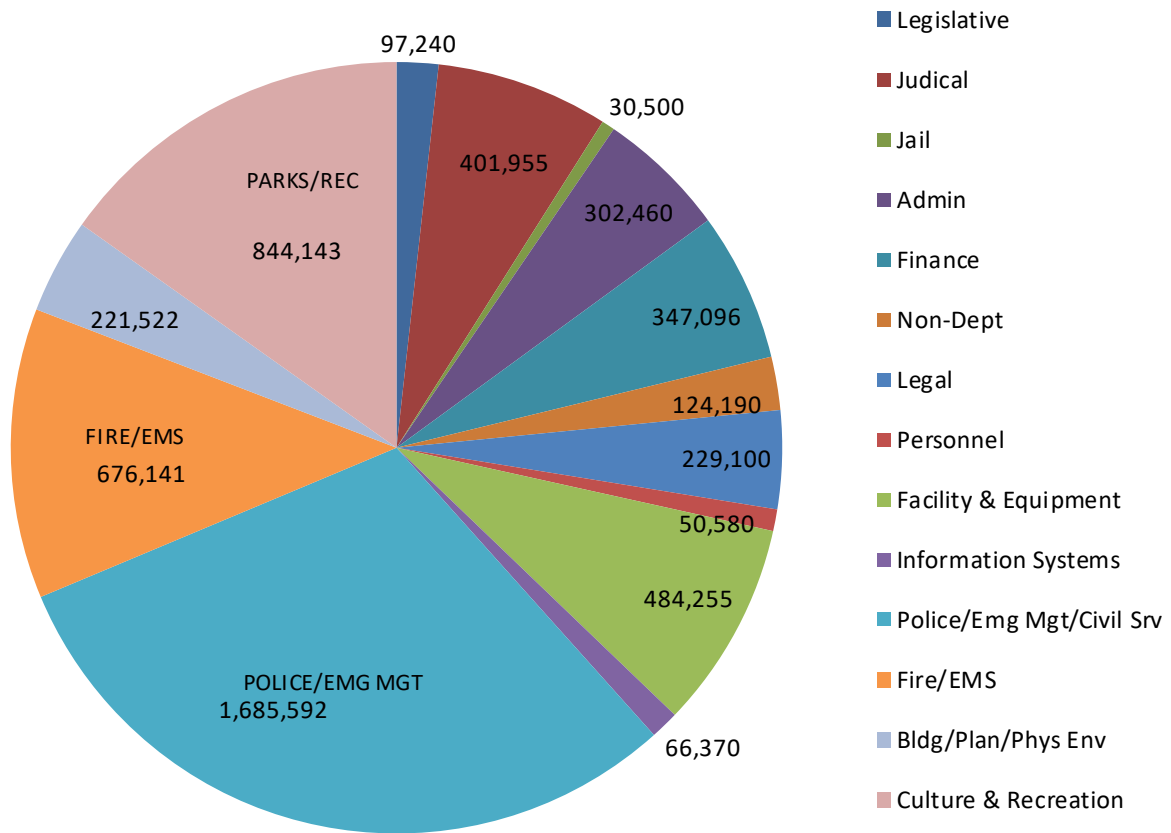
Police Donations Police donations are offsetting revenues related to expenditures that will be incurred only if donations are received.

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	2019 BUDGET	IN(DE)CREASE	2020 BUDGET
Legislative	83,945	13,295	97,240
Judicial	415,420	(13,465)	401,955
Admin	284,390	18,070	302,460
Finance	337,711	9,385	347,096
Legal	205,355	23,745	229,100
Other Employee Benefits	1,550	(50)	1,500
Non-Dept	108,159	16,031	124,190
Personnel	48,535	545	49,080
Facilities & Equipment	501,327	(17,072)	484,255
Information Systems	75,699	(9,329)	66,370
Civil Service	5,635	90	5,725
Police	1,582,254	83,128	1,665,382
Fire/EMS	664,839	11,302	676,141
Jail	30,500	0	30,500
Building	120,905	(16,705)	104,200
Emergency Mgmt	14,190	295	14,485
Physical Environment	19,500	30	19,530
Planning	83,546	12,094	95,640
Mental Health	2,190	(38)	2,152
Recreation	305,040	18,300	323,340
Participant Recreation	36,500	1,000	37,500
Library	14,000	0	14,000
Community Events	23,000	3,400	26,400
Swimming Pool	152,725	18,555	171,280
Parks	237,752	33,871	271,623
Total Departmental Operating Costs	5,354,667	206,478	5,561,145
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	198,827	42,990	241,817
Total Operating Transfers	208,827	42,990	251,817
Total Operating Budget	5,563,493	249,467	5,812,961
Capital Budget			
Judicial	35,000	0	35,000
Facilities	90,500	(59,500)	31,000
Police	100,000	(52,000)	48,000
Parks	435,000	(371,300)	63,700
Total Capital Budget	660,500	(482,800)	177,700
Transfer for Street Light Maintenance	100,755	(31,090)	69,665
Non Operating Expense	0	0	0
Total Equity Transfers	100,755	(31,090)	69,665
Undesignated Ending Fund Balance	675,288	(294,516)	380,772
Reserved for Cash Flow	1,272,000	178,000	1,450,000
Designated/Light	655,438	(150,045)	505,393
Designated/44th Alameda	171,112	430,763	601,875
Total Ending Fund Balance	2,773,838	164,202	2,938,040
Total General Fund Budget	9,098,586	(100,221)	8,998,366

GENERAL FUND 2020 OPERATING BUDGET



OPERATING BUDGET	2020 BUDGET	
Legislative	97,240	1.7%
Judicial	401,955	7.2%
Jail	30,500	0.5%
Admin	302,460	5.4%
Finance	347,096	6.2%
Non-Dept	124,190	2.2%
Legal	229,100	4.1%
Personnel	50,580	0.9%
Facility & Equipment	484,255	8.7%
Information Systems	66,370	1.2%
Police/Emg Mgt/Civil Srv	1,685,592	30.3%
Fire/EMS	676,141	12.2%
Bldg/Plan/Phys Env	221,522	4.0%
Culture & Recreation	844,143	15.2%
Total Operating Costs without transfers	5,561,145	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

2019 Completed:

- Increased electronic medium for correspondence between council, citizens and staff.
- Participated in emergency management training for the City Council.
- Participated on regional boards and commissions.
- Completed update to Personnel Policies and Procedures Manual.

New for 2020:

- 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	32,891	34,070	36,015	36,015
20	Personnel Benefits	2,649	2,716	2,865	2,865
30	Supplies	0	1,617	750	750
40	Services & Charges	14,806	16,295	19,315	22,610
50	Intergovt Charges	18,172	20,049	25,000	35,000
	Total	68,518	74,747	83,945	97,240

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	36,015	0	36,015
	Personnel Benefits			
	Personnel Benefits	2,865	0	2,865
	Supplies			
	Office & Operating Supplies	250	0	250
	Small Tools & Minor Equipment	500	0	500
	Services & Charges			
	Professional Services	0	4,000	4,000
	Recording Software Services	150	0	150
	Advertising	3,000	(500)	2,500
	Travel	1,500	0	1,500
	Interfd ERR Replacement	300	(300)	0
	Interfd ERR Repairs & Maint	100	0	100
	Miscellaneous	100	0	100
	A.W.C. Dues	4,315	95	4,410
	Dues, Memberships, Subscription	2,650	0	2,650
	Codification Costs	5,500	0	5,500
	Meals	500	0	500
	Registrations	1,200	0	1,200
	Intergovt & Other Interfund Pmt.			
	Special Elections & Voter Reg	25,000	10,000	35,000
	Total	83,945	13,295	97,240

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.

Professional Services is for cost related for a Council workshop.

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 2019 general election and EMS ballot costs.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 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 performs 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.
- 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	181,193	186,348	271,115	285,740
20	Personnel Benefits	64,506	67,872	111,970	88,740
30	Supplies	5,485	8,591	8,450	9,500
40	Services & Charges	7,323	8,841	23,885	17,975
60	Capital Outlay	0	0	35,000	35,000
	Total	258,507	271,652	450,420	436,955

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	270,615	14,625	285,240
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	111,970	(23,230)	88,740
Supplies			
Office & Operating Supplies	7,000	1,000	8,000
Publications-Court Rules	450	50	500
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Srvs - Pro Temp Judges	2,800	0	2,800
Prof Srvs - Interpreter	6,000	1,000	7,000
Prof Srvs - O Court	7,000	(7,000)	0
Communication	160	(160)	0
Travel	2,700	0	2,700
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	50	(50)	0
Interfd ERR Repairs & Maint	100		100
Miscellaneous	450	50	500
Registration & Tuition	750	0	750
Dues,Memberships,Subscriptions	600	0	600
Juror Costs	950	250	1,200
Witness Costs	225	0	225
Total	415,420	(13,465)	401,955

BUDGET NARRATIVE

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

		2019 Budget	In(de)crease	2020 Budget
	Machinery & Equipment	35,000	0	35,000
	Total	35,000	0	35,000

CAPITAL NARRATIVE

Capital includes:

- \$35,000 for rollover of court software.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Judge	0.13	0.13	0.25	0.25
Court Clerk I	1.70	1.70	2.00	2.00
Court Clerk I (1 Part Time @ 70%)	0.00	0.00	0.70	0.70
Court Administrator	1.00	1.00	1.00	1.00
Total	2.83	2.83	3.95	3.95

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

2019 Completed:

- Worked with Finance Department to coordinate and develop the 2020 Budget.
- Assisted Public Works with capital improvement projects.
- Coordinated with insurance company to perform a risk/safety audit of all city owned assets.
- Began to digitize archived ordinances, resolutions, minutes and agendas on city server.
- Continued to make website adjustments in order to increase transparency.
- Continued the records management program and records retention schedule compliance.
- Coordinated with Attorney on lawsuits.
- Increased partnership efforts with businesses, neighboring cities and regional agencies.
- Updated Fircrest Municipal Code.
- Updated Personnel Policies and Procedures Manual.

New for 2020:

- Establish Continuity of Operations Plan.
- Assist Public Works with capital improvement projects.
- Continue to digitize archived ordinances, resolutions, minutes and agendas on City server.
- Update risk management guidelines for use of city property including insurance bonds.
- 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.
- Continue to update public records process.
- Develop partnerships with businesses, neighboring cities and other regional agencies.
- Expand technical and management training for City staff.
- Update the Fee Schedule for Public Records.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	175,003	170,638	198,350	212,620
20	Personnel Benefits	50,220	73,740	80,510	84,060
30	Supplies	1,424	1,264	500	500
40	Services & Charges	70,109	3,512	5,030	5,280
	Total	296,757	249,154	284,390	302,460

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	198,350	14,270	212,620
	Overtime	0	0	0
	Personnel Benefits			
	Personnel Benefits	80,510	3,550	84,060
	Supplies			
	Office & Operating Supplies	300	(50)	250
	Small Tools & Minor Equipment	200	50	250
	Services & Charges			
	Professional Services	300	0	300
	Communication	930	0	930
	Travel	400	0	400
	Repairs & Maintenance	100	0	100
	Interfd ERR Repairs & Maint	100	0	100
	Miscellaneous	500	0	500
	Registration & Tuition	1,000	250	1,250
	Dues,Memberships,Subscriptions	1,700	0	1,700
	Total	284,390	18,070	302,460

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.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
City Manager	1.00	1.00	1.00	1.00
City Clerk	0.67	0.67	0.67	0.67
Admin. Assistant	0.50	0.50	0.50	0.50
Total	2.17	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

2019 Completed:

- Processed Budget Amendments as needed.
- Prepared 2018 Annual State Reports.
- Worked with Administration Department to develop the 2020 Budget.
- Updated financial policies.
- Worked with the State Auditor's Office on the 2018 financial and accountability audit.
- Evaluated new accounting software programs.
- Assisted with the preparation of documents for bond rating and sale of bonds for the Pool.
- Created a new fund to track bond proceeds and expenditures for the Pool project.
- Worked with the Department of Revenue on excise tax audit for the years 2015-2018.

New for 2020:

- Work with Administration Department to develop the 2021 Budget.
- Prepare 2019 Annual State Reports.
- Assist Recreation and Building Department for online registration and payment services.
- Implement new accounting software program.
- Implement paperless accounts payable process.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	197,283	204,214	218,195	225,235
20	Personnel Benefits	73,953	79,909	94,590	96,465
30	Supplies	1,223	619	1,300	1,300
40	Services & Charges	20,999	19,300	23,626	24,096
	Total	293,459	304,042	337,711	347,096

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	217,695	7,040	224,735
	Overtime	500	0	500
	Personnel Benefits			
	Personnel Benefits	94,590	1,875	96,465
	Supplies			
	Office & Operating Supplies	600	0	600
	Small Tools & Minor Equip	700	0	700
	Services & Charges			
	Travel	1,700	(500)	1,200
	Interfd ERR Replacement	12,521	0	12,521
	Interfd ERR Repairs & Maint	6,000	0	6,000
	Miscellaneous	800	(400)	400
	Registration & Tuition	1,400	1,150	2,550
	Printing And Binding	1,000	0	1,000
	Dues,Memberships,Subscriptions	205	220	425
	Tax Audit Expenses	0	0	0
	Total	337,711	9,385	347,096

BUDGET NARRATIVE

Travel and Registration lines are for three people to attend the WFOA and two people to attend the 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

	2017 Actual	2018 Actual	2019 Budget	2020 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
30	Supplies	0	35	700	500
40	Services & Charges	0	131,218	204,655	228,600
	Total	0	131,253	205,355	229,100

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Supplies			
	Publications	700	(200)	500
	Services & Charges			
	Assigned Counsel	56,875	10,125	67,000
	City Attorney	28,680	(1,180)	27,500
	Special Legal Counsel	5,000	(500)	4,500
	Town Prosecutor	104,500	15,500	120,000
	Conflict Council	6,500	0	6,500
	Travel	2,000	0	2,000
	Registrations	600	0	600
	Memberships, Dues	500	0	500
	Total	205,355	23,745	229,100

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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
0	Total Other Services & Charges	5,599	1,102	1,550	1,500
	Total	5,599	1,102	1,550	1,500

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Unemployment Comp	0	0	0
	Health Program	1,000	0	1,000
	Travel-Health Program	550	(50)	500
	Total	1,550	(50)	1,500

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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	15,081	16,307	18,705	19,965
20	Personnel Benefits	12,496	12,460	13,270	11,595
30	Supplies	8,914	7,483	12,200	10,200
40	Services & Charges	51,417	93,407	63,984	82,430
0	Transfers & Other Cost Allocations	263,760	303,659	559,582	321,482
	Total	351,668	433,316	667,741	445,672

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	18,505	1,260	19,765
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	13,270	(1,675)	11,595
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	7,000	(1,000)	6,000
Central Office Printing	2,000	0	2,000
Small Tools & Minor Equipment	3,000	(1,000)	2,000
Services & Charges			
Professional Services	0	15,000	15,000
Communication	10,000	0	10,000
Postage	13,000	0	13,000
Travel	100	0	100
Operating Rentals	6,000	(1,500)	4,500
Interfd ERR Replacement	3,919	0	3,919
Interfd ERR Repairs & Maint	2,040	96	2,136
Miscellaneous	16,000	4,000	20,000
Town Topics/Citizen Communication	12,000	1,000	13,000
Notary	400	(150)	250
Dues, Membership,Subscriptions	375	0	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	198,827	42,990	241,817
Transfer Out-Light Maint	100,755	(31,090)	69,665
Transfer Out to Cumulative Reserve	250,000	(250,000)	0
Total	667,741	(222,069)	445,672

BUDGET NARRATIVE

The Professional Services line is for annual 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; \$69,665 to the Street Fund from Designated Light Fund Balance to fund Street Light Maintenance; and 15% of the property taxes collected to the Street Fund for operations (2017-2019 transfer was 12.5%).

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Office Assistant	0.40	0.40	0.00	0.00
Senior Office Assistant	0.00	0.00	0.40	0.40
Total	0.40	0.40	0.40	0.40

DEPARTMENT: Administration
DIVISION: Personnel
PROGRAM: Human Resources

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2019 Completed:

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

New for 2020:

- 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	26,119	21,677	24,530	26,155
20	Personnel Benefits	10,953	10,434	11,255	11,675
30	Supplies	132	155	250	250
40	Services & Charges	8,819	3,514	12,500	11,000
	Total	46,022	35,780	48,535	49,080

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	24,530	1,625	26,155
Personnel Benefits			
Personnel Benefits	11,255	420	11,675
Supplies			
Office & Operating Supplies	100	0	100
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	4,500	(1,000)	3,500
Advertising	4,000	(500)	3,500
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	48,535	545	49,080

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

	2017 Actual	2018 Actual	2019 Budget	2020 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

2019 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.
- Installed bullet resistant glass at the Public Safety Building and Court.
- Rebuilt fence at City Hall.
- Painted interior of City Hall.
- Replaced carpet at City Hall.
- Replaced electrical panel at Whitter and Fircrest parks.
- Replaced electrical transfer switch on Public Works generator.
- Painted Tot Lot restrooms.

New for 2020:

- Provide timely and efficient maintenance and repair of all city buildings, grounds and equipment.
- Replace gutters at Public Safety Building and City Hall.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	95,142	104,453	80,845	85,725
20	Personnel Benefits	37,018	46,117	38,835	39,710
30	Supplies	9,211	14,783	23,000	18,500
40	Services & Charges	255,938	278,349	358,647	340,320
60	Capital Outlays	67,500	6,222	90,500	31,000
	Total	464,809	449,924	591,827	515,255

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	80,345	4,880	85,225
Overtime	500	0	500
Personnel Benefits		0	
Personnel Benefits	38,835	875	39,710
Supplies			
Operating Supplies/Facilities	500	0	500
Operating Supplies/Rec Bldg	3,500	0	3,500
Operating Supplies/P.S.B.	3,500	0	3,500
Operating Supplies/P.W.F.	3,000	0	3,000
Operating Supplies/C.H.	10,000	(4,500)	5,500
Operating Supplies/Park Struct	1,000	0	1,000
Operating Supplies/Landscaping	500	0	500
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Advertising	0	0	0
Contract Maintenance	70,800	9,200	80,000
General Fund Prop Maintenance	1,500	0	1,500
Communications	1,460	0	1,460
Operating Rentals-Facil/Equip	2,000	0	2,000
Rental Space In Err Garage	3,920	67	3,987
Insurance	194,350	(4,350)	190,000
Insurance Deductible	1,000	0	1,000
Public Utility Services	14,000	0	14,000
Repairs & Maintenance	100	0	100
Repairs & Maint/Rec Bldg	21,900	(12,300)	9,600
Repairs & Maint/City Hall	15,500	0	15,500
Repairs & Maint/Public Works	5,200	0	5,200
Repairs & Maint/Public Safety	15,000	(9,900)	5,100
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	500	0	500
Interfd ERR Replacement	6,597	(1,227)	5,370
Interfd ERR Repairs & Maint	3,220	183	3,403
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Total	501,327	(17,072)	484,255

BUDGET NARRATIVE

Contract Maintenance includes \$41,000 for landscape contract and \$39,000 for custodial contract.

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

	2019 Budget	In(de)crease	2020 Budget
Building & Structures	90,500	(59,500)	31,000
Improvements	0	0	0
Machinery & Equipment	0	0	0
Total	90,500	(59,500)	31,000

CAPITAL NARRATIVE

Facilities capital includes:

- \$6,000 for gutters at City Hall.
- \$3,000 for gutters at Public Safety Building.
- \$12,500 for new flag pole at Alice Peers park.
- \$9,500 for new flag pole at Public Safety Building.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Senior Maintenance Supervisor	0.55	0.70	0.70	0.70
Finance Director	0.15	0.15	0.15	0.15
Lawn Maintenance Worker (PT)	0.63	0.63	0.00	0.00
Maintenance Worker I (PT)	0.00	0.00	0.50	0.50
Custodian	0.64	0.64	0.00	0.00
Total	1.97	2.12	1.35	1.35

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

2019 Completed:

- Renewed software licenses as needed.
- Upgraded Spam Filtration.
- Upgraded Antivirus detection system.
- Trouble shot email and printing issues.
- Replaced personal computers through ERR.
- Managed Telephone PBX tasks.
- Replace personal computers purchased through ERR.
- Upgrade to Office365 for Windows products.
- Replaced Police Copier.

New for 2020

- Renew Software licenses as needed.
- Trouble shoot email and printing Email Issues.
- Begin to expand Office365 G3 Licenses.
- Install ERR Replacement computers.
- Assist City Staff with information services problem resolution.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	25,252	26,216	31,935	32,475
20	Personnel Benefits	2,043	2,103	2,570	2,595
30	Supplies	2,740	3,709	5,600	5,600
40	Services & Charges	35,444	10,864	35,594	25,700
	Total	65,479	42,893	75,699	66,370

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	31,935	540	32,475
	Personnel Benefits			
	Personnel Benefits	2,570	25	2,595
	Supplies			
	Office & Operating Supplies	100	0	100
	Small Tools And Minor Equip	5,500	0	5,500
	Services & Charges			
	Professional Services	1,500	8,500	10,000
	Web Design/Maintenance	5,000	0	5,000
	Communication	1,200	0	1,200
	Repairs & Maintenance	100	0	100
	Interfd ERR Replacement	1,494	(1,194)	300
	Interfd ERR Repairs & Maint	300	(200)	100
	Software Licenses	26,000	(17,000)	9,000
	Total	75,699	(9,329)	66,370

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. Decrease is due to the conversion to Office 365 that was completed in 2019.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 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

2019 Completed:

- Held monthly meetings to approve payroll certifications and conduct Commission business.
- Conducted Sergeant exam and promoted officer to position.
- Replaced Civil Service Commissioner.

New for 2020:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	2,376	2,448	2,540	2,590
20	Personnel Benefits	466	499	520	535
30	Supplies	50	0	50	50
40	Services & Charges	2,210	448	2,525	2,550
	Total	5,102	3,396	5,635	5,725

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	2,540	50	2,590
Personnel Benefits			
Personnel Benefits	520	15	535
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	25	650
Miscellaneous	50	0	50
Meals-Other Than Travel/Train	100	0	100
Registration And Tuition	250	0	250
Total	5,635	90	5,725

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

	2017 Actual	2018 Actual	2019 Budget	2020 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

2019 Completed:

- Maintained high visibility enforcing traffic laws.
- Promoted and trained new Sergeant.
- Selected and trained new detective/evidence custodian.
- Hired and trained new police officer.
- Selected and trained new department Chaplin.
- Trained officer to be Taser instructor.
- Implemented new warrant confirmation process.
- Implemented citizen reassurance program.
- Implemented real time crime mapping
- Implemented new vest carrier program.
- Developed and maintained strong ties with local schools/Lunch Buddies, Safety Programs
- Maintained strong ties with the community.
- Conducted lock down and Active Shooter Drills at area schools.
- Successfully completed WSCJTC Audit assuring all officers met minimum yearly training standards.
- Assisted City Attorney in getting access to TRACED.
- All officers completed Crises Intervention Training.
- Developed Surrender of Weapons Program with courts.
- Continue to work closely with the WSLCB to ensure area businesses comply with requirements.
- Updated computer system allowing for more effective and efficient communications.
- Maintained a strong liaison with our community area schools, and surrounding jurisdictions.
- 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.

2020 Work Plan and Goals:

- Work with the Tacoma School District and participate in lock down drills.
- Maintain high visibility in the community by doing foot patrols, business checks, and enforcing traffic laws.
- Recruit hire and train new police officer - retirement
- Select and train new Crime Prevention Officer
- Select and train a backup Firearms Instructor.
- Implement new procedures for electronic records destruction.
- 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.
- 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.
- Proactively seek out grants to assist with departmental programs.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	808,203	853,913	925,000	985,305
20	Personnel Benefits	312,518	312,382	366,970	334,725
30	Supplies	5,864	7,253	8,150	8,400
40	Services & Charges	155,456	179,709	166,019	201,782
50	Intergov't'l Services	117,290	109,110	116,115	135,170
60	Capital	24,560	6,627	100,000	48,000
	Total	1,423,891	1,468,995	1,682,254	1,713,382

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	882,120	25,305	907,425
Overtime	28,180	0	28,180
Major Holiday Compensation	6,700	0	6,700
Emphasis Patrol Overtime	0	35,000	35,000
Reimbursable Overtime	8,000	0	8,000
Personnel Benefits			
Personnel Benefits	354,170	(32,410)	321,760
LEOFF I Medical Premiums	8,330	165	8,495
LEOFF I Long Term Care Prem	470	0	470
LEOFF I Other Medical Costs	4,000	0	4,000
Supplies			
Office & Operating Supplies	5,150	150	5,300
Small Tools & Minor Equipment	3,000	100	3,100
Services & Charges			
Professional Services	20,000	600	20,600
Communication	15,440	0	15,440
Travel	2,500	500	3,000
Operating Rental/Copier	5,385	0	5,385
Repairs & Maintenance	3,000	0	3,000
Interfd ERR Replacement	40,804	15,364	56,168
Interfd ERR Repairs & Maint	45,705	11,159	56,864
Miscellaneous	500	0	500
Uniforms/Clothing/Laundry	5,150	3,350	8,500
Registration & Tuition	12,500	1,500	14,000
Dues,Memberships,Subscriptions	500	75	575
CJF Program	4,315	3,185	7,500
Reimbursable Program	9,000	0	9,000
Chaplaincy Program	220	30	250
Community Outreach	1,000	0	1,000
Intergovernmental Services			
PC Radio Infrastructure	7,560	0	7,560
Dispatching	79,655	5,515	85,170
WACIC/NCIC	2,400	0	2,400
Records	0	7,040	7,040
IT Charges	26,500	6,500	33,000
Total	1,582,254	83,128	1,665,382

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 \$11,373 for an inter-local cooperative agreement with the Pierce County Sheriff's Department made up of \$6,905 for major crime investigation, \$1,557 for Forensic Officers and \$2,911 for the Pierce County Swat Team. The other amount included in this line item is \$9,227 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 2020.

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

		2019 Budget	In(de)crease	2020 Budget
	Machinery & Equipment	100,000	(52,000)	48,000
	Total	100,000	(52,000)	48,000

CAPITAL BUDGET NARRATIVE

Machinery & Equipment is for:

- The balance needed for the purchase of 9 new lap tops (\$10,200 from ERR and \$24,100 from Police Capital Budget)
- The balance needed to purchase an unmarked Ford Interceptor for the Police Chief (\$36,109 from ERR and \$13,900 from Police Capital).
- Speed Signs \$10,000.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Police Chief	0.95	0.95	0.95	0.95
Police Sergeant	1.00	1.00	2.00	2.00
Police Officer	7.00	7.00	6.00	6.00
CSO II	0.63	0.85	0.85	0.85
CSO I	1.15	0.93	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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
50	Intergovt & Other Interfund Pmt.	623,045	641,736	664,839	676,141
	Total	623,045	641,736	664,839	676,141

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Services & Charges			
	Tacoma Contract Fire	334,616	6,839	341,455
	Tacoma Contract EMS	330,223	4,463	334,686
	Total	664,839	11,302	676,141

BUDGET NARRATIVE

This year's total Interlocal agreement with the City of Tacoma increased 1.7% for a total contract amount for both Fire and EMS of \$676,141.

This is the sixth 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 misdemeanor defendants for crimes committed within the City of Fircrest.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
50	Intergovt Services	13,971	13,891	30,500	30,500
	Total	13,971	13,891	30,500	30,500

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 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

2019 Completed:

- Reviewed and issued over 300 building permits.
- Resolved over 50 compliance issues.
- Attended ICC training classes.
- Revised Fee Schedule.
- Administered over 850 business licenses.
- Hosted a Fircrest Fun Days information booth.

New for 2020:

- Continue compliance procedure review and update.
- Continue retention schedule view of address files.
- Adopt 2018 I-Codes as required by the State of Washington.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	41,585	46,896	54,815	58,575
20	Personnel Benefits	10,945	11,839	13,340	13,575
30	Supplies	938	1,745	2,100	1,350
40	Services & Charges	22,781	25,660	50,650	30,700
	Total	76,250	86,139	120,905	104,200

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	54,815	3,760	58,575
Personnel Benefits			
Personnel Benefits	13,340	235	13,575
Supplies			
Office & Operating Supplies	1,500	(750)	750
Small Tools & Minor Equipment	600	0	600
Services & Charges			
Bldg Inspec/Plan Review	45,000	(20,000)	25,000
Eng Inspec/Plan Review	2,000	0	2,000
Communication	450	0	450
Travel	700	0	700
Interfd ERR Repairs & Maint	1,600		1,600
Dues,Memberships,Subscriptions	300	50	350
Registration & Tuition	600	0	600
Total	120,905	(16,705)	104,200

BUDGET NARRATIVE

Office & Operating Supplies has been decreased. The purchase of the 2018 I-Codes (building codes that updated and adopted by the state every three years was purchased in 2019.

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

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Planning/Building Administrator	0.50	0.50	0.50	0.50
Planning/Building Admin Asst.	0.25	0.25	0.35	0.35
Total	0.75	0.75	0.85	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.

2020 Work Plan and Goals:

- Complete City Comprehensive Emergency Management Plan.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	5,439	5,600	6,310	6,415
20	Personnel Benefits	1,903	1,705	1,980	1,875
50	Intergovt & Other Interfund Pmt.	5,631	5,644	5,900	6,195
	Total	12,974	12,949	14,190	14,485

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	6,310	105	6,415
Personnel Benefits			
Personnel Benefits	1,980	(105)	1,875
Intergovt & Other Interfund Pmt.			
Emergency Management Dues	5,900	295	6,195
Total	14,190	295	14,485

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
40	Services & Charges	12,738	9,917	19,500	19,530
	Total	12,738	9,917	19,500	19,530

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Intergovt & Other Interfund Pmt.			
	Pollution Control	4,500	30	4,530
	Animal Control	15,000	0	15,000
	Total	19,500	30	19,530

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

2019 Completed:

- Adopted a hearing examiner system for review of quasi-judicial land use decisions.
- Updated the Comprehensive Plan to reflect the new joint countywide center.
- Transitioned passport processing from the municipal court.
- Attended PAW training conferences.
- Updated nuisance and land use compliance procedures.
- Updated GIS mapping.

New for 2020

- Continue Commercial zones outreach and code review and update.
- Work with University Place, City of Tacoma and other agencies on 19th and Mildred Commercial area.
- Apply for TPCHD Healthy Community Award, if a project is eligible.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	41,585.17	45,120.89	54,815.00	56,575
20	Personnel Benefits	10,945.18	11,390.02	13,340.00	13,575
30	Supplies	882.36	1,118.60	1,700.00	1,350
40	Services & Charges	20,270.01	12,782.99	13,691.00	24,140
	Total	73,682.72	70,412.50	83,546.00	95,640

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	54,815	1,760	56,575
	Personnel Benefits			
	Personnel Benefits	13,340	235	13,575
	Supplies			
	Office & Operating Supplies	1,100	(350)	750
	Small Tools & Minor Equipment	600	0	600
	Services & Charges			
	Prof Services/Reimbursable	10,000	10,000	20,000
	Advertising	800	0	800
	Recording Software Service	0	0	0
	Communication	450	0	450
	Travel	700	0	700
	Interfd Replacement	391	149	540
	Interfd ERR Repairs & Maint	100	0	100
	Miscellaneous	50	0	50
	Registration & Tuition	900	0	900
	Dues,Memberships,Subscriptions	300	300	600
	Printing And Binding	0	0	0
	Total	83,546	12,094	95,640

BUDGET NARRATIVE

The Professional Services line consists of \$8,000 for planning consultant services, \$2,000 for GIS consulting services and \$10,000 consulting service to update plan. 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.

Dues, Membership and Subscriptions increased for 1/5th the cost for the State Imagery Consortium.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Planning/Building Administrator	0.50	0.50	0.50	0.50
Planning/Building Admin Asst.	0.25	0.25	0.35	0.35
Total	0.75	0.75	0.85	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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
0	Transfers & Other Cost Allocations	1,761	1,699	2,190	2,152
	Total	1,761	1,699	2,190	2,152

DETAIL BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
0	Transfers & Other Cost Allocations	1,761	1,699	2,190	2,152
	Total	1,761	1,699	2,190	2,152

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.

2019 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	171,307	191,896	210,490	227,380
20	Personnel Benefits	65,999	69,511	75,950	77,210
30	Supplies	2,519	3,403	4,050	4,200
40	Services & Charges	11,597	9,243	14,550	14,550
60	Capital	0	0	0	25,000
	Total	251,422.79	274,053.02	305,040.00	348,340

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	175,870	15,450	191,320
	Overtime	500	100	600
	Casual & Seasonal Labor	34,120	1,340	35,460
	Personnel Benefits			
	Personnel Benefits	75,950	1,260	77,210
	Supplies			
	Office Supplies	500	100	600
	Operating Supplies	1,000	0	1,000
	Senior Supplies	400	0	400
	Youth Supplies	1,000	200	1,200
	Small Tools & Minor Equipment	1,150	(150)	1,000
	Services & Charges			
	Trips & Tours	250	0	250
	Postage	4,500	0	4,500
	Travel	600	0	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	305,040	18,300	323,340

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.

CAPITAL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Machinery & Equip	0	25,000	25,000
Total	0	25,000	25,000

CAPITAL BUDGET NARRATIVE

Machinery and Equipment is for the purchase of a recreation software system.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Recreation Supervisor	0.00	0.00	0.00	0.90
Recreation Coordinator	1.00	1.00	1.00	0.00
Office Assistant	0.50	0.50	0.50	0.50
Community Events Coordinator	0.00	0.50	0.50	0.60
Maintenance Supervisor	0.10	0.10	0.10	0.10
Custodian	0.05	0.05	0.00	0.00
Park/Recreation Director	0.84	0.84	0.84	0.84
Total	2.49	2.99	2.94	2.94

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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
40	Services & Charges	28,052	31,122	35,000	36,000
50	Intergovt Pmt.	1,463	423	1,500	1,500
	Total	29,515	31,544	36,500	37,500

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Services & Charges			
	Referees/Basketball	1,500	0	1,500
	Umpires/Baseball	2,500	0	2,500
	Indoor Soccer	900	0	900
	Flag Football	700	0	700
	5K Race	0	1,000	1,000
	Instructor Fees	10,000	3,000	13,000
	Youth Basketball	5,000	(2,000)	3,000
	Adult Basketball	400	0	400
	Youth Baseball	11,000	1,000	12,000
	Adult Baseball	1,000	0	1,000
	Intergovt Payments			
	Excise Taxes	1,500	0	1,500
	Total	34,500	3,000	37,500

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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
40	Services & Charges	10,987	10,119	14,000	14,000
	Total	10,987	10,119	14,000	14,000

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 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 209 library cards at the full rate charged by the City of Tacoma which currently is \$67 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
40	Services & Charges	20,113	20,521	23,000	26,400
	Total	20,113	20,521	23,000	26,400

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Other Services & Charges			
	Community Events	23,000	3,400	26,400
	Total	23,000	3,400	26,400

BUDGET NARRATIVE

2020 Community Events include \$550 for holiday tree lighting; \$1,020 for the Strawberry Feed; \$500 for the Easter Egg Hunt; \$12,000 for Fun Days; \$6,000 for fireworks for Fun Days; \$750 for advertising events; \$900 for Daddy Daughter Dance; \$750 for Mother Son Fun Dance; \$200 for Halloween events; \$2,000 for Car Show; \$500 for 5K Run 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	83,135	85,463	87,325	98,460
20	Personnel Benefits	19,345	17,349	18,150	19,870
30	Supplies	25,400	22,496	22,900	26,600
40	Services & Charges	21,902	47,831	21,350	21,350
50	Intergovt & Other Interfund Pmt.	3,895	4,805	3,000	5,000
60	Capital Outlays	0	0	0	0
	Total	153,677	177,944	152,725	171,280

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	15,890	6,950	22,840
	Overtime	1,300	200	1,500
	Casual & Seasonal Labor	70,135	3,985	74,120
	Personnel Benefits			
	Personnel Benefits	18,150	1,720	19,870
	Supplies			
	Office Supplies	300	0	300
	Pool Supplies-Chemicals	12,000	6,000	18,000
	Janitorial Supplies	1,100	(500)	600
	Operating Supplies	7,500	0	7,500
	Small Tools & Minor Equipment	2,000	(1,800)	200
	Services & Charges			
	Operating Rentals	300	0	300
	Public Utility Services	17,000	0	17,000
	Repairs & Maintenance-Pool	3,000	0	3,000
	Printing & Binding	200	0	200
	Miscellaneous	850	0	850
	Intergovt & Other Interfund Pmt.			
	Excise Taxes/Pool Revenue	3,000	2,000	5,000
	Total	152,725	18,555	171,280

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

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Parks/Recreation Director	0.06	0.06	0.06	0.06
Parks Maintenance Supervisor	0.12	0.12	0.12	0.12
Recreation Supervisor	0.00	0.00	0.00	0.10
Senior Maintenance Supervisor	0.07	0.04	0.04	0.03
Total	0.25	0.22	0.22	0.31

Casual & Seasonal Labor

- Pool Cashiers 750 hours
- Lifeguards/Instructors/Coaches 3,609 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.

2019 COMPLETED

- New sprinkler system at Whittier Park
- Replace 3 irrigation valves at Fircrest Park
- Installed new bench at Fircrest Park overlooking baseball fields
- 400 volunteer hours of invasive species removal from Whittier and Thelma Gilmur Park

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	84,898	80,048	91,610	111,820
20	Personnel Benefits	37,226	35,101	39,870	47,270
30	Supplies	15,059	12,796	19,200	19,065
40	Services & Charges	81,667	78,489	87,072	93,468
60	Capital Outlays	2,451	316,640	435,000	63,700
	Total	221,301	523,074	672,752	335,323

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	72,530	19,525	92,055
	Overtime	500	0	500
	Casual & Seasonal Labor	18,580	685	19,265
	Personnel Benefits			
	Personnel Benefits	39,870	7,400	47,270
	Supplies			
	Office Supplies	100	0	100
	Janitorial Supplies	6,950	0	6,950
	Operating Supplies	11,000	0	11,000
	Small Tools & Minor Equipment	1,150	(135)	1,015
	Services & Charges			
	Professional Services	1,000	0	1,000
	Communication	2,840	540	3,380
	Operating Rentals - Copier	300	0	300
	Public Utility Services	44,000	6,000	50,000
	Dumping Fees	0	400	400
	Repairs & Maintenance	3,500	0	3,500
	Interfd ERR Replacement	20,467	(101)	20,366
	Interfd ERR Repairs & Maint	11,565	(443)	11,122
	Miscellaneous	3,400	0	3,400
	Total	237,752	33,871	271,623

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

		2019 Budget	In(de)crease	2020 Budget
	Land	0	0	0
	Rec Bldg Improvements	300,000	(300,000)	0
	Improvements	135,000	(96,300)	38,700
	Machinery & Equip	0	25,000	25,000
	Total	435,000	(371,300)	63,700

CAPITAL BUDGET NARRATIVE

Rec Bldg Improvements is included in the new Park Bond Capital Project Fund.

Improvements includes \$38,700 to replace the swing set at the Tot Lot.

Machinery & Equipment includes \$25,000 for a replacement reader board at Alice Peers Park.

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

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 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	0.15	0.15	0.15
Maintenance Worker I	0.00	0.00	0.00	0.33
Total	1.08	1.03	1.03	1.36

<u>STREET FUND CHANGE IN FUND BALANCE REPORT</u>		
Operating Revenues		173,200
Transfer In-Operating		311,482
Operating Expenses		(560,999)
Operating Revenues Over/(Under) Operating Expenditures		(76,317)
Transfers In-Capital		204,300
Grant Revenue for Capital		1,208,490
Capital Expenses		(1,412,770)
Net Change in Fund Balance		(76,297)
<u>STREET FUND SUMMARY REPORT</u>		
RESOURCES		
Undesignated Beginning Fund Balance		213,710
Operating Revenues		173,200
Grant Revenue		1,208,490
Transfers In-Operating		311,482
Transfer In-Capital		204,300
Total Resources with Beginning Fund Balance		2,111,182
EXPENDITURES		
Operating Expenses		560,999
Capital Expenses		1,412,770
Undesignated Ending Fund Balance		137,413
Total Expenditures with Ending Fund Balance		2,111,182

CITY STREET FUND REVENUE

		2,017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-80-01-01	Undes. Fund Balance	308,890	258,184	243,649	213,710
	Total Fund Balance	308,890	258,184	243,649	213,710
322-40-00-00	ROW Road Permits	5,983	6,837	10,000	8,000
	Total Licenses & Permits	5,983	6,837	10,000	8,000
333-20-20-04	Alameda Overlay Grant	0	0	195,000	0
333-20-20-05	Traffic Signal Grant	49,433	260,011		1,500
334-03-81-00	Wa St TIB Grant	506,950	0		1,206,990
336-00-71-00	Multimodal Transportation	6,965	9,373	9,260	9,100
336-00-87-00	Motor Vehicle Fuel Tax	143,478	145,850	147,150	142,600
	Total Intergovernmental Revenues	706,826	415,234	351,410	1,360,190
361-11-00-01	Investment Interest	1,374	3,106	4,000	2,500
367-00-00-08	Beautification Donations	10,160	7,733	11,000	10,000
369-90-01-01	Miscellaneous Revenue	0	685	1,000	1,000
369-94-01-01	Reimbursements	262	0	0	0
	Total Miscellaneous Revenue	11,796	11,524	16,000	13,500
	Total Operating Revenues	724,606	433,594	377,410	1,381,690
395-20-00-00	Insurance Recovery	1,167	10,420	0	0
	Total Non Revenue	1,167	10,420	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	193,760	196,294	198,827	241,817
397-00-00-04	Transfer from Light-St Maint	60,000	97,365	100,755	69,665
397-00-00-06	Transfer from REET 1-Capital	0	75,000	90,440	194,300
397-00-00-09	Transfer from REET 2-Capital	148,842	7,031	0	0
	Total Other Financing Sources	412,602	385,690	400,022	515,782
	TOTAL RESOURCES	1,447,265	1,087,888	1,021,081	2,111,182

REVENUE NARRATIVE

Donations received in 2020 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 15% of General Fund Property Tax received. The 2019 Budget transfer percentage was 12.5%.

Transfer from Light-St Maint is to cover the Street Light Maintenance Budget including capital.

Transfer from REET 1- \$59,100 for City's share of Emerson Sidewalk Grant project, \$75,200 for City's share of Alameda Grind & Overlay 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

2019 Completed:

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

New for 2020:

- 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, Regents to Electron.
- Emerson Sidewalks from Alameda to Thelma Gilmore Park.

PERFORMANCE MEASURES

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Lane Miles Streets Painted	20	20	20	20
Traffic Devices Installed	0	0	0	0
Lane Miles Street Crack Sealed	5	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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	85,622	82,050	75,240	92,755
20	Personnel Benefits	37,930	34,089	29,780	37,550
30	Supplies	13,587	19,419	16,300	17,100
40	Services & Charges	109,747	108,829	116,512	144,860
60	Capital Outlays	696,389	144,029	304,010	1,402,770
90	Interfund Pmt. For Svcs.	92,664	73,981	81,128	119,054
	Total	1,035,939	462,397	622,970	1,814,089

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	56,145	17,000	73,145
Overtime	5,200	0	5,200
Casual & Seasonal Labor	13,895	515	14,410
Personnel Benefits			
Personnel Benefits	29,080	7,770	36,850
Contract Benefits	700	0	700
Supplies			
Office Supplies	300	0	300
Operating Supplies	10,000	0	10,000
Crack Sealing Supplies	5,000	0	5,000
Small Tools & Minor Equipment	1,000	800	1,800
Services & Charges			
Professional Services	10,000	24,500	34,500
Advertising	500	(250)	250
Communication	4,000	0	4,000
Travel	500	(250)	250
Operating Rentals-Copier Mach.	750	50	800
Land Rental	18,675	320	18,995
Dumping Fees	2,600	400	3,000
Electricity & Gas/Building	2,700	400	3,100
Electricity/Traffic Lights	900	0	900
Repairs & Maintenance	20,500	4,500	25,000
Interfd ERR Replacement	29,807	(1,102)	28,705
Interfd ERR Repairs & Maint	22,780	(421)	22,360
Miscellaneous	1,100	(100)	1,000
Judgements	1,000	0	1,000
Dues,Memberships,Subscriptions	300	300	600
Registration & Tuition	400	0	400
Interfund Pmt. For Svcs.			
Interfd Service Charges	81,128	37,926	119,054
Total	318,960	92,359	411,319

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, \$20,000 for pavement evaluation analysis, \$4,500 for work order software and \$2,000 for GIS upgrades.

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

CAPITAL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Machinery & Equipment	18,570	(18,570)	0
	Improvements	233,415	917,585	1,151,000
	Building Improvements	0	0	0
	Project Engineering	52,025	199,745	251,770
	Totals	304,010	1,098,760	1,402,770

CAPITAL BUDGET NARRATIVE

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 Electron Way funded by grant and REET 1.
- Emerson Sidewalk project from Alameda to Thelma Gilmore park. Funded by grant and REET 1.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Utility Foreman	0.05	0.05	0.05	0.05
Utility Serv II	0.40	0.40	0.40	0.62
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	0.00	0.00
Total	0.82	0.82	0.75	0.97

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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	13,512	14,577	21,340	18,765
20	Personnel Benefits	6,724	7,153	10,405	9,050
30	Supplies	8,413	7,718	6,500	6,750
40	Services & Charges	37,256	53,278	29,510	25,100
60	Capital	26,806	36,644	33,000	10,000
	Total	92,710	119,369	100,755	69,665

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	21,140	(2,575)	18,565
	Overtime	200	0	200
	Personnel Benefits			
	Personnel Benefits	10,405	(1,355)	9,050
	Supplies			
	Operating Supplies	6,000	0	6,000
	Small Tools & Minor Equipment	500	250	750
	Services & Charges			
	Electricity/Street Lights	25,000	(5,000)	20,000
	Pole Attachment Charge	4,410	590	5,000
	Miscellaneous	100		100
	Total	67,755	(8,090)	59,665

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. This has decreased because of the conversion to LED lighting.

CAPITAL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Improvements	33,000	(23,000)	10,000
Total	33,000	(23,000)	10,000

CAPITAL BUDGET NARRATIVE

Capital Improvements includes \$10,000 for this year's cost of the program to convert the existing acorn street lights to LED lighting, including the cost of the lights and rebates. This is the first of a three-year program. This program is funded by the Designated Street Light Fund.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.46	0.46	0.28	0.24
Total	0.47	0.47	0.29	0.25

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

2019 Completed:

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

New for 2020:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	17,372	12,339	24,685	25,390
20	Personnel Benefits	7,183	5,410	11,320	11,375
30	Supplies	13,889	12,813	15,250	19,750
40	Services & Charges	22,093	22,250	29,320	33,500
	Total	60,538	52,812	80,575	90,015

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	19,925	565	20,490
Overtime	1,020	0	1,020
Casual & Seasonal Labor	3,740	140	3,880
Personnel Benefits			
Personnel Benefits	11,320	55	11,375
Supplies			
Operating Supplies	1,000	1,500	2,500
Flower Baskets	4,500	500	5,000
Beautification Supplies	7,500	2,500	10,000
Banners/Flags Supplies	2,000	0	2,000
Small Tools & Minor Equipment	250	0	250
Services & Charges			
Public Utility Services	250	250	500
Street Tree Maintenance (contracted)	11,500	1,500	13,000
Beautification (contracted)	17,570	2,430	20,000
Total	80,575	9,440	90,015

BUDGET NARRATIVE

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

Donations received in 2020 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

	2017 Actual	2018 Actual	2019 Budget	2020 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

PARK BOND DEBT SERVICE FUND CHANGE IN FUND BALANCE

Revenues		691,440		
Expenses		(590,500)		
Net Change in Fund Balance		100,940		

PARK BOND DEBT SERVICE FUND SUMMARY REPORT

RESOURCES				
Designated Beginning Fund Balance		500,000		
Operation Revenues		691,440		
Total Resources with Beginning Fund Balance		1,191,440		
EXPENDITURES				
Operating Expenditures		590,500		
Designated Ending Fund Balance		600,940		
Total Expenditures with Ending Fund Balance		1,191,440		

PARK BOND DEBT SERVICE FUND - 201					
		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-10-02-01	Restricted Fund Balance	0	0	0	500,000
	Total Fund Balance	0	0	0	500,000
311-10-02-01	Bond Property Taxes	0	0	0	591,440
	Total Taxes	0	0	0	591,440
361-11-02-01	Investment Interest	0	0	0	100,000
	Total Misc Revenue	0	0	0	100,000
397-00-00-10	Transfer In	0	0	500,000	0
	Total Transfers In Revenue	0	0	500,000	0
	TOTAL RESOURCES	0	0	500,000	1,191,440

DEPARTMENT: Park Bond Debt Service

DIVISION: N/A

PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Park Bond Debt Service Fund is used to account for the principal and interest payments related to park bond debt.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
70	Debt Service: Principal	0	0	0	572,000
80	Debt Service: Interest And Related	0	0	0	18,500
0	Transfers Out	0	0	0	0
	Total	0	0	0	590,500

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Debt Service			
	Principal Payment	0	572,000	572,000
	Interest	0	18,500	18,500
	Transfers & Other Cost Allocations			
	Transfer Out	0	0	0
	Total	0	590,500	590,500

<u>PARK BOND CAPITAL FUND CHANGE IN FUND BALANCE</u>		
Revenues		2,327,000
Expenses		(7,500,000)
Net Change in Fund Balance		<u>(5,173,000)</u>
<u>PARK BOND CAPITAL FUND SUMMARY REPORT</u>		
RESOURCES		
Designated Beginning Fund Balance		7,543,141
Revenues		2,327,000
Total Resources with Beginning Fund Balance		<u>9,870,141</u>
EXPENDITURES		
Expenditures		7,500,000
Designated Ending Fund Balance		2,370,141
Total Expenditures with Ending Fund Balance		<u>9,870,141</u>

PARK BOND CAPITAL PROJECT FUND - 301					
		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-80-03-01	Undes. Unres. Fund Balance	0	0	0	7,543,141
	Total Fund Balance	0	0	0	7,543,141
	State Grant	0	0	0	727,000
	Total Intergovernmental Revenues	0	0	0	727,000
361-11-03-01	Investment Interest	0	0	0	100,000
367-00-03-01	Donations	0	0	0	1,500,000
	Total Misc Revenue	0	0	0	1,600,000
399.10.03.01	Bond Proceeds	0	0	9,875,000	0
	Total Transfers In Revenue	0	0	9,875,000	0
	TOTAL RESOURCES	0	0	9,875,000	9,870,141

DEPARTMENT: Park Bond Capital

DIVISION: N/A

PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Park Bond Debt Capital Fund is used to account for capital outlay expenses related to the park bond debt.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
60	Capital Outlay	0	0	1,250,000	7,500,000
0	Transfers Out	0	0	1,581,859	0
	Total	0	0	2,831,859	7,500,000

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Capital			
	Other Improvements	1,250,000	6,250,000	7,500,000
	Transfers & Other Cost Allocations			
	Transfer Out	1,581,859	(1,581,859)	0
	Total	2,831,859	4,668,141	7,500,000

<u>STORM CHANGE IN FUND BALANCE REPORT</u>		
Operating Revenues		530,500
Operating Expenses		(493,156)
Operating Revenues Over/(Under) Operating Expenditures		37,344
Less Transfers Out		(81,900)
Net Change in Fund Balance		(44,556)
<u>STORM FUND SUMMARY REPORT</u>		
RESOURCES		
Beginning Fund Balance		55,399
Reserved for Cash Flow		112,800
Operating Revenues		530,500
Total Resources with Beginning Fund Balance		698,699
EXPENDITURES		
Operating Expenses		493,156
Transfers Out		81,900
Reserved for Cash Flow		112,800
Undesignated Ending Fund Balance		10,843
Total Expenditures with Ending Fund Balance		698,699

STORM FUND REVENUES

BARS	Description	2017 Actual	2018 Actual	2019 Budget	2020 Budget
308-80-04-15	Reserved for Cash Flow	100,000	118,573	112,800	112,800
308-80-04-15	Undes. Unres. Fund Balance	508,842	516,094	50,261	55,399
	Total Fund Balance	608,842	634,667	163,061	168,199
334-03-10-00	Dept of Ecology NPDES Grant	19,210	16,969	25,000	25,000
	Total Intergovernmental Revenues	19,210	16,969	25,000	25,000
343-10-00-00	Storm Drain Fees & Charges	424,589	492,546	463,500	495,000
343-10-00-01	Setup Fees	598	605	500	500
343-10-00-02	Penalties	6,134	6,240	6,500	6,500
	Total Goods & Services	431,320	499,391	470,500	502,000
361-11-04-15	Investment Interest	2,970	2,950	1,000	3,000
369-90-04-15	Miscellaneous Revenue	88	44	500	500
	Total Miscellaneous Revenue	3,058	2,994	1,500	3,500
	Total Operating Revenues	453,589	519,353	497,000	530,500
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	1,062,431	1,154,020	660,061	698,699

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

2019 Completed:

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Completed and obtained DOE approval of 12th year NPDES Compliance Report.

New for 2020:

- Clean and inspect 265 catch basins (1/2 of City total).
- Complete and obtain DOE approval of 13th year NPDES Compliance Report.
- Prepare grant applications for Storm water treatment projects and LID projects.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	132,536	131,819	134,275	146,650
20	Personnel Benefits	65,590	63,276	64,205	68,355
30	Supplies	8,910	2,354	12,250	14,400
40	Services & Charges	100,734	117,783	137,956	146,812
50	Intergovt Servs & Taxes	21,065	35,950	36,312	38,780
60	Capital Outlays	34,461	0	0	0
90	Interfund Pmt. For Svcs.	64,468	62,390	72,352	78,159
0	Transfer Out	0	530,000	81,900	81,900
	Total	427,764	943,571	539,250	575,056

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	131,915	12,375	144,290
Overtime	1,020	0	1,020
Seasonal & Casual Labor	1,340	0	1,340
Personnel Benefits			
Personnel Benefits	63,505	4,150	67,655
Contract Benefits	700	0	700
Supplies			
Office Supplies	250	50	300
Operating Supplies	1,500	500	2,000
NPDES Public Outreach	9,000	1,000	10,000
Small Tools & Minor Equipment	1,500	600	2,100
Services & Charges			
Professional Services	17,000	4,500	21,500
Advertising	500		250
Communication	4,000	0	4,000
Postage	1,900	100	2,000
Operating Rentals-Copier Mach.	720	80	800
Land Rental	18,265	310	18,575
Dumping Fees	7,500	500	8,000
Public Utility Services/Bldg	2,600	600	3,200
Repairs & Maintenance	10,000	0	10,000
Interfd ERR Replacement	42,476	3,754	46,230
Interfd ERR Repairs & Maint	16,745	(1,588)	15,157
Miscellaneous	750	(250)	500
Operation Permit	10,000	1,000	11,000
Judgments	1,000	0	1,000
Printing & Binding	500	100	600
Registration & Tuition	500	0	500
Dues,Memberships,Subscriptions	500	0	500
Mailing Service	3,000	0	3,000
Intergovt & Other Interfund Pmt.			
Excise Taxes	8,502	578	9,080
City Utility Tax	27,810	1,890	29,700
Interfund Pmt. For Svcs.			
Interfd Service Charges	72,352	5,807	78,159
Transfers			
Transfers Out	81,900	0	81,900
Total	539,250	36,056	575,056

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, \$2,000 for upgrades to the GIS System and \$4,500 for software upgrades for work order management.

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

PERFORMANCE MEASURES

	2017 Actual	2018 Actual	2019 Budget	2020 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

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Wrk Utility Foreman	0.10	0.10	0.10	0.10
Utility Serv II	0.63	0.73	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	1.81	1.91	1.91	1.91

<u>STORM CAPITAL CHANGE IN FUND BALANCE REPORT</u>		
Transfers In		81,900
Less Capital Expenditures		<u>(111,000)</u>
Net Change in Fund Balance		<u>(29,100)</u>
<u>STORM CAPITAL FUND SUMMARY REPORT</u>		
RESOURCES		
Beginning Fund Balance		519,248
Transfers In		<u>81,900</u>
Total Resources with Beginning Fund Balance		<u>601,148</u>
EXPENDITURES		
Capital Expenses		111,000
Undesignated Ending Fund Balance		<u>490,148</u>
Total Expenditures with Ending Fund Balance		<u>601,148</u>

STORM CAPITAL FUND - 416					
		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-16	Undes. Unres. Fund Balance	0	0	503,250	519,248
	Total Fund Balance	0	0	503,250	519,248
397-00-00-10	Transfer In from Storm Fund	0	530,000	81,900	81,900
	Total Transfers In Revenue	0	530,000	81,900	81,900
	TOTAL RESOURCES	0	530,000	585,150	601,148

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

2019 Completed:

- Completed Farallone Avenue storm improvements.

New for 2020:

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

CAPITAL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Improvements	40,000	40,000	80,000
	Project Engineering	10,000	15,000	25,000
	Building Improvements	0	0	0
	Machinery & Equipment	18,570	(12,570)	6,000
	Total	68,570	42,430	111,000

CAPITAL BUDGET NARRATIVE

Capital Improvements consists of \$80,000 for storm water catch basin and main improvements.

Project Engineering consists of \$25,000 for engineering related to the above projects.

Machinery & Equipment is for the Storm's portion (50%) of a camera for pipe review \$6,000. The camera will be moved to ERR.

<u>WATER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	1,199,400
Operating Expenses	(1,117,073)
Operating Revenues Over/(Under) Operating Expenditures	82,328
Less Transfer Out	(108,160)
Change in Fund Balance	(25,833)
<u>WATER FUND SUMMARY REPORT</u>	
RESOURCES	
Reserved for Cash Flow	256,293
Undesignated Beginning Fund Balance	48,528
Operating Revenues	1,199,400
Total Resources with Beginning Fund Balance	1,504,221
EXPENDITURES	
Operating Expenses	1,117,073
Transfer Out	108,160
Undesignated Ending Fund Balance	278,989
Total Expenditures with Ending Fund Balance	1,504,221

WATER FUND REVENUE

		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-25	Reserved for Cash Flow		246,286	253,293	256,293
308-80-04-25	Beginning Fund Balance	816,484	527,529	24,899	48,528
	Total Fund Balance	816,484	773,815	278,192	304,821
333-93-42-00	Department of Health Grant	16,840	0	0	0
	Total Intergovernmental Revenues	16,840	0	0	0
343-40-00-00	Sale of Water	960,767	1,019,251	990,000	1,100,000
343-40-00-01	Service Connections	3,600	360	5,000	5,000
343-40-00-02	Setup Fees	1,658	1,658	1,500	1,500
343-40-00-03	Penalties	11,131	10,351	12,000	12,000
	Total Charges for Goods and Services	977,156	1,031,620	1,008,500	1,118,500
361-11-04-25	Investment Interest	3,889	3,994	3,000	3,600
362-50-00-05	Rent City Property/High Tank	42,246	51,103	42,000	45,000
362-50-00-06	Rent City Property/Golf Tank	25,511	30,460	28,000	30,000
369-10-00-03	Court Ordered Judgements-Water	2,225	340	0	0
369-90-04-25	Other Misc. Revenue	1,818	1,279	3,000	2,000
369-92-04-25	Backflow	360	270	300	300
	Total Misc. Revenues	76,050	87,446	76,300	80,900
372-00-04-25	Insurance Recovery	-	0		
379-00-04-25	Capital Contributions/Tap Fees	8,000	0		
	Total Capital Contributions	8,000	0	0	0
	TOTAL RESOURCES	1,894,529	1,892,881	1,362,992	1,504,221

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

2019 Completed:

- Continued emphasis on water conservation outreach.
- Completed and mailed 2018 Consumer Confidence Report.
- Repaired and replaced existing fire hydrants as needed.

New for 2020:

- Continue emphasis on water conservation outreach.
- Repair and replace existing fire hydrants as needed. Anticipate two hydrants this year.
- Complete and mail 2019 Consumer Confidence Report.

PERFORMANCE MEASURES

	2017 Actual	2018 Actual	2019 Budget	2020 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	300,014	294,671	300,435	296,010
20	Personnel Benefits	152,029	182,414	139,150	138,530
30	Supplies	24,675	27,383	45,700	46,600
40	Services & Charges	177,033	167,580	193,320	281,277
50	Intergovt Charges	123,272	127,960	127,373	141,526
60	Capital Outlays	130,493	0	0	0
70	Debt Service: Principal	44,218	44,218	44,218	44,218
80	Debt Service: Interest And Related	6,633	5,527	4,422	3,316
90	Interfund Pmt. For Svcs.	162,321	155,973	170,555	165,596
0	Transfers Out	0	621,000	108,160	108,160
	Total	1,120,688	1,626,727	1,133,333	1,225,233

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	287,955	(4,880)	283,075
Overtime	6,850	245	7,095
Seasonal & Casual Labor	5,630	210	5,840
Personnel Benefits	138,450	(620)	137,830
Contract Benefits	700	0	700
Supplies			
Office Supplies	300	0	300
Fluoride	4,200	1,800	6,000
Operating Supplies	32,000	0	32,000
Chlorine	8,000	(2,000)	6,000
Small Tools & Minor Equipment	1,100	1,100	2,200
Services & Charges			
Professional Services	10,000	74,500	84,500
Advertising	500	(300)	200
Water Testing	8,500	(1,000)	7,500
Communication	4,300	0	4,300
Postage	2,500	(500)	2,000
Travel	2,000	0	2,000
Land Rental/Water Tank	15,455	80	15,535
Operating Rentals-Copier Mach.	750	100	850
Interfd Land Rental	18,875	325	19,200
Utility Services/Building	2,800	200	3,000
Utility Services/Pumping	60,000	5,000	65,000
Dumping Fees	800	200	1,000
Repairs & Maintenance	21,500	0	21,500
Interfd ERR Replacement	18,860	8,167	27,027
Interfund ERR Repairs & Maint	12,980	0	12,065
Miscellaneous	1,300	(800)	500
State Operating Permit	4,000	2,000	6,000
Registration & Tuition	1,000	0	1,000
Dues,Memberships,Subscriptions	1,200	800	2,000
Printing & Binding	1,600	100	1,700
Judgements	1,000	0	1,000
Mailing Service	3,500	0	3,500
Intergovt & Other Interfund Pmt.			
State Excise Tax	48,173	5,353	53,526
City Utility Tax	79,200	8,800	88,000
Debt Service			
Principal Loan Payment	44,218	0	44,218
Interest PWTF	4,422	(1,106)	3,316
Interfund Pmt. For Svcs.			
Interfd Service Charges	170,555	(4,959)	165,596
Transfers			
Transfers Out	108,160	0	108,160
Total	1,133,333	92,815	1,225,233

BUDGET NARRATIVE

Professional services line item includes \$8,000 for on-call engineering services, \$4,500 for work order software, \$2,000 for upgrades to the GIS system and \$70,000 to update the Water System 6-year plan.

Debt service includes payment for the DWSRF loan.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Wrk Utility Foreman	0.45	0.45	0.45	0.45
Utility Serv II	2.44	2.20	2.27	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
Administrative Assistant	0.00	0.00	0.00	0.07
Custodian	0.08	0.08	0.00	0.00
Total	4.12	3.88	3.87	3.94

<u>WATER CAPITAL CHANGE IN FUND BALANCE REPORT</u>		
Capital Contributions		74,800
Transfers In		108,160
Less Capital Expenditures		(166,700)
Change in Fund Balance		<u>16,260</u>
<u>WATER CAPITAL FUND SUMMARY REPORT</u>		
RESOURCES		
Undesignated Beginning Fund Balance		102,661
Capital Contributions		74,800
Transfers In		108,160
Total Resources with Beginning Fund Balance		<u>285,621</u>
EXPENDITURES		
Capital Expenses		166,700
Undesignated Ending Fund Balance		118,921
Total Expenditures with Ending Fund Balance		<u>285,621</u>

WATER CAPITAL FUND - 426					
		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-26	Beginning Fund Balance	0	0	185,215	102,661
	Total Fund Balance	0	0	185,215	102,661
379-00-04-26	Capital Contributions/Tap Fees	0	4,000	40,000	74,800
	Total Capital Contributions	0	4,000	40,000	74,800
397-00-00-11	Transfer In	0	621,000	260,460	108,160
	Total Transfer In	0	621,000	260,460	108,160
	TOTAL RESOURCES	0	625,000	485,675	285,621

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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	0	4,177	7,835	7,965
20	Personnel Benefits	0	1,507	3,715	3,735
60	Capital Outlays	0	435,055	388,010	155,000
	Total	0	440,739	399,560	166,700

CAPITAL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	7,635	130	7,765
	Overtime	200	0	200
	Casual Labor-Capital	0	0	0
	Personnel Benefits	3,715	20	3,735
	Improvements	302,300	(152,300)	150,000
	Project Engineering	30,000	(25,000)	5,000
	Building Improvements	0	0	0
	Machinery & Equipment	55,710	(55,710)	0
	Total	399,560	(232,860)	166,700

CAPITAL BUDGET NARRATIVE

Improvements and Project Engineering is for the meter replacement program.

<u>SEWER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	2,745,400
Operating Expenses	(2,278,985)
Operating Revenues Over/(Under) Operating Expenditures	466,416
Debt Service	(314,660)
Transfer Out	(230,000)
Change in Fund Balance	(78,245)
<u>SEWER FUND SUMMARY REPORT</u>	
RESOURCES	
Undesignated Beginning Fund Balance	329,326
Reserved for Cash Flow	523,045
Operating Revenues	2,745,400
Total Resources with Beginning Fund Balance	3,597,771
EXPENDITURES	
Operating Expenses	2,278,985
Debt Service	314,660
Transfer Out	230,000
Reserved for Cash Flow	523,045
Undesignated Ending Fund Balance	251,081
Total Expenditures with Ending Fund Balance	3,597,771

SEWER FUND REVENUE

BARS	Description	2017 Actual	2018 Actual	2019 Budget	2020 Budget
308-80-04-30	Reserved for Cash Flow		581,587	523,045	523,045
308-80-04-30	Beginning Fund Balance	2,422,140	2,033,451	259,596	329,326
	Total Fund Balance	2,422,140	2,615,038	782,641	852,371
343-50-00-00	Sewer Revenues	2,396,824	2,619,060	2,680,000	2,700,000
343-50-00-01	Service Connections	825	275	1,100	1,100
343-50-00-02	Setup Fees	665	658	600	600
343-50-00-03	Penalties	22,036	24,863	24,000	24,000
	Total Charges for Goods and Services	2,420,350	2,644,856	2,705,700	2,725,700
361-11-04-30	Investment Interest	13,628	17,487	6,000	19,200
369-90-04-30	Other Misc. Revenue	720	2,575	500	500
369-94-04-30	Reimbursements	0	0	0	0
	Total Misc. Revenues	14,348	20,062	6,500	19,700
372-00-04-30	Insurance Recovery	0	0	0	0
391-80-04-31	Loans Received-BYSM	0	0	0	0
397-00-00-01	Transfer In from Sewer to BYSM	324,864	0	0	0
397-00-00-08	Transfer In from REET 2	56,750	0	0	0
379-00-04-30	Capital Contributions/Tap Fees	12,000	0	0	0
	Total Non Operating Revenue	393,614	0	0	0
	TOTAL RESOURCES	5,250,451.89	5,279,957	3,494,841	3,597,771

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

2019 Completed:

- Constructed Farallone Avenue connection sewer.
- Constructed Eldorado sewer upgrade
- Continued to upgrade GIS mapping system.

New for 2020:

- Upgrade telemetry and GIS mapping system as needed.
- Upgrades and improvements to Estate Place Lift station.

PERFORMANCE MEASURES

	2017 Actual	2018 Actual	2019 Budget	2020 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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	141,076	167,668	201,710	200,320
20	Personnel Benefits	67,976	79,028	89,760	87,160
30	Supplies	4,659	4,796	6,300	7,600
40	Services & Charges	96,737	101,350	129,510	145,477
50	Intergovt Charges	1,329,435	1,351,086	1,454,600	1,532,000
60	Capital Outlays	164,920	0	0	0
70	Debt Service Principal	229,094	253,996	256,365	258,795
80	Debt Service Interest	86,846	61,517	58,725	55,865
90	Interfund Pmt. For Svcs.	189,808	265,038	290,086	306,428
0	Transfers & Other Cost Allocations	324,864	2,138,250	230,000	230,000
	Total	2,635,414	4,422,729	2,717,056	2,823,645

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	192,885	(1,440)	191,445
Overtime	7,500	0	7,500
Seasonal & Casual	1,325	50	1,375
Personnel Benefits			
Personnel Benefits	89,060	(2,600)	86,460
Contract Benefits	700	0	700
Supplies			
Office Supplies	300	200	500
Operating Supplies	4,500	500	5,000
Small Tools & Minor Equipment	1,500	600	2,100
Services & Charges			
Professional Services	7,000	4,500	11,500
Advertising	500	(250)	250
Communication	4,400	0	4,400
Postage	2,000	0	2,000
Travel	500	500	1,000
Operating Rentals-Copier Mach.	750	100	850
Interfd Land Rental	19,945	340	20,285
Utility Services/Building	2,600	400	3,000
Utility Services/Pumping	21,000	1,000	22,000
Dumping Fees	1,500	500	2,000
Repairs & Maintenance	28,225	2,775	31,000
Interfd ERR Replacement	18,860	8,167	27,027
Interfund Repairs & Maint	12,980	(916)	12,065
Miscellaneous	1,500	(500)	1,000
Registration & Tuition	500	500	1,000
Dues,Memberships,Subscriptions	300	300	600
Printing & Binding	750	250	1,000
Judgements	3,000	(2,000)	1,000
Mailing Service	3,200	300	3,500
Intergovt & Other Interfund Pmt.			
Sewage Treatment	1,272,000	76,000	1,348,000
State Excise Tax	27,000	1,000	28,000
City Utility Tax	155,600	400	156,000
Interfund Pmt. For Svcs.			
Interfd Service Charges	290,086	16,342	306,428
Transfers & Other Cost Allocations			
Principal Loan Payment	256,365	2,430	258,795
Interest Loan Payment	58,725	(2,860)	55,865
Transfer to Relocation Backyard	0	0	0
Transfer to Sewer Capital Fund	230,000	0	230,000
Total	2,717,056	106,589	2,823,645

BUDGET NARRATIVE

The Professional Services line item includes \$9,500 for on-call engineering services and \$2,000 for upgrades to the GIS system.

STAFFING

	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Wrk Utility Foreman	0.38	0.38	0.38	0.38
Utility Serv II	.83	1.07	1.18	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
Administrative Assistant	0.00	0.00	0.00	0.04
Custodian	0.08	0.08	0.00	0.00
Total	2.44	2.68	2.71	2.75

SEWER CAPITAL CHANGE IN FUND BALANCE REPORT

Capital Contributions	85,000
Transfer In	230,000
Capital Expenses	(374,785)
Change in Fund Balance	(59,785)

SEWER CAPITAL FUND SUMMARY REPORT

RESOURCES	
Undesignated Beginning Fund Balance	1,065,841
Capital Contributions	85,000
Transfer In	230,000
Total Resources with Beginning Fund Balance	1,380,841
EXPENDITURES	
Capital Expenses	374,785
Undesignated Ending Fund Balance	1,006,056
Total Expenditures with Ending Fund Balance	1,380,841

<u>SEWER CAPITAL FUND - 432</u>					
		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-32	Beginning Fund Balance	0	0	1,017,385	1,065,841
	Total Fund Balance	0	0	1,017,385	1,065,841
379-00-04-32	Capital Contributions/Tap Fees	0	4,000	40,000	85,000
397-00-00-12	Transfer In	0	2,138,250	230,000	230,000
	Total Revenue	0	2,142,250	270,000	315,000
	TOTAL RESOURCES	0	2,142,250	1,287,385	1,380,841

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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	0	7,912	20,795	18,945
20	Personnel Benefits	0	3,589	10,825	9,840
60	Capital Outlays	0	915,007	230,710	346,000
	Total	0	926,508	262,330	374,785

CAPITAL DETAILED BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Salaries & Wages			
	Salaries & Wages	20,795	(1,850)	18,945
	Personnel Benefits			
	Personnel Benefits	10,825	(985)	9,840
	Other Improvements	150,000	150,000	300,000
	Project Engineering	25,000	15,000	40,000
	Building Improvements	0	0	0
	Machinery & Equip	55,710	(49,710)	6,000
	Total	262,330	112,455	374,785

CAPITAL BUDGET NARRATIVE

Other Improvements include:

- \$300,000 for standby power and improvements to Estate Place Lift station controls and access.

Project Engineering includes \$40,000 for engineering services to finalize the plans and specifications and provide as builds for the Estate Place Lift station upgrades.

Machinery and Equipment is for a 50% of a new sewer camera to inspect storm and sewer mains.

<u>ERR FUND CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	176,258
Operating Expenses	(158,641)
Operating Revenues Over/Under Operating Expenses	17,617
Capital Replacement Transferred In	228,173
Capital Expenses	(225,608)
Net Change in Fund Balance	20,182
<u>ERR FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance	1,273,075
Operating Revenues	176,258
Capital Replacement Transferred In	228,173
Total Resources with Beginning Fund Balance	1,677,506
EXPENDITURES	
Operating Expenses	158,641
Capital Expenses	225,608
Designated Ending Fund Balance	1,293,257
	1,677,506

EQUIPMENT REPLACEMENT FUND - 501					
		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-10-05-01	Beginning Fund Balance	1,518,430	1,427,188	1,422,092	1,273,075
	Total Beginning Fund Balance	1,518,430	1,427,188	1,422,092	1,273,075
348-30-00-00	General Fund Replacement	83,021	90,965	86,493	99,184
348-30-01-00	City Street Fund Replacement	32,810	29,376	29,807	28,705
348-30-03-00	Water/Sewer Fund Replacement	35,303	38,679	37,720	54,054
348-30-04-00	Storm Sewer Replacement	37,715	42,231	42,476	46,230
348-30-08-00	General Fund O & M	55,360	75,017	73,935	81,625
348-30-09-00	City Street Fund O & M	23,312	18,887	25,530	22,360
348-30-11-00	Water/Sewer Fund O & M	19,843	16,397	25,960	24,129
348-30-12-00	Storm Sewer O & M	15,264	12,680	16,745	15,157
	Total Charges for Goods & Services	302,628	324,232	338,666	371,444
361-11-05-01	Investment Interest	14,965	27,737	36,000	29,000
362-40-05-01	Rental Revenue	3,675	3,785	3,920	3,987
369-10-00-05	Sale of Scrap	26,851	0	0	0
369-90-05-01	Other Miscellaneous Revenue	0	5,301	0	0
	Total Misc. Revenues	45,491	36,823	39,920	32,987
398-10-05-01	Insurance Recovery	1,108	0	0	0
	Total Other Revenues	1,108		0	0
	Total Operating Revenue	349,228	361,055	378,586	404,431
	TOTAL RESOURCES	1,867,658	1,788,243	1,800,678	1,677,506

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

2019 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 2020:

- Assist with purchase of new equipment as needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2017 Actual	2018 Actual	2019 Budget	2020 Budget
10	Salaries & Wages	3,759	3,842	5,280	5,640
20	Personnel Benefits	1,386	2,113	3,640	3,720
30	Supplies	35,740	42,295	49,000	49,000
40	Services & Charges	82,915	85,245	99,105	100,281
60	Capital Outlays	316,671	215,078	370,578	225,608
	Total	440,470	348,574	527,603	384,249

DETAIL BUDGET

	2019 Budget	In(de)crease	2020 Budget
Salaries & Wages			
Salaries & Wages	5,280	360	5,640
Personnel Benefits			
Personnel Benefits	3,640	80	3,720
Supplies			
Non-Dept Gas	400	0	400
Facilities Gas	1,000	0	1,000
Police Gas	20,000	1,000	21,000
Parks/Rec Gas	4,000	(1,000)	3,000
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	4,185	75	4,260
Non-Dept Insurance	640	96	736
Facilities Insurance	1,220	183	1,403
Police Insurance	13,795	2,069	15,864
Parks/Rec Insurance	2,280	342	2,622
Street Insurance	5,530	829	6,360
Storm Insurance	2,745	412	3,157
Wtr/Swr Insurance	4,460	669	5,129
Utilities Shop/Garage	600	0	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	6,000	0	6,000
O & M - Non-Dept. Vehicles/Equip	1,000	0	1,000
O & M - Facilities Vehicles/Equip	1,000	0	1,000
O & M - Info Systems/Equip	100	0	100
O & M - Police Vehicles/Equip	15,000	5,000	20,000
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	10,000	(4,000)	6,000
O & M - Storm Sewer Vehicles/Equip	10,000	(2,000)	8,000
O & M - Wtr/Swr Vehicles/Equip	12,500	(2,500)	10,000
Miscellaneous	50	0	50
Total	157,025	1,616	158,641

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

	2019 Budget	In(de)crease	2020 Budget
Legislative	19,232	(19,232)	0
Court	14,440	(12,040)	2,400
Administration	0	0	0
Finance	0	95,134	95,134
Non Dept	0	0	0
Facilities	29,241	(29,241)	0
Information Systems	4,185	(4,185)	0
Police	1,100	48,809	49,909
Building	0	0	0
Planning	7,220	(6,020)	1,200
Parks/Rec	0	3,600	3,600
Street	37,870	(34,110)	3,760
Storm	35,230	(21,346)	13,884
Water/Sewer	222,060	(166,339)	55,721
Total	370,578	(144,970)	225,608

CAPITAL BUDGET NARRATIVE

Capital consists of:

- Court-\$1,200 computer for Court Administrator
- Court-\$1,200 computer for Court Clerk
- Finance-\$95,134 for portion of new accounting software
- Police-\$36,109 for portion of an unmarked SUV for Police Chief (remainder from General Fund)
- Police-\$1,200 computer for officers
- Police-\$1,200 computer for sergeant
- Police-\$1,200 computer for CSO
- Police-\$10,200 for portion of 9 laptops (remainder from General Fund)
- Planning-\$1,200 computer for Administrative Assistant
- Parks-\$2,400 lawn aerifier
- Parks-\$1,200 computer for Recreation Coordinator
- Street-\$960 computer for PW Support Coordinator 80%
- Street-\$300 computer for GIS 25%
- Street-\$2,500 backhoe attachment 25%
- Storm- \$11,084 for portion of new accounting software
- Storm-\$300 computer for GIS 25%

- Storm-\$2,500 backhoe attachment 25%
- Water/Sewer-\$220 computer for PW Support Coordinator 20%
- Water/Sewer-\$550 computer for GIS 50%
- Water/Sewer-\$5,000 backhoe attachment 50%
- Water/Sewer- \$21,479 for portion of new accounting software
- Water/Sewer-\$28,472 replacement truck for 2003 Ford Ranger Pickup

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

	2017 Actual	2018 Actual	2019 Budget	2020 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		0
Operating Expenses		(12,248)
	Net Change in Fund Balance	(12,248)
<u>POLICE INVESTIGATION FUND SUMMARY REPORT</u>		
	RESOURCES	
Designated Beginning Fund Balance		12,248
Operation Revenues		0
	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>				
		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-10-01-05	Beginning Fund Balance	11,479	11,927	12,103	12,248
	Total Beginning Fund Balance	11,479	11,927	12,103	12,248
357-50-00-00	Investigative Confiscations	424	50	0	0
	Total Fines & Forfeits	424	50	0	0
361-11-01-05	Investment Interest	56	131	145	
	Total Misc. Revenues	56	131	145	0
	TOTAL RESOURCES	11,959	12,108	12,248	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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
40	Services & Charges	33	0	12,248	12,248
	Total	33	0	12,248	12,248

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Services & Charges			
	Miscellaneous Investigations	12,248	0	12,248
	Total	12,248	0	12,248

BUDGET NARRATIVE

These funds are available for expenditures as authorized by State law as needed in 2020.

	<u>REET FUND CHANGE IN FUND BALANCE</u>	
	Revenues-REET 1	123,500
	Revenues-REET 2	132,000
	Transfers Out REET 1	(204,300)
	Transfers Out REET 2	0
	Net Change in Fund Balance	<u>51,200</u>
	<u>REET FUND SUMMARY REPORT</u>	
	RESOURCES	
	Designated Beginning Fund Balance (1st 1/4)	382,284
	Designated Beginning Fund Balance (2nd 1/4)	1,103,586
	Revenues-REET 1	123,500
	Revenues-REET 2	132,000
	Total Resources with Beginning Fund Balances	<u>1,741,370</u>
	EXPENDITURES	
	Transfers Out REET 1	204,300
	Transfers Out REET 2	0
	Designated Ending Fund Balance (1st 1/4)	301,484
	Designated Ending Fund Balance (2nd 1/4)	1,235,586
	Total Expenditures with Ending Fund Balances	<u>1,741,370</u>

REET FUND					
		2017	2018	2019	2020
BARS	Description	Actual	Actual	Budget	Budget
308-10-03-11	Beginning Fund Balance (1st 1/4)	196,023	323,624	349,224	382,284
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,100,826	1,027,166	1,123,886	1,103,586
	Total Beginning Fund Balance	1,296,849	1,350,790	1,473,110	1,485,870
317-34-00-00	Capital Improvement 1	126,652	136,755	120,000	120,000
317-35-00-00	Growth Management 1	126,652	136,755	120,000	120,000
	Total Taxes	253,303	273,511	240,000	240,000
361-11-03-11	Investment Interest (1st 1/4)	947	3,586	3,500	3,500
361-11-03-12	Investment Interest (2nd 1/4)	5,280	12,709	12,000	12,000
	Total Misc Revenue	6,227	16,295	15,500	15,500
	TOTAL RESOURCES	1,556,379	1,640,596	1,728,610	1,741,370

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	2017 Actual	2018 Actual	2019 Budget	2020 Budget
0	Transfers & Other Cost Allocations	205,592	82,031	182,740	194,300
	Total	205,592	82,031	182,740	194,300

DETAIL BUDGET

		2019 Budget	In(de)crease	2020 Budget
	Transfers & Other Cost Allocations			
	Transfer (From 1st 1/4)	30,440	163,860	194,300
	Transfer (From 2nd 1/4)	152,300	(152,300)	0
	Total	182,740	11,560	194,300

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.

\$75,200 is budgeted to be transferred from REET 1 to the Street Fund for the City's portion of the Alameda Grant Project.

\$59,100 is budgeted to be transferred from REET 1 to the Street Fund for the City's portion of the Emerson Sidewalk Grant Project.

	<u>CUMULATIVE RESERVE FUND SUMMARY REPORT</u>	
	Designated Beginning Fund Balance - General Fund	3,250,000
	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>3,780,763</u>
	Designated Ending Fund Balance - General Fund	3,250,000
	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>3,780,763</u>

CUMULATIVE RESERVE FUND

BARS	Description	2017 Actual	2018 Actual	2019 Budget	2020 Budget
308-10-00-01	Beginning Fund Bal-General	3,000,000	3,000,000	3,000,000	3,250,000
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	3,780,763
397-10-00-05	Transfer In from General Fund	0	0	250,000	0
	Total Nonrevenues	0	0	250,000	0
TOTAL RESOURCES		3,530,763	3,530,763	3,780,763	3,780,763

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 2020

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		
Building/Planning Services Fee Schedule	Permit fee varies	Resolution No. 1558
UTILITY RATES AND CHARGES		
Water – Residential and Multi Dwelling Units	\$37.00 per bi-month-ready to serve charge per connected unit plus \$0.0109 per bi-month 0 - 1,000 per cubic foot plus \$0.0163 per bi-month 1,001 – 4,000 per cubic foot plus \$0.0272 per bi-month 4,001 and over per cubic foot	Ordinance 1589
Water - Commercial	\$37.00 per bi-month-ready to serve charge per connected unit plus \$0.0129 per bi-month 0 -2,000 per cubic foot plus \$0.0183 per bi-month 2,001–4,200 per cubic foot plus \$0.0292 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	\$67.80 per bi-month flat rate for Sewage Treatment plus \$83.40 per bi-month flat rate for City Sewer	Ordinance 1588
Sewer - Commercial	\$117.68 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-Senior and Disabled Discount	25% discount	Ordinance 1588
Storm Drainage – Single Family	\$34.50 bi-monthly per parcel	Ordinance 1587
Storm Drainage – Non Single Family	\$27.00 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