



THE CITY OF FIRCREST

2022

PRELIMINARY

BUDGET

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**CITY OF FIRCREST, WASHINGTON
2022 PRELIMINARY BUDGET**

CITY OFFICIALS

Council: Hunter T. George (Mayor)
Brett L. Wittner (Mayor Pro Tempore)
Joe Barrentine
Shannon Reynolds
Marc Rieke
David M. Viafore
Denny Waltier
City Manager: Scott Pingel
Finance Director: Colleen Corcoran

POPULATION: 6,860

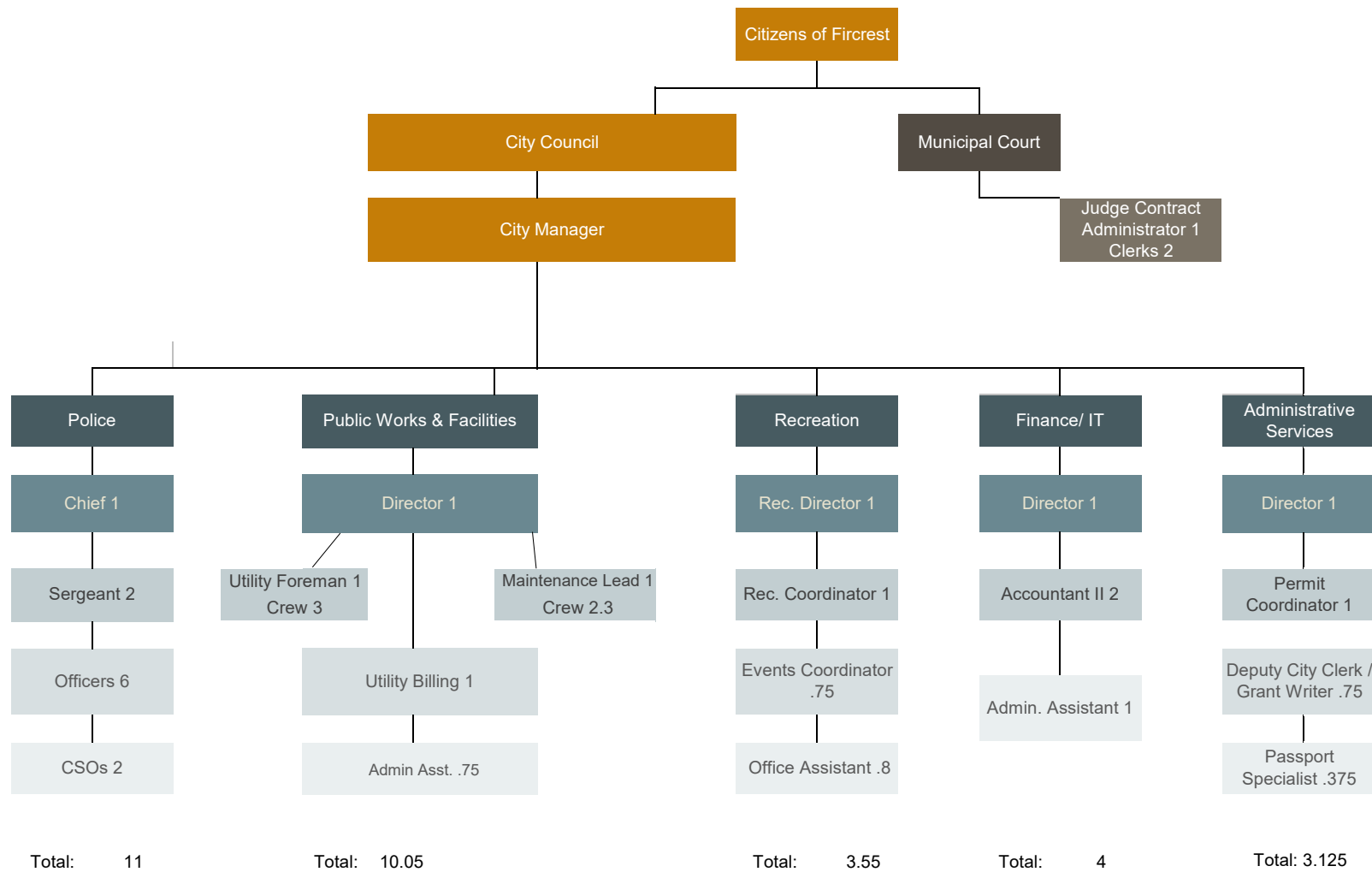
2022 ASSESSED VALUATION REGULAR LEVY: \$1,264,427,202
REGULAR MILL LEVY: 1.3256
EMS MILL LEVY: 0.43842
PARK BOND LEVY: 0.34314

2022 REVENUES, EXPENDITURES & BALANCES BY FUND

General	10,241,658
Street	806,352
Park Bond Debt Service	686,085
Park Bond Capital	1,424,615
Storm Drain.....	839,826
Storm Drain Capital	1,018,107
Water.....	1,492,302
Water Capital	980,987
Sewer	3,780,920
Sewer Capital.....	1,305,947
Equipment Replacement	2,032,314
Police Investigation	12,500
Real Estate Excise Tax.....	2,098,880
Cumulative Reserve	1,739,917

TOTAL..... 28,460,410

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City of Fircrest 2022 Preliminary Budget

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Honorable Mayor, Councilmembers and Citizens of Fircrest:

I present to you the City of Fircrest 2022 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. 2022 operations are to be funded from 2022 operating revenues. Expenditures and revenues have been budgeted conservatively.

Generally, in June of each year, the City Council holds a Study Session to discuss goals and priorities for the next fiscal year's budget. This provides City staff direction for how to prioritize budget expenditures.

2022 CITY COUNCIL GOALS

- Implement officer-worn body cameras: \$19,000. City staff are pursuing a subscription-based approach that will keep both body cameras and tasers up to date.
- Complete Water Meter Replacements and Hardware/Software Install for Advanced Metering Infrastructure (AMI). All meters have been ordered and hardware/software components will be purchased in 2021.
- Update Landscape Policy/Design Standards: Primarily staff time in 2022.
- Establish Online Permitting Option: Primarily staff time in 2022.
- Complete Park Bond Projects/Complete Fircrest Park Improvements:
 - Fircrest Tennis Courts Resurface: ≈ \$32,000. \$16,000 is funded through a Recreation and Conservation Office (RCO) grant.
 - Fircrest Field Turf and Lighting Improvements: ≈ \$350,000. \$158,500 is funded through an RCO grant.
 - Fircrest Storage Garage: ≈ \$35,000.
 - New Backstops: ≈ \$35,000
 - Paved Pathways: ≈ \$80,000
 - Fox Property Improvements: ≈ \$250,000. This is a placeholder number as improvements to the Fox Property have not yet been determined.
- Whittier Park Master Plan: ≈ \$35,000.

- Water Fund Forecast: Primarily staff time in 2022.
- American Rescue Plan Act Projects for 2022:
 - Business, Rental and Utility Assistance Programs: \approx \$25,000. It is anticipated that most of what will get out to the community through these grants will be done in 2021.
 - Miscellaneous City Needs related to COVID-19: $<$ \$20,000.
 - HVAC Improvements at City Hall, Public Safety Building, and Public Works Facility: \approx \$400,000
 - Water Infrastructure: \approx \$450,000
- Establish Centennial Planning Committee: Staff, Council, and volunteer time for 2022.
- Establish Pool/Community Center Maintenance Fund: I am recommending the City Council establish a designated fund under the General Fund for Pool/Community Center Major Maintenance. For this first year, I recommend the City begin funding it with a portion of our 2021 General Fund savings. The City Council can initiate this with our first budget amendment in 2022 when the budget is adjusted to take into account our actual final revenues and expenditures for 2021.
- Establish a Sustainability Plan: Primarily staff time in 2022.

2022 BUDGET OVERVIEW

- Includes a COLA increase of 6.3% for all employees.
- Includes a 10% employee contribution for medical premiums.
- Includes five employee reclassifications or position adjustments, and one added position.
- Includes the reorganization of the parks and facilities maintenance function and combines the City Clerk responsibilities with Planning and Building.
- 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 the second year of a six-year EMS levy rate passed by voters.
- Transfers 15% of property tax collections to the Street Fund.
- Transfers \$40,600 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).
- 6.3% increase applied to the Fire/EMS contract with Tacoma.
- Includes library reimbursements of \$59 charged by the City of Tacoma.

2021
Budgeted operating revenues:
 \$5,914,852

2022
Budgeted operating revenues:
 \$6,347,792

2021
Budgeted operating expenditures:
 \$5,863,080

2022
Budgeted operating expenditures:
 \$6,331,722

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	446,308
Street Fund	150,000
Water Fund	11,513
Sewer Fund	369,250
Total	\$977,071

In 2021 a three-year loan to the Park Bond Capital Fund in the amount of \$2,300,000 for cash flow purposes was established. The first of three yearly payments is due on August 31, 2022. Per ordinance, all interest will be receipted to the General Fund.

STREET FUND

Transfers in from General Fund include \$251,606 (15% Property Tax); \$40,600 (Street Light Maintenance); and \$10,000 (Beautification).

Capital consists of \$100,000 for major patching funded by a transfer in from REET 1.

2021 Budgeted revenues
 \$520,775

2022 Budgeted revenues
 \$560,211

**2021 Budgeted expenditures
 with Capital:**
 \$505,240

**2022 Budgeted expenditures
 with capital:**
 \$560,710

Street Reserves will be decreased by \$499.

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. The pool and community center projects are projected to be complete by the end of 2021. A \$2.3 million dollar loan was executed from the Cumulative Reserve Fund in 2021 for cash flow purposes to complete the project. Donations for the project will be coming in after the pool and community center are completed and will be used to repay the loan. This budget includes other smaller park bond capital projects that will be completed in 2022.

STORM DRAIN OPERATING FUND

2021
Budgeted revenues:
\$530,500

2022
Budgeted revenues:
\$550,600

2021
Budgeted expenditures:
\$560,190

2022
Budgeted expenditures:
\$574,429

Reserves will be decreased by \$23,829.

STORM DRAIN CAPITAL FUND

Capital consists of \$264,250 for storm fall out improvements.

Project Engineering of \$48,800 for above projects.

WATER OPERATING FUND

2021 Budgeted revenues:
\$1,681,432

2022 Budgeted revenues:
\$1,177,350

2022 Budgeted expenditures:
\$1,098,347

2022 Budgeted expenditures:
\$1,112,417

Reserves will be increased by \$64,933.

WATER CAPITAL FUND

Capital improvement includes funds for a water main upgrade funded by the American Rescue Plan Act (ARPA) and replacement of the Weathervane generator. Any remaining ARPA funds received will be designated for future capital projects.

SEWER OPERATING FUND

2021	2022
Budgeted revenues:	Budgeted revenues:
\$2,745,400	\$2,744,200
2021	2021
Budgeted expenditures:	Budgeted expenditures:
\$2,854,929	\$2,863,127

Reserves will be decreased by \$118,927.

SEWER CAPITAL FUND

Capital improvement includes \$420,000 for the Weathervane lift station project.

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 more than \$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 2022 are detailed in the ERR Fund budget.

SUMMARY

In summary, the 2022 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 implemented cost containment wherever and whenever possible. It is anticipated that we will generally still experience an increase in costs.

The Staff has tried to assure accuracy while understanding that legislative or operational events may occur which would cause projections to be inaccurate. We do not currently know the extent of the effects that 2021 legislative changes will have on the Police Department and Municipal Court.

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 to provide quality services and amenities. Both of these continue to be priorities for the Council and staff. Both of these are addressed in the budget. 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. Establishment of form-based code for the northwestern part of the City provides an incredible opportunity for the City, although it is one where we don't control the timing.

By clearly targeting resources and visioning for the future, the City will be able to provide quality services into the future. Especially as a small local government, the City will need to take opportunities to make necessary adjustments to continue to provide a high level of service to residents.

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 2022.

Sincerely,

Scott Pingel
City Manager

GENERAL FUND CHANGE IN FUND BALANCE REPORT

Operating Revenues	6,357,792
Operating Expenses	(6,348,468)
Operating Revenues Over/(Under) Operating Expenditures	9,324
Plus ARPA funds to be used for Capital	400,000
Less Transfer Out to St. Lt. Maint. from Lt. Fund Balance	(40,600)
Less Capital Expenditures From 44th St Fund Balance	(55,000)
Less Capital Expenditures From General Fund-ARPA	(400,000)
Total Net Change in Total General Fund Balances	(86,276)

GENERAL FUND SUMMARY REPORT

RESOURCES	
Desg. Beginning Fund Balance-Light	518,050
Desg. Beginning Fund Balance-44th Alameda	608,138
Desg. Beginning Fund Balance-ARPA	0
Undesignated Ending Fund Balance-Reserved for Cash Flow	1,400,000
Undesignated Beginning Fund Balance	957,678
Operating Revenues	6,357,792
ARPA Funds for Capital	400,000
Total Resources with Beginning Fund Balance	10,241,658
EXPENDITURES	
Operating Expenses	6,348,468
Transfer Out to Street for St. Lt. Maint./Cap from Lt. Fund Balance	40,600
Transfer Out to Cumulative Reserve Fund	0
Capital Expenditures From 44th St Fund Balance	55,000
Capital Expenditures From General Fund-ARPA	400,000
Desg. Ending Fund Balance-Light	477,450
Desg. Ending Fund Balance-44th Alameda	553,138
Desg. Ending Fund Balance-ARPA	
Undesignated Ending Fund Balance-Reserved for Cash Flow	1,400,000
Undesignated Ending Fund Balance	967,002
Total Expenditures with Ending Fund Balance	10,241,658

GENERAL FUND REVENUE

BARS	Description	2019 Actual	2020 Actual	2021 Budget	2022 Budget
308-10-00-01	Des. Fund Bal/Light	675,813	593,258	557,005	518,050
308-10-00-02	Des. Fund Bal/44th Alameda	265,366	661,838	661,838	608,138
308-80-00-03	Fund Bal Donations Pool Rec/Center	250,000	0	0	0
308-80-00-04	Des. Fund Bal/ARPA	0	0	0	0
308-80-00-00	Reserved for Cash Flow	1,450,000	1,400,000	1,400,000	1,400,000
308-80-00-01	Undes. Unres. Fund Balance	903,822	1,166,324	1,581,611	957,678
	Total Fund Balance	3,545,001	3,821,419	4,200,454	3,483,866
311-10-00-00	General Property Taxes	1,598,487	1,593,372	1,600,000	1,677,374
311-10-01-00	EMS Tax	331,856	333,764	525,000	554,700
313-11-00-00	Retail Sales & Use Tax	547,325	624,203	500,000	635,000
313-17-00-00	Zoo Tax	74,706	74,871	75,000	79,000
313-71-00-00	Local Criminal Justice Tax	134,167	134,774	137,000	141,000
316-40-00-00	Water Utility Tax	80,074	82,209	84,000	85,680
316-41-00-00	Sewage Utility Tax	160,791	162,694	162,000	163,020
316-42-00-01	Storm Drain Utility Tax	30,066	30,314	29,700	31,080
316-43-00-00	Gas Utility Tax	93,387	105,041	105,000	108,000
316-45-00-00	Garbage/Solid Waste Tax	105,219	109,446	107,000	125,000
316-46-00-00	Television Cable Tax	145,394	142,772	130,000	130,000
316-47-00-00	Telephone/Telegraph Tax	95,710	86,188	90,000	85,000
	Total Taxes	3,397,182	3,479,648	3,544,700	3,814,854
321-91-00-01	Non Comp Charge/Electric	285,744	291,051	300,000	300,000
321-91-00-02	Franchise Fee Water	7,225	7,252	7,200	7,300
321-91-00-03	Franchise Fee Cable TV	120,873	121,118	120,000	120,000
321-99-00-00	Business Licenses & Permits	61,266	59,079	60,000	62,000
322-10-00-00	Building Permit	88,100	69,106	35,500	30,000
322-10-00-01	Mechanical Permit	15,900	9,660	10,000	8,000
322-10-00-02	Plumbing Permit	10,782	7,070	6,000	5,000
322-10-00-05	Sign Permit	2,050	700	500	500
322-10-00-06	Investigation Fee	2,068	491	700	500
322-10-00-07	Fire Protection Permit	4,100	1,500	800	500
322-90-00-00	Other Licenses & Permits	500	465	600	500
	Total Licenses & Permits	598,608	567,492	541,300	534,300
332.92.10.01	ARPA Funds	0	0	0	504,000
333-20-60-00	OT Reimbur-Fed Passthru	11,285	1,689	11,100	27,000
334-01-20-00	AOC-St of WA	2,260	2,148	0	0
334-04-20-00	Planning Grant-Dept of Comm	0	16,000	4,000	0
336-00-98-00	City-County Assistance	113,863	109,309	95,000	115,000
336-06-21-00	CJ-Population Based	2,024	2,121	2,240	2,400
336-06-26-00	CJ-Special Programs	7,282	7,590	7,945	8,500
336-06-42-00	Marijuana Excise Tax	7,849	7,747	7,605	7,600
336-06-51-00	DUI-Cities	941	984	1,000	1,000
336-06-94-00	Liquor Excise Tax	36,916	42,672	38,430	44,250
336-06-95-00	Liquor Board Profits	44,032	43,474	53,640	53,500

336-06-95-01	Liquor Board Profits-Public Sfty	11,008	10,869	11,000	11,000
337-00-00-00	Interlocal Grants, Entitlements,Others	1,893	0		0
	Total Intergovernmental Revenues	239,353	244,603	231,960	774,250
341-43-00-00	Interdepartmental Service Chgs	655,863	676,913	693,547	675,698
341-49-00-00	Ruston Court Contract	232,000	236,000	238,360	242,000
341-99-00-00	Passport Fees	25,035	19,585	23,000	35,000
345-81-00-01	Planning Permit	14,184	5,491	5,000	6,000
345-81-00-02	Site Development Permit	5,642	1,350	2,000	2,000
345-83-00-00	Plan Checking	57,055	43,519	18,000	18,000
347-30-00-00	Swimming Pool Fees	36,458	0	84,920	102,000
347-30-00-02	Swim Team Fees	8,200	0	6,125	7,500
347-30-00-04	Recreation Fees	5,919	3,117	6,000	7,500
347-30-00-06	Adult Basketball Registration	1,080	0	1,000	1,500
347-30-00-07	Adult Baseball Registration	3,328	0	2,000	3,000
347-60-00-01	Youth Basketball Registration	10,930	940	10,000	12,500
347-60-00-02	Youth Baseball Registration	21,295	0	20,000	20,000
347-60-00-04	Indoor Soccer	2,160	0	2,000	2,000
347-60-00-05	Flag Football Registration	840	0	800	800
347-60-00-09	Instructor Based Revenue-Recreation	17,276	2,793	15,000	20,000
347-60-00-10	Swimming Instructions	35,493	0	63,360	64,000
347-60-00-11	Instructor Based Revenue-Pool	0	0	0	3,000
	Total Charges for Goods & Services	1,132,758	989,707	1,191,112	1,222,498
353-10-00-01	Municipal Court	245,165	204,078	245,000	215,000
356-50-00-00	Investigative Fund Assessments	2,996	2,701	2,800	2,800
356-50-04-00	DUI Invest Fund Assessments	2,577	1,268	1,800	1,800
	Total Fines & Forfeits	250,738	208,047	249,600	219,600
361-11-00-01	Investment Interest	160,827	54,210	15,000	26,500
361-40-00-01	Sales Interest	1,164	930	300	300
361-40-00-03	Int On Gen Property Taxes	2,380	767	1,000	500
361-40-00-04	Int On EMS Property Taxes	453	156	250	50
362-40-00-00	Space & Facility Rental	31,178	1,689	10,000	27,500
362-40-00-01	Soccer Field Rental	5,252	5,275	6,000	6,000
362-50-00-01	Land Rental-Interfund	75,760	77,055	77,830	82,730
362-50-00-02	Land Rental-ERR Garage	4,185	4,260	4,300	4,570
362-50-00-03	Time/Temp Sign Rental	2,640	2,640	2,640	2,640
362-50-00-04	Pool Rental Revenue	1,375	0	4,500	7,000
362-50-00-07	Pool Party Room Rental	0	0	13,860	14,000
367-00-00-01	Donations for Pool/Rec Center	250,000	0	0	0
367-00-00-02	Parks Donations	16,672	6,925	10,000	10,000
367-00-00-03	Police Donations	10,168	0	9,000	9,000
367-00-00-10	Firework Donations	1,065	1,715	1,000	1,000
369-10-00-00	Sale of Scrap	425	1,442	0	0
369-30-00-01	Confiscated & Forfeited Property	1,182	123	0	0
369-40-00-00	Judgements and Settlements	320	240	0	0
369-81-00-00	Cash Overage/Shortage	(167)	(142)	0	0
369-81-00-01	Cash Over/Short-Pool	26	0	0	0
369-90-00-01	Other Misc Revenue	2,511	551	500	500

	Total Misc Revenue	567,416	157,835	156,180	192,290
	Total Operating Revenue	6,186,055	5,647,333	5,914,852	6,757,792
386-00-00-00	Refundable Deposits	12,712	3,150	0	0
397-00-00-16	Transfer In from Bond Capital Fund	1,215,454	0	0	0
398-10-00-01	Insurance Recovery	4,043	0	0	0
	TOTAL RESOURCES	10,963,265	9,471,902	10,115,306	10,241,658

BUDGET NARRATIVE

TAXES

General Property Taxes includes anticipated revenue from new construction based on Planning Department projections. The 1% increase for general property taxes allowed by law was levied by Council for tax year 2022.

E.M.S. Taxes the EMS levy rate of .50/1,000 of assessed property value was passed by the voters in 2020.

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

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

Transfer in from Bond Capital Fund in 2019 was for reimbursement to the General Fund and 44th/Alameda Designated Fund balance for expenditures incurred prior to issuing the General Obligation Park Bond.

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.

INTERGOVERNMENTS REVENUES

ARPA Fund the City will receive \$983,988 in 2022 from the American Rescue Plan Act (ARPA). In 2022 these funds will be dedicated as follows: \$25,000 for business/rental/utility assistance, \$10,000 for

miscellaneous Covid-19 city expenses, \$69,000 for future Covid-19 expenses, \$400,000 for HVAC systems at Public Safety Building, Public Works, and City Hall. (General Fund total \$504,000) An additional \$450,000 will be receipted in the Water Capital Fund and used for water capital.

Federal Pass-thru Grant revenue is grants received by the Federal Government that are distributed through a state agency. This line includes \$8,000 for Police Reimbursable Overtime and \$19,000 for Police body cameras and tasers.

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.

MVFT, CJ, Liquor Tax and 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 6,860. 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 are fees for new construction and land use activity in Fircrest.

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

Recreation, Basketball, Baseball and Soccer are 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 to the instructor. There is an offsetting expenditure in the Recreation Department.

FINES & FORFEITS

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

MISCELLANEOUS REVENUE

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

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

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

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

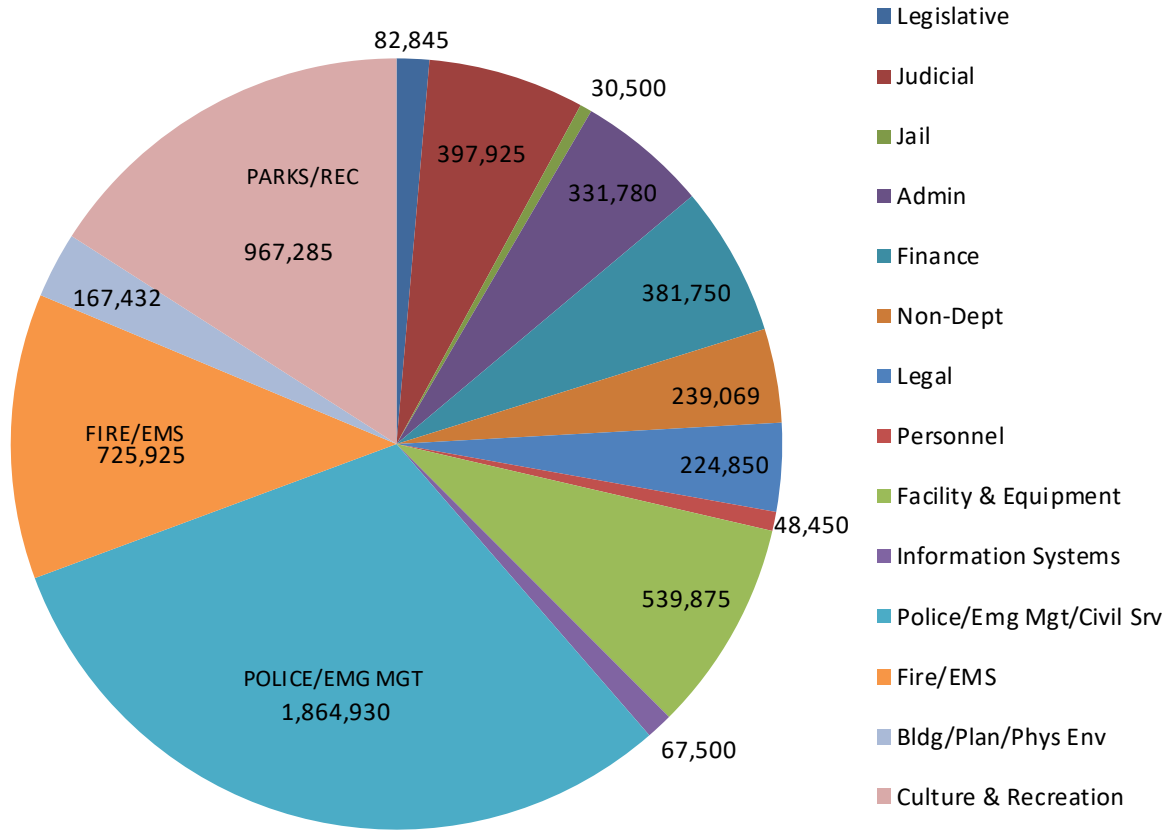
Police Donations are offsetting revenues related to expenditures that will be incurred only if donations are received.

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	2021 BUDGET	IN(DE)CREASE	2022 BUDGET
Legislative	82,330	515	82,845
Judicial	408,500	(10,575)	397,925
Admin	299,005	32,775	331,780
Finance	373,121	8,629	381,750
Legal	228,600	(3,750)	224,850
Other Employee Benefits	1,500	5,000	6,500
Non-Dept	129,710	109,359	239,069
Personnel	40,415	1,535	41,950
Facilities & Equipment	460,454	79,421	539,875
Information Systems	61,100	6,400	67,500
Civil Service	5,960	140	6,100
Police	1,710,920	132,610	1,843,530
Fire/EMS	682,902	43,023	725,925
Jail	30,500	0	30,500
Building	103,410	(22,060)	81,350
Emergency Mgmt	14,740	560	15,300
Physical Environment	19,610	(4,868)	14,742
Planning	93,160	(23,960)	69,200
Mental Health	2,146	(6)	2,140
Recreation	299,785	57,365	357,150
Participant Recreation	32,200	3,900	36,100
Library	14,000	(2,000)	12,000
Community Events	32,000	6,650	38,650
Swimming Pool	227,245	23,810	251,055
Parks	259,767	12,563	272,330
Total Departmental Operating Costs	5,613,080	457,036	6,070,116
Operating Transfer/Street Beautification	10,000	0	10,000
Operating Transfer/Property Tax	240,000	11,606	251,606
Total Operating Transfers	250,000	11,606	261,606
Total Operating Budget	5,863,080	468,642	6,331,722
Capital Budget			
Judicial	0	0	0
Facilities	39,500	360,500	400,000
Information Systems	0	0	0
Police	136,205	(136,205)	0
Recreation	0	0	0
Parks	53,700	1,300	55,000
Total Capital Budget	229,405	225,595	455,000
Transfer for Street Light Maintenance	38,955	1,645	40,600
Transfer to Cumulative Reserve	500,000	(500,000)	0
Non Operating Expense	0	0	0
Total Equity Transfers	538,955	(498,355)	40,600
Undesignated Ending Fund Balance	957,678	16,070	973,748
Reserved for Cash Flow	1,400,000	0	1,400,000
Designated/Light	518,050	(40,600)	477,450
Designated/44th Alameda	608,138	(55,000)	553,138
Designated/ARPA	0		0
Total Ending Fund Balance	3,483,866	(79,530)	3,404,336

GENERAL FUND 2022 OPERATING BUDGET



OPERATING BUDGET	2022 BUDGET	
Legislative	82,845	1.4%
Judicial	397,925	6.6%
Jail	30,500	0.5%
Admin	331,780	5.5%
Finance	381,750	6.3%
Non-Dept	239,069	3.9%
Legal	224,850	3.7%
Personnel	48,450	0.8%
Facility & Equipment	539,875	8.9%
Information Systems	67,500	1.1%
Police/Emg Mgt/Civil Srv	1,881,676	30.7%
Fire/EMS	725,925	12.0%
Bldg/Plan/Phys Env	167,432	2.8%
Culture & Recreation	967,285	15.9%
Total Operating Costs without transfers	6,086,862	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

2021 Completed:

- Continued to increase electronic medium for correspondence between council, citizens, and staff.
- Participated on regional boards and commissions.
- Continued to provide remote access to public meetings along with transitioning back to in-person meetings.

New for 2022:

- 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 Council Goals Workshop.
- Establish a Centennial Planning Committee.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	35,011	34,061	36,015	36,015
20	Personnel Benefits	2,773	2,761	2,865	2,880
30	Supplies	182	909	750	750
40	Services & Charges	15,193	10,049	22,700	23,200
50	Intergovt Charges	27,090	24,964	20,000	20,000
	Total	80,249	72,745	82,330	82,845

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	36,015	0	36,015
Personnel Benefits			
Personnel Benefits	2,865	15	2,880
Supplies			
Office & Operating Supplies	250	0	250
Small Tools & Minor Equipment	500	0	500
Services & Charges			
Professional Services	4,500	500	5,000
Advertising	2,000	0	2,000
Recording Software Services	150	0	150
Travel	1,500	0	1,500
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	100	0	100
Miscellaneous	100	0	100
A.W.C. Dues	4,500	0	4,500
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	20,000	0	20,000
Total	82,330	515	82,845

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 \$147.75 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).

Professional Services is for costs 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 2021 general election costs.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	258,056	294,595	294,740	288,200
20	Personnel Benefits	78,687	83,736	86,135	82,000
30	Supplies	8,565	18,378	9,500	9,600
40	Services & Charges	12,278	6,676	18,125	18,125
60	Capital Outlay	0	0	0	0
	Total	357,586	403,386	408,500	397,925

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	294,240	(6,540)	287,700
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	86,135	(4,135)	82,000
Supplies			
Office & Operating Supplies	8,000	0	8,000
Publications-Court Rules	500	100	600
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Prof Srvs - Pro Temp Judges	2,800	0	2,800
Prof Srvs - Interpreter	7,000	0	7,000
Recording Software	150	0	150
Travel	2,700	0	2,700
Operating Rentals & Leases	2,100	0	2,100
Repairs & Maintenance	0	0	0
Interfd ERR Repairs & Maint	100	0	100
Miscellaneous	500	0	500
Registration & Tuition	750	0	750
Dues,Memberships,Subscriptions	600	0	600
Juror Costs	1,200	0	1,200
Witness Costs	225	0	225
Total	408,500	(10,575)	397,925

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.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Judge	0.25	0.25	0.25	0.25
Court Clerk I	2.00	2.00	1.00	1.00
Court Clerk I (1 Part Time)	0.70	0.70	0.70	0.50
Court Clerk II	0.00	0.00	1.00	1.00
Court Administrator	1.00	1.00	1.00	1.00
Total	3.95	3.95	3.95	3.75

DEPARTMENT: Administration
DIVISION: Administration
PROGRAM: Administration Services

PROGRAM DESCRIPTION

Function: Administration 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

2021 Completed:

- Worked with Finance Department to coordinate and develop the 2022 Budget.
- Assisted Public Works with capital improvement projects.
- Continued 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 2022:

- Establish a Sustainability Plan and obtain Council approval.
- Assist Public Works with capital improvement projects.
- Continue to digitize archived ordinances, resolutions, minutes and agendas on City server.
- Implement Accident Prevention Plan and continue to update as needed.
- 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.
- Continue to update public records process.
- Develop partnerships with businesses, neighboring cities and other regional agencies.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	196,535	198,168	217,120	248,000
20	Personnel Benefits	79,277	69,580	75,805	77,700
30	Supplies	491	281	500	500
40	Services & Charges	4,164	2,446	5,580	5,580
	Total	280,467	270,474	299,005	331,780

DETAIL BUDGET

		2021 Budget	In(de)crease	2022 Budget
	Salaries & Wages			
	Salaries & Wages	217,120	30,880	248,000
	Personnel Benefits			
	Personnel Benefits	75,805	1,895	77,700
	Supplies			
	Office & Operating Supplies	250	0	250
	Small Tools & Minor Equipment	250	0	250
	Services & Charges			
	Professional Services	300	0	300
	Communication	930	0	930
	Travel	400	0	400
	Repairs & Maintenance	100	0	100
	Interfd ERR Replacement	300	0	300
	Interfd ERR Repairs & Maint	100	0	100
	Miscellaneous	500	0	500
	Registration & Tuition	1,250	0	1,250
	Dues,Memberships,Subscriptions	1,700	0	1,700
	Total	299,005	32,775	331,780

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, Washington City/County Management Association Annual Conference, and the Northwest Regional Manager's 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 and International City/County Management Association (ICMA).

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
City Manager	1.00	1.00	1.00	1.00
City Clerk	0.67	0.67	0.67	0.00
Administrative Services Director	0.00	0.00	0.00	0.60
Admin. Assistant	0.50	0.50	0.50	0.75
Total	2.17	2.17	2.17	2.35

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

2021 Completed:

- Processed Budget Amendments as needed.
- Prepared 2020 Annual State Reports.
- Worked with Administration Department to develop the 2022 Budget.
- Updated financial policies.
- Worked with the State Auditor's Office on the 2020 financial and accountability audit.
- Assist Recreation and Building Department for online registration and payment services.

New for 2022:

- Work with Administration Department to develop the 2023 Budget.
- Prepare 2021 Annual State Reports.
- Establish a 5-year forecast for the Water Fund.
- Establish a Pool and Community Center Major Maintenance Fund.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	216,147	230,182	244,470	262,700
20	Personnel Benefits	93,058	96,070	103,340	102,100
30	Supplies	696	107	1,300	900
40	Services & Charges	22,564	20,984	24,011	16,050
	Total	332,465	347,343	373,121	381,750

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	243,970	18,230	262,200
Overtime	500	0	500
Personnel Benefits			
Personnel Benefits	103,340	(1,240)	102,100
Supplies			
Office & Operating Supplies	600	(400)	200
Small Tools & Minor Equip	700	0	700
Services & Charges			
Professional Services	0	10,400	10,400
Travel	1,700	(700)	1,000
Interfd ERR Replacement	11,936	(11,936)	0
Interfd ERR Repairs & Maint	6,000	(6,000)	0
Miscellaneous	400	0	400
Registration & Tuition	2,550	100	2,650
Printing And Binding	1,000	200	1,200
Dues,Memberships,Subscriptions	425	(25)	400
Total	373,121	8,629	381,750

BUDGET NARRATIVE

Professional Services is for cloud-based maintenance for BIAS software system.

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

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Finance Director	0.85	0.85	0.90	0.90
Accountant II	1.00	1.00	2.00	2.00
Accountant I	1.00	1.00	0.00	0.00
Total	2.85	2.85	2.90	2.90

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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
30	Supplies	35	0	500	0
40	Services & Charges	220,273	209,051	228,100	224,850
	Total	220,308	209,051	228,600	224,850

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Supplies			
Publications	500	(500)	0
Services & Charges			
Assigned Counsel	67,000	4,350	71,350
City Attorney	27,500	2,500	30,000
Special Legal Counsel	4,000	(1,500)	2,500
City Prosecutor	120,000	(5,000)	115,000
Conflict Council	6,500	(500)	6,000
Travel	2,000	(2,000)	0
Registrations	600	(600)	0
Memberships, Dues	500	(500)	0
Total	228,600	(3,750)	224,850

BUDGET NARRATIVE

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.

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

PROGRAM DESCRIPTION

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
0	Total Other Services & Charges	962	4,858	1,500	6,500
	Total	962	4,858	1,500	6,500

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Unemployment Comp	0	5,000	5,000
Health Program	1,000	0	1,000
Travel-Health Program	500	0	500
Total	1,500	5,000	6,500

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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	18,419	20,469	21,150	22,400
20	Personnel Benefits	11,328	11,456	12,155	15,800
30	Supplies	6,882	28,949	10,200	7,700
40	Services & Charges	78,812	76,800	86,205	193,169
0	Transfers & Other Cost Allocations	542,367	285,259	788,955	302,206
	Total	657,808	422,934	918,665	541,275

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	20,950	1,250	22,200
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	12,155	3,645	15,800
Supplies			
Office & Operating Supplies	200	0	200
Central Office Supplies	6,000	0	6,000
Central Office Printing	2,000	(1,000)	1,000
Small Tools & Minor Equipment	2,000	(1,500)	500
Services & Charges			
Professional Services	15,000	5,000	20,000
Communication	10,000	800	10,800
Postage	13,000	0	13,000
Travel	100	0	100
Operating Rentals	4,500	(500)	4,000
Interfd ERR Replacement	3,919	(1,200)	2,719
Interfd ERR Repairs & Maint	2,136	(136)	2,000
Miscellaneous	23,000	0	23,000
Town Topics/Citizen Communication	14,000	(1,000)	13,000
Notary	250	0	250
Dues, Membership,Subscriptions	150	0	150
Registration & Tuition	150	0	150
ARPA Expenses	0	104,000	104,000
Transfers & Other Cost Allocations			
Transfer Out	10,000	0	10,000
Transfer Out-Property Tax	240,000	11,606	251,606
Transfer Out-Light Maint	38,955	1,645	40,600
Transfer Out to Cumulative Reserve	500,000	(500,000)	0
Total	918,665	(377,390)	541,275

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 decreased for 2021 notifications for pool/recreation center project.

The Notary line includes funds for miscellaneous supplies as needed.

Dues, Membership, Subscriptions line is for membership in Pierce County Cities and Towns Association and MRSC Small Works Roster Register.

The Transfer line item consists of \$10,000 to the Street Fund to fund Street Beautification costs; \$242,400 (15%) of the property taxes collected to the Street Fund for operations; and \$40,600 to the Street Fund from Designated Light Fund Balance to fund Street Light Maintenance.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Office Assistant	0.40	0.00	0.00	0.00
Senior Office Assistant	0.00	0.40	0.40	0.40
Total	0.40	0.40	0.40	0.40

DEPARTMENT: Administration
DIVISION: Personnel
PROGRAM: Human Resources

PROGRAM DESCRIPTION

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

What we do:

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

GOALS AND WORK PLAN

2021 Completed:

- Continued personnel records management program.
- Completed new hires and assisted with summer hires.
- Recruited and replaced staff as needed.
- Provided initial Diversity, Equity, and Inclusion training for all City staff.

New for 2022:

- Recruit and replace staff as needed.
- Provide various workplace training to Council, staff, and volunteers.
- Work with liability insurance provider to establish ongoing Diversity, Equity, and Inclusion training for all City staff.
- Formalize new employee orientation process and training.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	23,917	25,792	24,490	28,100
20	Personnel Benefits	11,047	6,537	6,175	6,100
30	Supplies	37	357	250	250
40	Services & Charges	2,492	1,961	9,500	7,500
	Total	37,493	34,647	40,415	41,950

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	24,490	3,610	28,100
Personnel Benefits			
Personnel Benefits	6,175	(75)	6,100
Supplies			
Office & Operating Supplies	100	0	100
Small Tools & Minor Equipment	150	0	150
Services & Charges			
Professional Services	3,000	(2,000)	1,000
Advertising	2,500	0	2,500
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	40,415	1,535	41,950

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 tests 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 and/or City Manager 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

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
City Clerk	0.33	0.33	0.33	0.00
Administrative Services Director	0.00	0.00	0.00	0.30
Total	0.33	0.33	0.33	0.30

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

2021 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 push button ADA doors at City Hall.
- Installed new double doors at the Public Safety Building.

New for 2022:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	81,637	81,983	78,270	145,200
20	Personnel Benefits	39,162	32,117	31,930	82,000
30	Supplies	19,570	16,031	19,000	19,000
40	Services & Charges	292,354	281,361	331,254	293,675
60	Capital Outlays	0	0	39,500	400,000
	Total	432,723	411,492	499,954	939,875

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	77,770	56,930	134,700
Casual & Seasonal Wages	0	10,000	10,000
Overtime	500	0	500
Personnel Benefits		0	
Personnel Benefits	31,930	50,070	82,000
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.	5,500	0	5,500
Operating Supplies/Park Struct	1,000	0	1,000
Operating Supplies/Landscaping	500	0	500
Small Tools & Minor Equipment	1,500	0	1,500
Services & Charges			
Contract Maintenance	80,000	(37,770)	42,230
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	4,030	255	4,285
Insurance	175,000	0	175,000
Insurance Deductible	1,000	0	1,000
Public Utility Services	14,000	0	14,000
Repairs & Maintenance	100	0	100
Repairs & Maint/Rec Bldg	9,200	0	9,200
Repairs & Maint/City Hall	16,500	0	16,500
Repairs & Maint/Public Works	6,000	0	6,000
Repairs & Maint/Public Safety	10,000	0	10,000
Repair Time & Temp Sign	700	0	700
Repairs & Maint/Park Struct	500	1,000	1,500
Interfd ERR Replacement	4,961	(1,561)	3,400
Interfd ERR Repairs & Maint	3,403	497	3,900
Miscellaneous	500	0	500
Alarm Monitoring-City Hall	400	0	400
Total	460,454	79,421	539,875

BUDGET NARRATIVE

Contract Maintenance includes \$42,230 for landscape 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

	2021 Budget	In(de)crease	2022 Budget
Building & Structures	26,500	(26,500)	0
Improvements	0	0	0
Machinery & Equipment	13,000	387,000	400,000
Total	39,500	360,500	400,000

CAPITAL NARRATIVE

Capital is for HVAC units at Public Safety Building, Public Works, and City Hall with funding from ARPA.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Public Works Director	0.00	0.00	0.00	0.05
Finance Director	0.15	0.15	0.00	0.00
Senior Maintenance Supervisor	0.70	0.70	0.70	0.00
Maintenance Lead	0.00	0.00	0.00	0.60
Maintenance Worker II	0.00	0.00	0.00	0.17
Maintenance Worker I	0.50	0.50	0.50	1.00
Custodian	0.00	0.00	0.00	0.30
Total	1.35	1.35	1.20	2.12

Casual & Seasonal Wages includes 625 hours for a part-time maintenance worker.

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

2021 Completed:

- Contracted with Right Systems for IT services.

New for 2022

- Work with Right Systems for IT Services as needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	28,201	7,114	0	0
20	Personnel Benefits	2,244	559	0	0
30	Supplies	823	56	2,500	2,500
40	Services & Charges	27,313	52,292	58,600	65,000
	Total	58,581	60,021	61,100	67,500

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	0	0	0
Personnel Benefits			
Personnel Benefits	0	0	0
Supplies			
Office & Operating Supplies	0	0	0
Small Tools And Minor Equip	2,500	0	2,500
Services & Charges			
Professional Services	43,200	4,800	48,000
Web Design/Maintenance	5,000	0	5,000
Communication	1,300	1,700	3,000
Repairs & Maintenance	0	0	0
Interfd ERR Replacement	0	0	0
Interfd ERR Repairs & Maint	100	(100)	0
Software Licenses	9,000	0	9,000
Total	61,100	6,400	67,500

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 hardware needed for the network not covered through the Right System contract.

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

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Information Services Manager	0.38	0.00	0.00	0.00
Total	0.38	0.00	0.00	0.00

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

2021 Completed:

- Held monthly meetings to approve payroll certifications and conduct Commission business.
- Conducted Lateral Police Officer exams and hired one officer.

New for 2022:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	2,544	2,592	2,620	2,800
20	Personnel Benefits	521	536	540	500
30	Supplies	54	0	50	50
40	Services & Charges	406	1,836	2,750	2,750
	Total	3,525	4,965	5,960	6,100

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	2,620	180	2,800
Personnel Benefits			
Personnel Benefits	540	(40)	500
Supplies			
Office Supplies	50	0	50
Small Tools & Minor Equipment	0	0	0
Services & Charges			
Professional Services	500	0	500
Advertising	1,000	0	1,000
Travel	650	0	650
Miscellaneous	50	0	50
Meals-Other Than Travel/Train	300	0	300
Registration And Tuition	250	0	250
Total	5,960	140	6,100

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 Officers as needed.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 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.
- Actively engage 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 and gatherings.
- Recruit and use volunteers to assist with departmental programs.

GOALS AND WORK PLAN

2021 Completed:

- Maintained high visibility enforcing traffic laws.
- Looked at implementation of Body Worn Camera program.
- Selected and trained new detective/evidence custodian.
- Hired and trained one new police officer.
- Updated our Policy and Procedure Manual with Lexipol consultants.
- Updated Use of Force Policies to closely align with the "8 Can't Wait" police reform recommendations and legislative mandates.
- Continued strong relationship with Force Investigation Teams to conduct independent, thorough, accurate, open, and unbiased use of force investigations for all officer involved in use of deadly force incidents.
- Implemented new procedures for electronic records destruction with SS-911.
- Joined FBI Law Enforcement Enterprise Portal- allows us to enter Use of Force data into national database.
- Worked with the Pierce County Health Department and Tacoma Fire Department to develop policies for opening back up the Public Safety Building to the public after COVID-19 closure.
- Face Book Live Program- a positive way to interact with citizens during Governor Inslee's Lock Down Order. (Reading to children and answering citizen questions)
- Developed and implemented Spotlight a Cop- introduced all our officers to the community on City web page. We did this during the COVID -19 shutdowns. We found this was a great way to positively interact with our community.
- Successfully completed FBI Access Audit.
- Developed a traffic control plan for City Graduation Parade and fully participated in the event.
- Participated in lock down and active shooter drills at area schools.
- Successfully completed WSCJTC Audit assuring all officers met minimum yearly training standards.

- All officers completed additional Crises Intervention Training, de-escalation training, and diversity training.
- Continue to work closely with the WSLCB to ensure area businesses comply with requirements.
- Maintained a strong liaison with our community area schools and surrounding jurisdictions.
- Hosted two Blood Drives with Cascade Regional Blood Services.
- Applied for and received several grants.
- Hosted Christmas “Sleigh Ride through the City” event.
- Worked in close liaison with Fircrest Kiwanis to assist in putting on events.
- Participated with the Tacoma/Pierce County DUI and Traffic Safety Multi-Jurisdictional Task Force.
- Continued to work with the Pierce County Sheriff’s Office to closely monitor our registered sex offender population.

2022 Work Plan and Goals:

- Implement Body Worn Camera program.
- Work with the Tacoma School District and participate in lock down drills.
- Continue to explore ways to positively engage with our community.
- Maintain high visibility in the community by doing foot patrols, business checks, and enforcing traffic laws.
- Work with Lexipol to complete the update of our Policy and Procedure Manuel.
- Recruit, hire and train new police officers as needed.
- Select and train new Crime Prevention Officer
- Select and train a backup Firearms Instructor.
- Ensure officers all have 24 hours of training to meet WSCJTC minimum yearly training requirements and standards to include de-escalation training, Crisis Intervention Training, and diversity training.
- 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.
- Continue to work with the Pierce County Sheriff’s Office to closely monitor our registered sex offender population.
- Continue strong liaison with local schools and continue outreach programs to include Lunch Buddies, safety programs and reading to kids.
- Continue to stay engaged with cooperative Cities task force.
- Provide Fircrest/Ruston Court security.
- Participate in and provide security for City events to include Fun Days, Movie in the Park, Color Run, Easter Egg Hunt, Car Show and others.
- 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	887,381	936,959	969,150	1,063,500
20	Personnel Benefits	300,456	305,306	356,350	384,200
30	Supplies	6,748	4,239	8,400	8,400
40	Services & Charges	153,347	152,778	228,700	258,796
50	Intergovt'l Services	115,928	132,258	148,320	145,380
60	Capital	0	31,796	136,205	0
	Total	1,463,860	1,563,337	1,847,125	1,860,276

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	891,550	112,450	1,004,000
Overtime	30,000	0	30,000
Major Holiday Compensation	6,500	0	6,500
Emphasis Patrol Overtime	30,000	(15,000)	15,000
Reimbursable Overtime	11,100	(3,100)	8,000
Personnel Benefits			
Personnel Benefits	342,215	27,785	370,000
LEOFF I Medical Premiums	9,535	65	9,600
LEOFF I Long Term Care Prem	600	0	600
LEOFF I Other Medical Costs	4,000	0	4,000
Supplies			
Office & Operating Supplies	5,300	0	5,300
Small Tools & Minor Equipment	3,100	0	3,100
Services & Charges			
Professional Services	34,000	11,000	45,000
Communication	15,500	0	15,500
Travel	3,000	0	3,000
Operating Rental/Copier	5,385	0	5,385
Repairs & Maintenance	3,000	0	3,000
Interfd ERR Replacement	67,431	4,159	88,336
Interfd ERR Repairs & Maint	62,864	(2,364)	60,500
Miscellaneous	500	0	500
Uniforms/Clothing/Laundry	8,500	0	8,500
Registration & Tuition	10,000	0	10,000
Dues,Memberships,Subscriptions	575	0	575
CJF Program	7,945	555	8,500
Reimbursable Program	9,000	0	9,000
Chaplaincy Program	0	0	0
Community Outreach	1,000	0	1,000
Intergovernmental Services			
PC Radio Infrastructure	15,000	(3,750)	11,250
Dispatching	90,350	(3,610)	86,740
WACIC/NCIC	2,400	0	2,400
Records	7,570	4,420	11,990
IT Charges	33,000	0	33,000
Total	1,710,920	132,610	1,860,276

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. Also included in this category is overtime relating to Ruston Court bailiff. 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 \$12,374 for an inter-local cooperative agreement with the Pierce County Sheriff's Department. The agreement is made up of \$7,542 for major crime investigation, \$1,684 for Forensic Officers and \$3,148 for the Pierce County Swat Team. 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. This line item also includes \$5,975 for Lexipol services. Lexipol will allow us to train, implement up-to-date policies incorporating best practices, and will provide us with timely updates in response to new legislation and case law. Also included is \$19,000 for a body camera and taser lease program. The other amount included in this line item is \$7,651 for Police Guild negotiations, contract compliance issues and other attorney fees.

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.

WACIC/NCIC is our police teletype system known as ACCESS. ACCESS provides us with the ability to enter and delete warrants, obtain 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

	2021 Budget	In(de)crease	2021 Budget
Machinery & Equipment	136,205	(136,205)	0
Total	136,205	(136,205)	0

CAPITAL BUDGET NARRATIVE

- There is no capital budgeted for 2022.

STAFFING

	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Police Chief	0.95	0.95	0.95	0.95
Police Sergeant	2.00	2.00	2.00	2.00
Police Officer	6.00	6.00	6.00	6.00
CSO II	0.85	0.85	0.85	0.85
CSO I	0.93	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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
50	Intergovt & Other Interfund Pmt.	664,839	676,141	682,902	725,925
	Total	664,839	676,141	682,902	725,925

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Services & Charges			
Tacoma Contract Fire	157,902	13,323	171,225
Tacoma Contract EMS	525,000	29,700	554,700
Total	682,902	43,023	725,925

BUDGET NARRATIVE

This year's total Interlocal agreement with the City of Tacoma increased 6.3% for a total contract amount for both Fire and EMS of \$725,925.

This is the second 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
50	Intergovt Services	28,218	13,490	30,500	30,500
	Total	28,218	13,490	30,500	30,500

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 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

2021 Completed:

- Finalized the Community Pool Project and the Community Center Project.
- Reviewed and issued permits for the dialysis center.
- Completed retention of property files.
- Adopted 2018 I-Codes as required by the State of Washington.

New for 2022:

- Continue to issue permits and conduct inspections.
- Implement online permitting and plan review.
- Work with Records Officer to move property files to the cloud.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	52,562	56,867	59,390	40,800
20	Personnel Benefits	12,451	13,395	14,070	9,300
30	Supplies	1,167	523	1,350	1,350
40	Services & Charges	28,283	33,317	28,600	29,900
	Total	94,463	104,102	103,410	81,350

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	59,390	(18,590)	40,800
Personnel Benefits			
Personnel Benefits	14,070	(4,770)	9,300
Supplies			
Office & Operating Supplies	750	0	750
Small Tools & Minor Equipment	600	0	600
Services & Charges			
Bldg Inspec/Plan Review	23,000	0	23,000
Eng Inspec/Plan Review	2,000	0	2,000
Professional Services-BIAS	0	3,000	3,000
Communication	450	0	450
Travel	500	0	500
Interfd ERR Repairs & Maint	1,700	(1,700)	0
Dues,Memberships,Subscriptions	350	0	350
Registration & Tuition	600	0	600
Total	103,410	(22,060)	81,350

BUDGET NARRATIVE

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

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

Professional Services is for cloud based maintenance service for BIAS software.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Planning/Building Administrator	0.50	0.50	0.50	0.00
Administrative Services Director	0.00	0.00	0.00	0.05
Permit Coordinator	0.00	0.00	0.00	0.50
Office Assistant	0.00	0.00	0.00	0.19
Planning/Building Admin Asst.	0.35	0.35	0.35	0.00
Total	0.85	0.85	0.85	0.74

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.

2021 Completed:

- Worked with Pierce County Department of Emergency Management, and Pierce County Health Department as we came out of COVID-19 lockdown and restrictions.
- Worked with DEM to request and ascertain Personnel Protective Equipment for employees and buildings.
- Set up cooling station at Fircrest City Hall during unprecedented heat wave.

2022 Work Plan and Goals:

- Attend Pierce County Emergency Management meeting.
- Work on City Comprehensive Emergency Management Plan.
- Complete 2020-2025 City Hazard Mitigation Plan.
- Host citywide emergency preparedness class.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	6,278	6,656	6,480	6,900
20	Personnel Benefits	1,802	1,863	1,960	2,100
50	Intergovt & Other Interfund Pmt.	5,703	0	6,300	6,300
	Total	13,783	8,519	14,740	15,300

DETAIL BUDGET

		2021 Budget	In(de)crease	2022 Budget
	Salaries & Wages			
	Salaries & Wages	6,480	420	6,900
	Personnel Benefits			
	Personnel Benefits	1,960	140	2,100
	Intergovt & Other Interfund Pmt.			
	Emergency Management Dues	6,300	0	6,300
	Total	14,740	560	15,300

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
40	Services & Charges	14,555	11,577	19,610	14,742
	Total	14,555	11,577	19,610	14,742

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Intergovt & Other Interfund Pmt.			
Pollution Control	4,610	132	4,742
Animal Control	15,000	(5,000)	10,000
Total	19,610	(4,868)	14,742

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

2021 Completed:

- Finalized 11th Tee Condo project.
- Streamline submittal and approval process with online permitting.
- Provide reports to the County, State and Federal Agencies as needed.
- Processed and reviewed Business License and Home Occupation approvals.

New for 2022

- Continue to streamline processes, including compliance.
- Update form-based code with urban landscaping design.
- Update public building design guidelines and standards.
- Update landscape policy and design guidelines.
- Adopte Comprehensive Plan and development code updates.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	52,562	56,867	59,390	40,800
20	Personnel Benefits	12,451	13,390	14,070	9,300
30	Supplies	830	495	950	950
40	Services & Charges	16,476	38,431	18,750	18,150
	Total	82,319	109,183	93,160	69,200

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	59,390	(18,590)	40,800
Personnel Benefits			
Personnel Benefits	14,070	(4,770)	9,300
Supplies			
Office & Operating Supplies	500	0	500
Small Tools & Minor Equipment	450	0	450
Services & Charges			
Prof Services/Reimbursable	15,000	0	15,000
Advertising	800	0	800
Recording Software Service	0	0	0
Communication	450	0	450
Travel	500	(500)	0
Interfd Replacement	300	0	300
Interfd ERR Repairs & Maint	100	(100)	0
Miscellaneous	50	0	50
Registration & Tuition	900	0	900
Dues,Memberships,Subscriptions	650	0	650
Total	93,160	(23,960)	69,200

BUDGET NARRATIVE

The Professional Services line consists of \$13,000 for planning consultant services and \$2,000 for GIS consulting services. Some costs are offset by “pass-through” costs to an applicant in the review of a specific project application. This amount also applies to miscellaneous projects for which no application is pending.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Planning/Building Administrator	0.50	0.50	0.50	0.00
Administrative Services Director	0.00	0.00	0.00	0.05
Planning/Building Admin Asst.	0.35	0.35	0.35	0.00
Permit Coordinator	0.00	0.00	0.00	0.50
Office Assistant	0.00	0.00	0.00	0.19
Total	0.85	0.85	0.85	0.74

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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
0	Transfers & Other Cost Allocations	1,921	1,944	2,146	2,140
	Total	1,921	1,944	2,146	2,140

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Transfers & Other Cost Allocations			
Substance Abuse	2,146	(6)	2,140
Total	2,146	(6)	2,140

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 to provide a recreational soccer program in Fircrest.
- Provide well maintained facilities for year-round sports program for all ages.
- Provide diversified summer swim program at the Edwards Family Aquatic Center.
- Provide a Youth After School Program.
- Provide a Youth Summer Program.
- Offer facility rentals to the community at the Edwards Family Aquatic Center and Roy H. Murphy Community Center.
- Provide wellness fitness programs.
- Coordinate, implement and improve special events by working with volunteers and community groups such as the Fircrest Kiwanis.
- Secure alternative funding through grants, donations, 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.

2021 COMPLETED

- Implemented new recreation management and registration software system.
- Modified the registration software to take reservations during COVID-19 restrictions.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	244,367	218,133	201,530	260,000
20	Personnel Benefits	75,219	80,112	76,705	80,000
30	Supplies	3,049	764	4,200	4,200
40	Services & Charges	4,454	5,472	17,350	12,950
60	Capital	0	0	0	0
	Total	327,089.00	304,481.02	299,785	357,150

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	183,930	29,270	213,200
Overtime	600	0	600
Casual & Seasonal Labor	17,000	29,200	46,200
Personnel Benefits			
Personnel Benefits	76,705	3,295	80,000
Supplies			
Office Supplies	600	0	600
Operating Supplies	1,000	0	1,000
Senior Supplies	400	0	400
Youth Supplies	1,200	0	1,200
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Senior Trips	250	0	250
Professional Services	2,950	0	2,950
Postage	4,500	(2,000)	2,500
Travel	600	0	600
Operating Rentals/Copier	2,450	0	2,450
Miscellaneous	400	1,600	2,000
Printing & Binding	5,000	(4,000)	1,000
Registration & Tuition	800	0	800
Dues,Memberships,Subscriptions	400	0	400
Total	299,785	57,365	357,150

BUDGET NARRATIVE

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

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

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

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

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

The money budgeted for Senior Trips includes 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 Professional Service line is for 67% of the receipting software fee.

The Postage line is for postage for miscellaneous mailings to groups and residents about program offerings.

Travel includes meals and transportation for scheduled training.

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

The Printing and Binding line is used for activity and program flyers and mailings.

The Registration and Tuition line includes the Washington Recreation and Park Association's (WRPA) Annual Conference and other miscellaneous courses.

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

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Recreation Supervisor	0.00	0.90	0.90	0.00
Recreation Coordinator	1.00	0.00	0.00	0.85
Office Assistant	0.50	0.50	0.50	0.80
Community Events Coordinator	0.50	0.50	0.70	0.75
Maintenance Supervisor	0.10	0.10	0.10	0.00
Parks/Recreation Director	0.84	0.84	0.84	0.85
Total	2.94	2.84	3.04	3.25

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

PROGRAM DESCRIPTION

Function: Participant 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
40	Services & Charges	27,823	7,635	30,700	34,600
50	Intergovt Pmt.	484	4,015	1,500	1,500
	Total	28,307	11,651	32,200	36,100

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Services & Charges			
Referees/Basketball	1,500	0	1,500
Umpires/Baseball	2,500	(500)	2,000
Indoor Soccer	900	0	900
Flag Football	700	0	700
5K Race	0	0	0
Instructor Fees	11,000	3,000	14,000
Youth Basketball	3,000	1,000	4,000
Adult Basketball	400	400	800
Youth Baseball	10,000	0	10,000
Adult Baseball	700	0	700
Intergovt Payments			
Excise Taxes	1,500	0	1,500
Total	32,200	3,900	36,100

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 Parks/Rec 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
40	Services & Charges	11,073	6,437	14,000	12,000
	Total	11,073	6,437	14,000	12,000

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Other Cost Allocations			
Library Services	14,000	(2,000)	12,000
Total	14,000	(2,000)	12,000

BUDGET NARRATIVE

Library Services includes funding for reimbursement of approximately 200 library cards at the full rate charged by the City of Tacoma which currently is \$59 per year.

DEPARTMENT: Recreation
DIVISION: N/A
PROGRAM: Community Events

PROGRAM DESCRIPTION

Function: The Community Events program promotes community recognition and holds special cultural events.

What we do:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
40	Services & Charges	35,690	7,401	32,000	38,650
	Total	35,690	7,401	32,000	38,650

DETAIL BUDGET

		2021 Budget	In(de)crease	2022 Budget
	Other Services & Charges			
	Community Events	32,000	6,650	38,650
	Total	32,000	6,650	38,650

BUDGET NARRATIVE

2022 Community Events include:

- | | |
|--------------------------------------|--------------------------------------------------|
| • \$1,500 for holiday tree lighting | \$200 for Lights of Fircrest Contest |
| • \$1,000 for the Strawberry Feed | \$200 for Medallion Madness |
| • \$500 for the Easter Egg Hunt | \$14,000 for Fun Days |
| • \$7,000 for fireworks for Fun Days | \$750 for advertising events |
| • \$1,250 for Daddy Daughter Dance | \$500 for Fish N Fun |
| • \$750 for Mother Son Fun Dance | \$500 for Halloween events |
| • \$2,000 for Car Show | \$1,750 for Market, Picnic and Movie in the Park |
| • \$5,000 bldg. opening celebration | \$1,750 for other miscellaneous events |

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 summertime.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	77,614	1,790	129,410	152,655
20	Personnel Benefits	13,906	937	23,590	27,800
30	Supplies	22,282	940	28,900	27,800
40	Services & Charges	10,756	9,702	36,345	33,800
50	Intergovt & Other Interfund Pmt.	3,906	0	9,000	9,000
60	Capital Outlays	0	0	0	0
	Total	128,464	13,369	227,245	251,055

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	21,425	1,475	22,900
Overtime	1,500	0	1,500
Casual & Seasonal Labor	106,485	21,770	128,255
Personnel Benefits			
Personnel Benefits	23,590	4,210	27,800
Supplies			
Office Supplies	300	0	300
Pool Supplies-Chemicals	18,000	0	18,000
Janitorial Supplies	600	400	1,000
Operating Supplies	9,000	(1,500)	7,500
Small Tools & Minor Equipment	1,000	0	1,000
Services & Charges			
Professional Services	1,995	5	2,000
Operating Rentals	300	0	300
Public Utility Services	30,000	(3,000)	27,000
Repairs & Maintenance-Pool	3,000	0	3,000
Printing & Binding	200	(200)	0
Miscellaneous	850	650	1,500
Intergovt & Other Interfund Pmt.			
Excise Taxes/Pool Revenue	9,000	0	9,000
Total	227,245	23,810	251,055

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 lifeguard uniforms, kickboards, flags, swim meet ribbons, etc.

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

The Excise Taxes/Pool Revenue is based on revenue collected.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Parks/Recreation Director	0.06	0.06	0.06	0.10
Recreation Coordinator	0.12	0.12	0.12	0.15
Recreation Supervisor	0.00	0.10	0.10	0.00
Maintenance Lead	0.04	0.03	0.04	0.05
Total	0.22	0.31	0.32	0.30

Casual & Seasonal Labor

- Pool Cashiers 875 hours
- Lifeguards/Instructors/Coaches 5,150 hours
- Pool Openers 1,040 hours
- Pool Manager 600 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, four baseball fields, one competition-sized swimming pool and pool house, and a Recreation Center with gym, gathering space, meeting rooms, fitness rooms, restrooms, and offices.
- Work with the Grant Writer to implement grant funding improvements and other park features.
- Foster partnerships with agencies such as Pierce Conservation District and Kiwanis for park stewardships.

GOALS AND WORK PLAN

- The centerpiece of the Fircrest Parks and Recreation Department will be the Roy H. Murphy Community Center, the Edwards Family Aquatic Center and Fircrest Park.
- 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.

2021 COMPLETED

- Replaced overlook decking at Thelma Gilmur Park.
- Installed retaining wall around the new swing set at the Tot Lot.
- Resurfaced 90% of park picnic tables with new wood.
- Installed new benches at the Tot Lot and Whittier Park.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	80,558	97,811	100,270	110,000
20	Personnel Benefits	36,567	44,552	48,120	47,600
30	Supplies	11,811	12,024	19,300	19,300
40	Services & Charges	83,066	80,969	92,077	95,430
60	Capital Outlays	1,399,762	0	53,700	55,000
	Total	1,611,764	235,356	313,467	327,330

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	80,160	8,340	88,500
Overtime	500	0	500
Casual & Seasonal Labor	19,610	1,390	21,000
Personnel Benefits			
Personnel Benefits	48,120	(520)	47,600
Supplies			
Office Supplies	100	0	100
Janitorial Supplies	7,000	0	7,000
Operating Supplies	11,000	0	11,000
Small Tools & Minor Equipment	1,200	0	1,200
Services & Charges			
Professional Services	1,000	2,000	3,000
Communication	3,380	0	3,380
Operating Rentals - Copier	300	0	300
Public Utility Services	50,000	0	50,000
Dumping Fees	400	0	400
Repairs & Maintenance	3,500	3,500	7,000
Interfd ERR Replacement	18,975	(1,925)	17,050
Interfd ERR Repairs & Maint	11,122	(222)	10,900
Miscellaneous	3,400	0	3,400
Total	259,767	12,563	272,330

BUDGET NARRATIVE

Casual and Seasonal Labor includes funds for maintenance workers.

Overtime has been budgeted for special events 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 \$3,000 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.

Repairs & Maintenance is increased for tree maintenance within the parks.

Miscellaneous includes a service that exchanges the Community Center's dust mops and entry floor mats.

CAPITAL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Building Improvements	0	0	0
Improvements	53,700	(18,700)	35,000
Machinery & Equip	0	20,000	20,000
Total	53,700	1,300	55,000

CAPITAL NARRATIVE

Capital contains funding for:

- \$20,000 Gator UTV vehicle for park maintenance and community events.
- \$35,000 for Whittier Park master plan with funds from 44th/Alameda.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Parks/Recreation Director	0.10	0.10	0.10	0.05
Public Works Director	0.00	0.00	0.00	0.05
Parks Maintenance Supervisor	0.78	0.78	0.78	0.00
Maintenance Lead	0.15	0.15	0.15	0.25
Maintenance Worker II	0.00	0.00	0.00	0.80
Maintenance Worker I	0.00	0.33	0.33	0.00
Total	1.03	1.36	1.36	1.15

STREET FUND CHANGE IN FUND BALANCE REPORT

Operating Revenues		158,005
Transfer In-Operating		302,206
Operating Expenses		(460,710)
Operating Revenues Over/(Under) Operating Expenditures		(499)
Transfers In-Capital		100,000
Grant Revenue for Capital		0
Capital Expenses		(100,000)
Net Change in Fund Balance		(499)

STREET FUND SUMMARY REPORT

RESOURCES

Undesignated Beginning Fund Balance	246,141
Operating Revenues	158,005
Grant Revenue	0
Transfers In-Operating	302,206
Transfer In-Capital	100,000
Total Resources with Beginning Fund Balance	806,352

EXPENDITURES

Operating Expenses	460,710
Capital Expenses	100,000
Undesignated Ending Fund Balance	<u>245,642</u>
Total Expenditures with Ending Fund Balance	806,352

CITY STREET FUND REVENUE

		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-80-01-01	Undes. Fund Balance	243,328	18,603	103,804	246,141
	Total Fund Balance	243,328	18,603	103,804	246,141
322-40-00-00	ROW Road Permits	13,435	11,686	5,000	5,000
	Total Licenses & Permits	13,435	11,686	5,000	5,000
333-20-20-04	Alameda Overlay Grant	6,117	162,337	0	0
333-20-20-05	Other Grants		1,500		
334-03-81-00	Wa St TIB Grant		632,882		
336-00-71-00	Multimodal Transportation	9,347	9,229	9,100	9,055
336-00-87-00	Motor Vehicle Fuel Tax	142,350	124,707	144,220	132,450
	Total Intergovernmental Revenues	157,814	930,655	153,320	141,505
361-11-00-01	Investment Interest	5,309	1,353	2,500	500
367-00-00-08	Beautification Donations	10,185	9,340	10,000	10,000
369-90-01-01	Miscellaneous Revenue	11	1,750	1,000	1,000
369-94-01-01	Reimbursements	0	0	0	0
	Total Miscellaneous Revenue	15,505	12,443	13,500	11,500
	Total Operating Revenues	186,754	954,784	171,820	158,005
395-20-00-00	Insurance Recovery	729	4,495	0	0
388.10.00.00	Prior Period Adjustment	0	19,690		
	Total Non Revenue	729	24,185	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	199,811	239,006	240,000	251,606
397-00-00-04	Transfer from Light-St Maint	82,556	36,253	38,955	40,600
397-00-00-06	Transfer from REET 1-Capital	56,916	234,936	60,000	100,000
397-00-00-09	Transfer from REET 2-Capital	0		0	0
	Total Other Financing Sources	349,283	520,195	348,955	402,206
	TOTAL RESOURCES	780,094	1,517,766	624,579	806,352

REVENUE NARRATIVE

Donations received in 2022 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. Transfer from Light-St Maint is to cover the Street Light Maintenance Operating Budget. Transfer from REET 1- \$100,000 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

2021 Completed:

- Alameda Avenue grind and overlay project, Regents to Electron.
- Emerson Sidewalks from Alameda to Thelma Gilmore Park.
- Continued crack-seal program.
- Performed street patching as needed.
- Painted all street, curb, and intersection markings throughout the City.
- Explored innovative options for pavement preservation.

New for 2022:

- Continue crack-seal program.
- Perform street patching as needed.
- Paint all street, curb, and intersection markings throughout the City.

PERFORMANCE MEASURES

	2019 Actual	2020 Actual	2021 Budget	2022 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	97,099	76,032	63,330	72,700
20	Personnel Benefits	40,254	28,508	25,285	26,300
30	Supplies	16,290	14,308	19,300	20,600
40	Services & Charges	102,538	106,731	132,219	133,114
60	Capital Outlays	0	0	62,000	100,000
90	Interfund Pmt. For Svcs.	100,166	97,035	78,516	76,846
	Total	356,347	322,614	380,650	429,560

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	47,825	3,875	51,700
Overtime	5,050	250	5,300
Casual & Seasonal Labor	10,455	5,245	15,700
Personnel Benefits			
Personnel Benefits	24,585	1,015	25,600
Contract Benefits	700	0	700
Supplies			
Office Supplies	300	300	600
Operating Supplies	12,000	1,000	13,000
Crack Sealing Supplies	5,000	0	5,000
Small Tools & Minor Equipment	2,000	0	2,000
Services & Charges			
Professional Services	10,000	2,000	12,000
Advertising	250	0	250
Communication	4,000	0	4,000
Travel	250	0	250
Operating Rentals-Copier Mach.	850	0	850
Land Rental	19,185	1,210	20,395
Dumping Fees	3,000	5,500	8,500
Electricity & Gas/Building	3,500	0	3,500
Electricity/Traffic Lights	950	50	1,000
Repairs & Maintenance	26,000	0	26,000
Interfd ERR Replacement	38,374	(5,880)	32,494
Interfd ERR Repairs & Maint	22,860	(1,960)	20,900
Miscellaneous	1,000	(500)	500
Judgements	1,000	0	1,000
Dues,Memberships,Subscriptions,Licenses	600	475	1,075
Registration & Tuition	400	0	400
Interfund Pmt. For Svcs.			
Interfd Service Charges	78,516	(1,670)	76,846
Total	318,650	10,910	329,560

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, \$2,000 for GIS upgrades, and \$2,000 for union negotiations.

Repairs & Maintenance includes minor street repairs.

Dues, Membership, Subscriptions and Licenses include GIS/GPS maintenance fees and services.

CAPITAL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Machinery & Equipment	2,000	(2,000)	0
Improvements	60,000	40,000	100,000
Building Improvements	0	0	0
Project Engineering	0	0	0
Totals	62,000	38,000	100,000

CAPITAL BUDGET NARRATIVE

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

- Minor Street Improvements of \$100,000 is funded by a transfer in from REET 1.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Utility Foreman	0.05	0.05	0.05	0.05
Utility Serv II	0.40	0.62	0.35	0.35
Utility Billing Clerk	0.10	0.10	0.10	0.10
PW Support Coordinator	0.15	0.15	0.00	0.00
Administrative Assistant	0.00	0.00	0.09	0.11
Public Works Director	0.05	0.05	0.05	0.05
Total	0.75	0.97	0.64	0.66

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

PROGRAM DESCRIPTION

Function: The Street Fund maintains streetlights.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	11,088	6,076	4,665	6,000
20	Personnel Benefits	5,187	2,593	2,290	2,600
30	Supplies	3,941	2,561	6,750	6,750
40	Services & Charges	31,159	17,275	25,250	25,250
60	Capital	31,182	7,748	0	0
	Total	82,557	36,253	38,955	40,600

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	4,465	1,335	5,800
Overtime	200	0	200
Personnel Benefits			
Personnel Benefits	2,290	310	2,600
Supplies			
Operating Supplies	6,000	0	6,000
Small Tools & Minor Equipment	750	0	750
Services & Charges			
Electricity/Street Lights	20,000	0	20,000
Pole Attachment Charge	5,000	0	5,000
Miscellaneous	250		250
Total	38,955	1,645	40,600

BUDGET NARRATIVE

Operating Supplies includes funds to replace two light standards.

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

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Wrk Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.28	0.24	0.06	0.06
Total	0.29	0.25	0.07	0.07

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

2021 Completed:

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

New for 2022:

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

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	18,239	17,429	20,200	25,900
20	Personnel Benefits	8,193	7,380	9,185	10,700
30	Supplies	12,677	15,344	20,750	18,750
40	Services & Charges	32,634	29,322	35,500	35,200
	Total	71,743	69,475	85,635	90,550

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	16,385	4,215	20,600
Overtime	1,000	0	1,000
Casual & Seasonal Labor	2,815	1,485	4,300
Personnel Benefits			
Personnel Benefits	9,185	1,515	10,700
Supplies			
Operating Supplies	2,500	0	2,500
Flower Baskets	6,000	(1,000)	5,000
Beautification Supplies	10,000	(1,000)	9,000
Banners/Flags Supplies	2,000	0	2,000
Small Tools & Minor Equipment	250	0	250
Services & Charges			
Public Utility Services	500	(300)	200
Street Tree Maintenance (contracted)	15,000	0	15,000
Beautification (contracted)	20,000	0	20,000
Total	85,635	4,915	90,550

BUDGET NARRATIVE

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

Donations received in 2022 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

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Utility Foreman	0.01	0.01	0.01	0.01
Utility Serv II	0.24	0.24	0.19	0.19
Maintenance Worker II	0.00	0.00	0.00	0.03
Maintenance Lead	0.03	0.03	0.03	0.03
Total	0.28	0.28	0.23	0.26

<u>PARK BOND DEBT SERVICE FUND CHANGE IN FUND BALANCE</u>		
Revenues		580,010
Expenses		(416,200)
Net Change in Fund Balance		163,810
<u>PARK BOND DEBT SERVICE FUND SUMMARY REPORT</u>		
RESOURCES		
Designated Beginning Fund Balance		106,075
Operation Revenues		580,010
Total Resources with Beginning Fund Balance		686,085
EXPENDITURES		
Operating Expenditures		416,200
Designated Ending Fund Balance		269,885
Total Expenditures with Ending Fund Balance		686,085

<u>PARK BOND DEBT SERVICE FUND - 201</u>					
		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-10-02-01	Restricted Fund Balance	0	0	100,940	106,075
	Total Fund Balance	0	0	100,940	106,075
311-10-02-01	Bond Property Taxes	0	556,966	574,000	580,000
	Total Taxes	0	556,966	574,000	580,000
361-11-02-01	Investment Interest	0	50	100	10
	Total Misc Revenue	0	50	100	10
397-00-00-15	Transfer-In from Park Capital	0	100,000	0	0
	Total Non Revenue	0	100,000	0	0
	TOTAL RESOURCES	0	657,016	675,040	686,085

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	2019 Actual	2020 Budget	2021 Budget	2022 Budget
70	Debt Service: Principal	0	205,000	250,000	100,000
80	Debt Service: Interest And Related	0	346,343	323,700	316,200
	Total	0	551,343	573,700	416,200

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Debt Service			
Principal Payment	250,000	(150,000)	100,000
Interest	323,700	(7,500)	316,200
Total	573,700	(157,500)	416,200

<u>PARK BOND CAPITAL FUND CHANGE IN FUND BALANCE</u>		
Revenues		1,424,615
Expenses		(1,556,346)
Net Change in Fund Balance		<u>(131,731)</u>
<u>PARK BOND CAPITAL FUND SUMMARY REPORT</u>		
RESOURCES		
Designated Beginning Fund Balance		0
Revenues		1,424,615
Total Resources with Beginning Fund Balance		<u>1,424,615</u>
EXPENDITURES		
Expenditures		1,556,346
Designated Ending Fund Balance		(131,731)
Total Expenditures with Ending Fund Balance		<u>1,424,615</u>

<u>PARK BOND CAPITAL PROJECT FUND - 301</u>					
		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-10-03-01	Undes. Unres. Fund Balance	0	7,331,463	4,020,116	0
	Total Fund Balance	0	7,331,463	4,020,116	0
	State Grant	0	727,500	970,000	174,515
	Total Intergovernmental Revenues	0	727,500	970,000	174,515
361-11-03-01	Investment Interest	0	37,128	35,000	100
367-00-03-01	Donations	0	1,651,100	1,265,090	1,250,000
	Total Misc Revenue	0	1,688,228	1,300,090	1,250,100
391-10-03-01	Bond Proceeds Face Value	8,750,000	0	0	0
391-10-03-02	Bond Proceeds Face Value	1,249,811	0	0	0
397-00-00-00	Transfer In From Cum. Rrsv	0	0	3,303,692	0
397-00-00-00	Transfer in From REET	0	0	0	0
	Total Transfers In Revenue	9,999,811	0	3,303,692	0
	TOTAL RESOURCES	9,999,811	9,747,190	9,593,898	1,424,615

State Grants consists of two Recreation and Conservation Office (RCO) grants. \$158,515 for Fircrest Park field improvements and \$16,000 for Fircrest Tennis Courts Resurfacing.

Donations will be used to make the first of three payments for the 2021 loan from Cumulative reserves.

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 project.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Budget	2021 Budget	2022 Budget
60	Capital Outlay	1,346,407	5,627,074	9,050,285	782,000
0	Transfers Out	1,215,454	100,000	0	774,346
	Total	2,561,861	5,727,074	9,050,285	1,556,346

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Capital			
Building & Structures	9,050,285	(9,015,285)	35,000
Other Improvements	0	747,000	747,000
Machinery & Equipment	0	0	0
TOTAL CAPITAL OUTLAY	9,050,285	(8,268,285)	782,000
Transfers & Other Cost Allocations			
Transfer Out	0	774,346	774,346
Total	9,050,285	(7,493,939)	1,556,346

CAPITAL NARRATIVE

Capital consists of the following projects:

- \$350,000 for Fircrest Park field improvements with funding of \$158,515 from the Recreation and Conservation Office (RCO) and \$191,485 from bond proceeds.
- \$32,000 for Fircrest Tennis Courts Resurface with funding of \$16,000 from the Recreation and Conservation Office (RCO) and \$16,000 from bond proceeds.
- \$35,000 for Fircrest Storage Garage improvements.
- \$35,000 for new backstops at Fircrest Park.
- \$80,000 for pave pathway improvements at Fircrest Park.
- \$250,000 for Fox property improvements.

The transfer out is for the first of three payments for the repayment of the 2021 loan from Cumulative Reserve Fund. The transfer consists of \$762,846 for principal to the Cumulative Reserve Fund and \$11,500 to the General Fund for interest.

<u>STORM CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	550,600
Operating Expenses	(492,529)
Operating Revenues Over/(Under) Operating Expenditures	58,071
Less Transfers Out	(81,900)
Net Change in Fund Balance	(23,829)
<u>STORM FUND SUMMARY REPORT</u>	
RESOURCES	
Beginning Fund Balance	173,226
Reserved for Cash Flow	116,000
Operating Revenues	550,600
Total Resources with Beginning Fund Balance	839,826
EXPENDITURES	
Operating Expenses	492,529
Transfers Out	81,900
Reserved for Cash Flow	116,000
Undesignated Ending Fund Balance	149,397
Total Expenditures with Ending Fund Balance	839,826

STORM FUND REVENUES

		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-15	Reserved for Cash Flow	112,800	264,997	116,000	116,000
308-80-04-15	Undes. Unres. Fund Balance	97,649		104,441	173,226
	Total Fund Balance	210,449	264,997	220,441	289,226
334-03-10-00	Dept of Ecology NPDES Grant	33,031	7,544	25,000	25,000
	Total Intergovernmental Revenues	33,031	7,544	25,000	25,000
343-10-00-00	Storm Drain Fees & Charges	519,642	520,105	495,000	518,000
343-10-00-01	Setup Fees	490	433	500	500
343-10-00-02	Penalties	6,124	1,674	6,500	6,500
	Total Goods & Services	526,256	522,212	502,000	525,000
361-11-04-15	Investment Interest	4,239	2,490	3,000	500
369-90-04-15	Miscellaneous Revenue	24	0	500	100
	Total Miscellaneous Revenue	4,263	2,490	3,500	600
	Total Operating Revenues	563,550	532,246	530,500	550,600
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	773,999	797,243	750,941	839,826

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

2021 Completed:

- Completed work for the Washington State Department of Ecology (DOE) Storm Water Capacity Grant.
- Completed and obtained DOE approval of the yearly NPDES Annual Report.
- DOE stormwater pretreatment outfall grant in design phase.

New for 2022:

- Clean and inspect 265 catch basins (1/2 of City total).
- Complete and obtain DOE approval of the yearly NPDES Annual Report.
- Construction and installation of stormwater pretreatment project.
- Revamp handouts and delivery of water quality message for community outreach events.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	136,347	136,283	111,435	120,150
20	Personnel Benefits	61,704	59,043	52,935	56,600
30	Supplies	15,589	10,905	14,400	15,600
40	Services & Charges	100,880	107,054	170,822	171,761
50	Intergovt Servs & Taxes	37,647	38,739	38,780	41,080
90	Interfund Pmt. For Svcs.	74,935	74,092	89,918	87,338
0	Transfer Out	81,900	81,900	81,900	81,900
	Total	509,002	508,017	560,190	574,429

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	110,435	7,215	117,650
Overtime	1,000	0	1,000
Seasonal & Casual Labor	0	1,500	1,500
Personnel Benefits			
Personnel Benefits	52,235	3,665	55,900
Contract Benefits	700	0	700
Supplies			
Office Supplies	300	300	600
Operating Supplies	2,000	1,000	3,000
NPDES Public Outreach	10,000	0	10,000
Small Tools & Minor Equipment	2,100	(100)	2,000
Services & Charges			
Professional Services	42,000	2,000	44,000
Advertising	200		200
Communication	4,000	0	4,000
Postage	2,000	0	2,000
Operating Rentals-Copier Mach.	850	0	850
Land Rental	18,760	1,180	19,940
Dumping Fees	8,500	0	8,500
Public Utility Services/Bldg	3,200	300	3,500
Repairs & Maintenance	10,000	0	10,000
Interfd ERR Replacement	48,305	(1,759)	46,546
Interfd ERR Repairs & Maint	15,657	(1,157)	14,500
Miscellaneous	250	0	250
Operation Permit	11,000	0	11,000
Judgments	1,000	0	1,000
Printing & Binding	600	(100)	500
Registration & Tuition	500	0	500
Dues,Memberships,Subscript,Licenses	500	475	975
Mailing Service	3,500	0	3,500
Intergovt & Other Interfund Pmt.			
Excise Taxes	9,080	920	10,000
City Utility Tax	29,700	1,380	31,080
Interfund Pmt. For Svcs.			
Interfd Service Charges	89,918	(2,580)	87,338
Transfers			
Transfers Out	81,900	0	81,900
Total	560,190	14,239	574,429

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 \$3,600 for on-call engineering, \$35,000 for NPDES compliance activities including update to Storm Water Management Plan, \$2,000 for upgrades to the GIS System, \$1,400 for cloud-based maintenance for BIAS software system and \$2,000 for union negotiations.

Repair & Maintenance is for repairing or replacing catch basins, curbs and gutters as needed.

PERFORMANCE MEASURES

	2019 Actual	2020 Actual	2021 Budget	2022 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

	2020 Actual	2021 Actual	2021 Budget	2022 Budget
Wrk Utility Foreman	0.10	0.10	0.10	0.10
Utility Serv II	0.73	0.73	0.47	0.47
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.25	0.25	0.00	0.00
Administrative Assistant	0.00	0.00	0.12	0.35
Public Works Director	0.25	0.25	0.25	0.25
Office Assistant	0.20	0.20	0.20	0.00
Total	1.91	1.91	1.44	1.47

<u>STORM CAPITAL CHANGE IN FUND BALANCE REPORT</u>	
Intergovernmental Revenue	313,051
Transfers In	81,900
Less Capital Expenditures	<u>(313,050)</u>
Net Change in Fund Balance	<u>81,901</u>
<u>STORM CAPITAL FUND SUMMARY REPORT</u>	
RESOURCES	
Beginning Fund Balance	623,156
Intergovernmental Revenue	313,051
Transfers In	<u>81,900</u>
Total Resources with Beginning Fund Balance	<u>1,018,107</u>
EXPENDITURES	
Capital Expenses	313,050
Undesignated Ending Fund Balance	<u>705,057</u>
Total Expenditures with Ending Fund Balance	<u>1,018,107</u>

<u>STORM CAPITAL FUND - 416</u>					
		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-1	Undes. Unres. Fund Balance	505,918	541,357	512,260	623,156
	Total Fund Balance	505,918	541,357	512,260	623,156
	Department of Ecology Grant	0	0	234,265	234,788
	Pierce County Flood District	0	0	54,400	78,263
	Total Intergovernmental Revenue	0	0	288,665	313,051
397-00-00-1	Transfer In from Storm Fund	81,900	81,900	81,900	81,900
	Total Transfers In Revenue	81,900	81,900	81,900	81,900
	TOTAL RESOURCES	587,818	623,257	882,825	1,018,107

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

PROGRAM DESCRIPTION

Function: The Storm Drain Capital Fund is funded by transfers from the Storm Drain fund and performs capital projects necessary for the operation of the storm water collection system, including all 530 catch basins, storm water lines, and publicly owned retention systems. The system consists of over 22 miles of storm water mainlines of various sizes and materials.

What we do:

- Provide necessary capital projects of the storm water collection system.
- Provide rehabilitation activities, including but not limited to repair/replacement of catch basins and pipelines, and review/approval of additions to the overall system.

GOALS AND WORK PLAN

New for 2022:

- Storm outfall improvements.

CAPITAL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Improvements	264,250	0	264,250
Project Engineering	48,800	0	48,800
Building Improvements	0	0	0
Machinery & Equipment	2,000	(2,000)	0
Total	315,050	(2,000)	313,050

CAPITAL BUDGET NARRATIVE

Capital Improvements consists of \$264,250 for storm water outfall improvements with funding from Department or Ecology grant and Pierce County Flood District.

Project Engineering consists of \$48,800 for engineering related to the above projects.

<u>WATER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	1,177,350
Operating Expenses	(1,004,257)
Operating Revenues Over/(Under) Operating Expenditures	173,093
Less Transfer Out	(108,160)
Change in Fund Balance	64,933
<u>WATER FUND SUMMARY REPORT</u>	
RESOURCES	
Undesignated Beginning Fund Balance	314,952
Operating Revenues	1,177,350
Total Resources with Beginning Fund Balance	1,492,302
EXPENDITURES	
Operating Expenses	1,004,257
Transfer Out	108,160
Undesignated Ending Fund Balance	379,885
Total Expenditures with Ending Fund Balance	1,492,302

WATER FUND REVENUE

		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-25	Beginning Fund Balance	304,821	289,348	263,516	314,952
	Total Fund Balance	304,821	289,348	263,516	314,952
333-93-42-00	Department of Health Grant	0	0	0	0
	Total Intergovernmental Revenues	0	0	0	0
343-40-00-00	Sale of Water	1,030,557	1,046,111	1,050,000	1,071,000
343-40-00-01	Service Connections	11,665	16,111	5,000	1,800
343-40-00-02	Setup Fees	1,384	1,287	1,500	1,500
343-40-00-03	Penalties	11,421	3,470	12,000	12,000
	Total Charges for Goods and Services	1,055,027	1,066,980	1,068,500	1,086,300
361-11-04-25	Investment Interest	4,927	1,917	3,600	250
362-50-00-05	Rent City Property/High Tank	53,088	54,591	50,000	55,000
362-50-00-06	Rent City Property/Golf Tank	29,996	34,768	30,000	35,000
369-10-00-03	Court Ordered Judgements-Water	0		0	0
369-90-04-25	Other Misc. Revenue	1,174	375	2,000	500
369-92-04-25	Backflow	450	225	300	300
	Total Misc. Revenues	89,635	91,876	85,900	91,050
372-00-04-25	Insurance Recovery				
379-00-04-25	Capital Contributions/Tap Fees				
	Total Capital Contributions	0	0	0	0
	TOTAL RESOURCES	1,449,483	1,448,204	1,417,916	1,492,302

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

2021 Completed

- Continued emphasis on water conservation outreach.
- Completed and mailed 2020 Consumer Confidence Report.
- Repaired and replaced existing fire hydrants as needed.
- Completed update to the Water System Plan.

New for 2022:

- Continue emphasis on water conservation outreach.
- Repair and replace existing fire hydrants as needed. Anticipate two hydrants this year.
- Complete and mail 2021 Consumer Confidence Report.

PERFORMANCE MEASURES

	2019 Actual	2020 Actual	2021 Budget	2022 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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	323,261	314,025	252,820	265,250
20	Personnel Benefits	151,863	141,501	114,805	117,080
30	Supplies	32,329	27,069	47,000	39,200
40	Services & Charges	175,674	230,229	216,087	219,034
50	Intergovt Charges	129,987	102,854	137,526	139,680
70	Debt Service: Principal	44,218	44,218	44,218	44,218
80	Debt Service: Interest And Related	4,422	3,316	2,211	1,105
90	Interfund Pmt. For Svcs.	190,221	180,749	175,520	178,690
0	Transfers Out	108,160	108,160	108,160	108,160
	Total	1,160,135	1,152,121	1,098,347	1,112,417

DETAILED BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	241,730	10,270	252,000
Overtime	6,850	0	6,850
Seasonal & Casual Labor	4,240	2,160	6,400
Personnel Benefits	114,105	2,275	116,380
Contract Benefits	700	0	700
Supplies			
Office Supplies	300	200	500
Fluoride	6,000	0	6,000
Operating Supplies	32,000	(7,000)	25,000
Chlorine	6,000	(1,000)	5,000
Small Tools & Minor Equipment	2,700	0	2,700
Services & Charges			
Professional Services	10,000	2,000	12,000
Advertising	200	0	200
Water Testing	7,500	0	7,500
Communication	4,000	0	4,000
Postage	2,000	500	2,500
Travel	2,000	(1,000)	1,000
Land Rental/Water Tank	15,770	310	16,080
Operating Rentals-Copier Mach.	850	0	850
Interfd Land Rental	19,395	1,220	20,615
Utility Services/Building	3,100	100	3,200
Utility Services/Pumping	70,000	0	70,000
Dumping Fees	1,000	4,000	5,000
Repairs & Maintenance	21,500	0	21,500
Interfd ERR Replacement	32,507	(3,493)	29,014
Interfund ERR Repairs & Maint	12,565	0	11,300
Miscellaneous	500	0	500
State Operating Permit	4,000	0	4,000
Registration & Tuition	1,000	0	1,000

Dues,Memberships,Subscriptions,Licenses	2,000	(25)	1,975
Printing & Binding	1,700	100	1,800
Judgements	1,000	0	1,000
Mailing Service	3,500	500	4,000
Intergovt & Other Interfund Pmt.			
State Excise Tax	53,526	474	54,000
City Utility Tax	84,000	1,680	85,680
Debt Service			
Principal Loan Payment	44,218	0	44,218
Interest PWTF	2,211	(1,106)	1,105
Interfund Pmt. For Svcs.			
Interfd Service Charges	175,520	3,170	178,690
Transfers			
Transfers Out	108,160	0	108,160
Total	1,098,347	15,335	1,112,417

BUDGET NARRATIVE

Professional services line item includes \$6,600 for on-call engineering services, \$2,000 for upgrades to the GIS system, \$1,400 for cloud-based maintenance for BIAS software system and \$2,000 for union negotiations.

Debt service includes the final payment for the DWSRF loan.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Wrk Utility Foreman	0.45	0.45	0.45	0.45
Utility Serv II	2.27	2.27	1.92	1.93
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.30	0.30	0.00	0.00
Public Works Director	0.35	0.35	0.35	0.30
Office Assistant	0.20	0.20	0.20	0.00
Administrative Assistant	0.00	0.07	0.22	0.46
Total	3.87	3.94	3.51	3.44

<u>WATER CAPITAL CHANGE IN FUND BALANCE REPORT</u>		
Capital Contributions		704,000
Transfers In		108,160
Less Capital Expenditures		(392,400)
Change in Fund Balance		419,760
<u>WATER CAPITAL FUND SUMMARY REPORT</u>		
RESOURCES		
Undesignated Beginning Fund Balance		168,827
Capital Contributions		704,000
Transfers In		108,160
Total Resources with Beginning Fund Balance		980,987
EXPENDITURES		
Capital Expenses		392,400
Desingnated Ending Fund Balance-ARPA Funds		410,000
Undesignated Ending Fund Balance		178,587
Total Expenditures with Ending Fund Balance		980,987

<u>WATER CAPITAL FUND - 426</u>					
		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-26	Beginning Fund Balance	184,261	208,092	224,352	168,827
	Total Fund Balance	184,261	208,092	224,352	168,827
332-92-10-02	ARPA Funds	0	0	0	700,000
334-04-20-02	State Grant from Dept of Commerce	0	118,747	0	
	Total State Grants	0	118,747	0	700,000
379-00-04-26	Capital Contributions/Tap Fees	125,400	79,200	64,800	4,000
	Total Capital Contributions	125,400	79,200	64,800	4,000
397-00-00-11	Transfer In from Water Fund	274,138	115,679	108,160	108,160
397-00-00-13	Transfer In from REET 2	0	0	7,519	0
	Total Transfer In	274,138	115,679	115,679	108,160
	TOTAL RESOURCES	583,799	521,718	404,831	980,987

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.

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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	13,640	16,084	27,315	29,200
20	Personnel Benefits	5,663	5,482	13,155	13,200
60	Capital Outlays	356,403	162,828	152,000	350,000
	Total	375,706	184,394	192,470	392,400

CAPITAL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	27,115	1,885	29,000
Overtime	200	0	200
Casual Labor-Capital	0	0	0
Personnel Benefits	13,155	45	13,200
Improvements	150,000	100,000	250,000
Project Engineering	0	40,000	40,000
Building Improvements	0	0	0
Machinery & Equipment	2,000	58,000	60,000
Total	192,470	199,930	392,400

CAPITAL BUDGET NARRATIVE

Improvements include \$250,000 for watermain replacement on Contra Costa and Rose funded by ARPA funds.

Machinery and Equipment is for the Weathervane generator.

<u>SEWER CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	2,744,200
Operating Expenses	(2,319,319)
Operating Revenues Over/(Under) Operating Expenditures	424,881
Debt Service	(313,808)
Transfer Out	(230,000)
Change in Fund Balance	(118,927)
<u>SEWER FUND SUMMARY REPORT</u>	
RESOURCES	
Undesignated Beginning Fund Balance	471,220
Reserved for Cash Flow	565,500
Operating Revenues	2,744,200
Total Resources with Beginning Fund Balance	3,780,920
EXPENDITURES	
Operating Expenses	2,319,319
Debt Service	313,808
Transfer Out	230,000
Reserved for Cash Flow	565,500
Undesignated Ending Fund Balance	352,293
Total Expenditures with Ending Fund Balance	3,780,920

SEWER FUND REVENUE

		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-30	Reserved for Cash Flow	523,045	565,500	565,500	565,500
308-80-04-30	Beginning Fund Balance	334,182	514,265	436,020	471,220
	Total Fund Balance	857,227	1,079,765	1,001,520	1,036,720
343-50-00-00	Sewer Revenues	2,703,958	2,717,907	2,700,000	2,717,000
343-50-00-01	Service Connections	9,450	4,200	1,100	1,100
343-50-00-02	Setup Fees	555	518	600	600
343-50-00-03	Penalties	22,036	7,243	24,000	24,000
	Total Charges for Goods and Services	2,735,999	2,729,867	2,725,700	2,742,700
361-11-04-30	Investment Interest	21,374	10,681	19,200	1,000
369-90-04-30	Other Misc. Revenue	898	1,316	500	500
369-94-04-30	Reimbursements		0	0	0
	Total Misc. Revenues	22,272	11,997	19,700	1,500
372-00-04-30	Insurance Recovery				
391-80-04-31	Loans Received-BYSM				
397-00-00-01	Transfer In from Sewer to BYSM				
397-00-00-08	Transfer In from REET 2				
379-00-04-30	Capital Contributions/Tap Fees				
	Total Non Operating Revenue	0	0	0	0
	TOTAL RESOURCES	3,615,498	3,821,629	3,746,920	3,780,920

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 seven 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

2021 Completed:

- Continued upgrade of GIS mapping system.

New for 2022:

- Upgrade telemetry and GIS mapping system as needed.

PERFORMANCE MEASURES

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Total Accounts Services	2,908	2,908	2,908	2,908
Total Sewer System Miles	23	23	23	23

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	170,808	157,868	187,860	194,300
20	Personnel Benefits	75,736	66,557	81,980	84,000
30	Supplies	3,760	4,204	8,100	7,600
40	Services & Charges	120,216	142,138	151,162	148,795
50	Intergovt Charges	1,329,585	1,544,446	1,532,000	1,551,800
70	Debt Service Principal	256,362	258,795	261,297	263,870
80	Debt Service Interest	58,725	55,865	52,937	49,938
90	Interfund Pmt. For Svcs.	290,541	325,037	349,593	332,824
0	Transfers & Other Cost Allocations	230,000	230,000	230,000	230,000
	Total	2,535,733	2,784,910	2,854,929	2,863,127

DETAILED BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	179,360	5,940	185,300
Overtime	7,500	0	7,500
Seasonal & Casual	1,000	500	1,500
Personnel Benefits		0	
Personnel Benefits	81,280	2,020	83,300
Contract Benefits	700	0	700
Supplies			
Office Supplies	500	500	1,000
Operating Supplies	5,000	0	5,000
Small Tools & Minor Equipment	2,600	(1,000)	1,600
Services & Charges		0	
Professional Services	11,500	500	12,000
Advertising	250	0	250
Communication	4,400	(400)	4,000
Postage	2,000	0	2,000
Travel	1,000	(500)	500
Operating Rentals-Copier Mach.	850	0	850
Interfd Land Rental	20,490	1,290	21,780
Utility Services/Building	3,000	0	3,000
Utility Services/Pumping	22,000	1,000	23,000
Dumping Fees	2,000	0	2,000
Repairs & Maintenance	31,000	0	31,000
Interfd ERR Replacement	32,507	(3,492)	29,015
Interfund Repairs & Maint	12,065	(765)	11,300
Miscellaneous	1,000	0	1,000
Registration & Tuition	1,000	(500)	500
Dues,Memberships,Subscriptions	600	0	600
Printing & Binding	1,000	500	1,500
Judgements	1,000	0	1,000
Mailing Service	3,500	0	3,500
Intergovt & Other Interfund Pmt.			
Sewage Treatment	1,348,000	0	1,348,000
State Excise Tax	28,000	19,800	47,800
City Utility Tax	156,000	0	156,000
Interfund Pmt. For Svcs.			
Interfd Service Charges	349,593	(16,769)	332,824
Transfers & Other Cost Allocations			
Principal Loan Payment	261,297	2,573	263,870
Interest Loan Payment	52,937	(2,999)	49,938
Transfer to Sewer Capital Fund	230,000	0	230,000
Total	2,854,929	8,198	2,863,127

BUDGET NARRATIVE

The Professional Services line item includes \$6,600 for on-call engineering services, \$2,000 for upgrades to the GIS system, \$1,400 for cloud-based maintenance for BIAS software system and \$2,000 for union negotiations.

STAFFING

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Wrk Utility Foreman	0.38	0.38	0.38	0.38
Utility Serv II	1.18	1.18	1.00	1.00
Utility Billing Clerk	0.30	0.30	0.30	0.30
PW Support Coordinator	0.30	0.30	0.00	0.00
PW Director	0.35	0.35	0.35	0.30
Office Assistant II	0.20	0.20	0.20	0.00
Administrative Assistant	0.00	0.04	0.19	0.43
Total	2.71	2.75	2.42	2.41

SEWER CAPITAL CHANGE IN FUND BALANCE REPORT

Capital Contributions	4,000
Transfer In	230,000
Capital Expenses	(440,000)
Change in Fund Balance	(206,000)

SEWER CAPITAL FUND SUMMARY REPORT

RESOURCES	
Undesignated Beginning Fund Balance	1,071,947
Capital Contributions	4,000
Transfer In	230,000
Total Resources with Beginning Fund Balance	1,305,947
EXPENDITURES	
Capital Expenses	440,000
Undesignated Ending Fund Balance	865,947
Total Expenditures with Ending Fund Balance	1,305,947

<u>SEWER CAPITAL FUND - 432</u>					
		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-32	Beginning Fund Balance	1,215,571	1,394,771	1,334,986	1,071,947
	Total Fund Balance	1,215,571	1,394,771	1,334,986	1,071,947
379-00-04-32	Capital Contributions/Tap Fees	135,000	90,000	75,000	4,000
397-00-00-12	Transfer In	230,000	230,000	230,000	230,000
	Total Revenue	365,000	320,000	305,000	234,000
	TOTAL RESOURCES	1,580,571	1,714,771	1,639,986	1,305,947

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.

GOALS AND WORK PLAN

2021 Completed:

- Lift Station upgrades at Estate Place and the Commons.
- Backyard sewer main pipe bursting projects:
 - Amherst/Cornell
 - 100 block Berkeley/Alameda
 - 900 block Daniels/Alameda

New for 2022:

- Backyard sewer main pipe bursting projects.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	395	3,742	12,460	14,000
20	Personnel Benefits	149	1,158	5,765	6,000
60	Capital Outlays	185,255	184,698	482,000	420,000
	Total	185,799	189,599	500,225	440,000

CAPITAL DETAILED BUDGET

	2021 Budget	In(de)crease	2022 Budget
Salaries & Wages			
Salaries & Wages	12,460	1,540	14,000
Personnel Benefits			
Personnel Benefits	5,765	235	6,000
Other Improvements	400,000	(70,000)	330,000
Project Engineering	80,000	10,000	90,000
Building Improvements	0	0	0
Machinery & Equip	2,000	(2,000)	0
Total	500,225	(60,225)	440,000

CAPITAL BUDGET NARRATIVE

Other Improvements include:

- \$200,000 for pipe bursting projects on Amherst/Regents and Spring/Regents.
- \$130,000 for upgrade lift station at 44th St W and 67th Ave W.

Project Engineering includes \$90,000 for engineering services related to the above project.to finalize the plans and specifications and provide as builds for the pipe bursting projects.

<u>ERR FUND CHANGE IN FUND BALANCE REPORT</u>	
Operating Revenues	141,085
Operating Expenses	(166,870)
Operating Revenues Over/Under Operating Expenses	(25,785)
Capital Replacement Transferred In	249,174
Capital Expenses	(268,427)
Net Change in Fund Balance	(45,038)
<u>ERR FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance	1,642,055
Operating Revenues	141,085
Capital Replacement Transferred In	249,174
Total Resources with Beginning Fund Balance	<u>2,032,314</u>
EXPENDITURES	
Operating Expenses	166,870
Capital Expenses	268,427
Designated Ending Fund Balance	<u>1,597,017</u>
	<u>2,032,314</u>

EQUIPMENT REPLACEMENT FUND - 501					
		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-10-05-01	Beginning Fund Balance	1,439,669	1,311,468	1,319,274	1,642,055
	Total Beginning Fund Balance	1,439,669	1,311,468	1,319,274	1,642,055
348-30-00-00	General Fund Replacement	86,493	99,184	107,822	112,105
348-30-01-00	City Street Fund Replacement	29,807	28,705	38,374	32,494
348-30-03-00	Water/Sewer Fund Replacement	37,720	54,054	65,014	58,029
348-30-04-00	Storm Sewer Replacement	42,476	46,230	48,305	46,546
348-30-08-00	General Fund O & M	70,758	58,600	87,725	77,600
348-30-09-00	City Street Fund O & M	16,642	19,759	22,860	20,900
348-30-11-00	Water/Sewer Fund O & M	15,792	37,921	24,630	22,600
348-30-12-00	Storm Sewer O & M	11,956	7,248	15,657	14,500
	Total Charges for Goods & Services	311,644	351,702	410,387	384,774
361-11-05-01	Investment Interest	31,726	8,301	3,000	1,200
362-40-05-01	Rental Revenue	3,920	3,987	4,030	4,285
369-10-00-05	Sale of Scrap	7,501		0	0
369-90-05-01	Other Miscellaneous Revenue	0		0	0
	Total Misc. Revenues	43,147	12,288	7,030	5,485
398-10-05-01	Insurance Recovery	0	0	0	0
	Total Other Revenues	0	0	0	0
	Total Operating Revenue	354,791	363,990	417,417	390,259
	TOTAL RESOURCES	1,794,460	1,675,458	1,736,691	2,032,314

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

2021 Completed:

- Emission tested all vehicles as required by the State.
- Purchased new computers and servers.

New for 2022:

- Assist with purchase of new equipment as needed.

TOTAL PROGRAM OBJECT BUDGET

	Program Object	2019 Actual	2020 Actual	2021 Budget	2022 Budget
10	Salaries & Wages	5,258	5,369	18,235	18,000
20	Personnel Benefits	3,528	2,813	7,475	7,000
30	Supplies	41,802	31,039	50,000	48,500
40	Services & Charges	78,017	97,344	107,371	93,370
60	Capital Outlays	354,385	98,226	10,800	268,427
	Total	482,990	234,791	193,881	435,297

DETAIL BUDGET

	2020 Budget	In(de)crease	2021 Budget
Salaries & Wages			
Salaries & Wages	18,235	(235)	18,000
Personnel Benefits			
Personnel Benefits	7,475	(475)	7,000
Supplies			
Non-Dept Gas	400	0	400
Facilities Gas	1,000	500	1,500
Police Gas	22,000	1,000	23,000
Parks/Rec Gas	3,000	0	3,000
Street Gas	10,000	0	10,000
Storm Gas	4,000	(1,000)	3,000
Wtr/Swr Gas	9,000	(2,000)	7,000
Central Motor Vehicle Supplies	500	0	500
Operating Supplies-ERR Garage	100	0	100
Services & Charges			
Land Rental-ERR Garage	4,300	270	4,570
Non-Dept Insurance	736	(136)	600
Facilities Insurance	1,403	(3)	1,400
Police Insurance	15,864	(3,364)	12,500
Parks/Rec Insurance	2,622	(222)	2,400
Street Insurance	6,360	(1,960)	4,400
Storm Insurance	3,157	(157)	3,000
Wtr/Swr Insurance	5,129	(529)	4,600
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	(6,000)	0
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	(100)	0
O & M - Police Vehicles/Equip	25,000	0	25,000
O & M - Building Equipment	1,700	(1,700)	0
O & M - Planning Equipment	100	(100)	0
O & M - Parks/Rec Vehicles/Equip	5,500	0	5,500
O & M - Street Vehicles/Equip	6,500	0	6,500
O & M - Storm Sewer Vehicles/Equip	8,500	0	8,500
O & M - Wtr/Swr Vehicles/Equip	11,000	0	11,000
Miscellaneous	0	0	0
Total	183,081	(16,211)	166,870

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

	2021 Budget	In(de)crease	2022 Budget
Legislative	1,200	0	1,200
Court	1,200	2,357	3,557
Administration	0	1,200	1,200
Finance	0	3,600	3,600
Non Dept	1,200	(1,200)	0
Facilities	0	0	0
Information Systems	0	0	0
Police	2,400	(2,400)	0
Building	1,200	(1,200)	0
Planning	0	0	0
Parks/Rec	0	0	0
Street	760	161,890	162,650
Storm	880	(880)	0
Water/Sewer	1,960	94,260	96,220
Total	10,800	257,627	268,427

CAPITAL BUDGET NARRATIVE

Capital consists of:

- Legislative-\$1,200 computer for Council office
- Court-\$1,200 computer for Court Clerk
- Court-\$2,357 to replace laptop
- Administration-\$1,200 computer for City Manager
- Finance-\$3,600 computers for Finance Director, two for Accountant IIs
- Street-\$142,940 for replacement of 1998 bucket truck
- Street -\$19,710 and Water/Sewer \$96,220 for replacement of 2002 backhoe

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

	2019 Actual	2020 Actual	2021 Budget	2022 Budget
Finance Director	0.00	0.00	0.10	0.10
Senior Maintenance Supervisor	0.15	0.09	0.09	0.00
Maintenance Lead	0.00	0.00	0.00	0.07
Total	0.15	0.09	0.19	0.17

<u>POLICE INVESTIGATION FUND CHANGE IN FUND BALANCE</u>	
Operating Revenues	0
Operating Expenses	(12,500)
Net Change in Fund Balance	<u>(12,500)</u>
<u>POLICE INVESTIGATION FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance	12,500
Operation Revenues	0
Total Resources with Beginning Fund Balance	<u>12,500</u>
EXPENDITURES	
Operating Expenditures	12,500
Designated Ending Fund Balance	0
Total Expenditures with Ending Fund Balance	<u>12,500</u>

<u>POLICE INVESTIGATION FUND</u>					
		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-10-01-05	Beginning Fund Balance	12,108	12,322	12,440	12,500
	Total Beginning Fund Balance	12,108	12,322	12,440	12,500
357-50-00-00	Investigative Confiscations	0	0	0	0
	Total Fines & Forfeits	0	0	0	0
361-11-01-05	Investment Interest	214	76	100	0
	Total Misc. Revenues	214	76	100	0
	TOTAL RESOURCES	12,322	12,398	12,540	12,500

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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
40	Services & Charges	0	0	12,540	12,500
	Total	0	0	12,540	12,500

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Services & Charges			
Miscellaneous Investigations	12,540	(40)	12,500
Total	12,540	(40)	12,500

BUDGET NARRATIVE

These funds are available for expenditures as authorized by State law as needed in 2022.

<u>REET FUND CHANGE IN FUND BALANCE</u>	
Revenues-REET 1	200,400
Revenues-REET 2	201,000
Transfers Out REET 1	(100,000)
Transfers Out REET 2	0
Net Change in Fund Balance	<u>301,400</u>
<u>REET FUND SUMMARY REPORT</u>	
RESOURCES	
Designated Beginning Fund Balance (1st 1/4)	389,798
Designated Beginning Fund Balance (2nd 1/4)	1,307,682
Revenues-REET 1	200,400
Revenues-REET 2	201,000
Total Resources with Beginning Fund Balances	<u>2,098,880</u>
EXPENDITURES	
Transfers Out REET 1	100,000
Transfers Out REET 2	0
Designated Ending Fund Balance (1st 1/4)	490,198
Designated Ending Fund Balance (2nd 1/4)	1,508,682
Total Expenditures with Ending Fund Balances	<u>2,098,880</u>

<u>REET FUND</u>					
		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-10-03-11	Beginning Fund Balance (1st 1/4)	388,965	450,943	380,143	389,798
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,169,600	1,136,762	1,261,243	1,307,682
	Total Beginning Fund Balance	1,558,565	1,587,705	1,641,386	1,697,480
317-34-00-00	Capital Improvement 1	111,719	171,064	120,000	200,000
317-35-00-00	Growth Management 1	111,719	171,064	120,000	200,000
	Total Taxes	223,438	342,128	240,000	400,000
361-11-03-11	Investment Interest (1st 1/4)	7,174	2,727	1,000	400
361-11-03-12	Investment Interest (2nd 1/4)	21,422	7,375	5,000	1,000
	Total Misc Revenue	28,596	10,102	6,000	1,400
	TOTAL RESOURCES	1,810,599	1,939,935	1,887,386	2,098,880

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	2019 Actual	2020 Actual	2021 Budget	2022 Budget
0	Transfers & Other Cost Allocations	222,894	242,455	60,000	100,000
	Total	222,894	242,455	60,000	100,000

DETAIL BUDGET

	2021 Budget	In(de)crease	2022 Budget
Transfers & Other Cost Allocations			
Transfer (From 1st 1/4)	60,000	40,000	100,000
Transfer (From 2nd 1/4)	0	0	0
Total	60,000	40,000	100,000

BUDGET NARRATIVE

Under State law, Fircrest can spend its real estate excise tax receipts only on capital projects specified in the capital facilities plan element of its comprehensive plan. Such capital projects are defined in FMC 3.36.040(d) and FMC 3.40.020.

\$100,000 is budgeted to be transferred from REET 1 to the Street Fund for Street Improvements.

<u>CUMULATIVE RESERVE FUND SUMMARY REPORT</u>	
Designated Beginning Fund Balance - General Fund	446,308
Designated Beginning Fund Balance - Street Fund	150,000
Designated Beginning Fund Balance - Water Fund	11,513
Designated Beginning Fund Balance - Sewer Fund	369,250
Transfer In from General Fund	0
Loan Repayment from Park Capital Fund	762,846
Total Resources with Beginning Fund Balance	<u>1,739,917</u>
Transfer Out to Park Capital Fund	
Designated Ending Fund Balance - General Fund	1,209,154
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 Expenditures with Ending Fund Balance	<u>1,739,917</u>

CUMULATIVE RESERVE FUND

		2019	2020	2021	2022
BARS	Description	Actual	Actual	Budget	Budget
308-10-00-01	Beginning Fund Bal-General	3,000,000	3,250,000	3,250,000	446,308
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	<u>369,250</u>	<u>369,250</u>	<u>369,250</u>	<u>369,250</u>
	Total Fund Balance	3,530,763	3,780,763	3,780,763	977,071
397-10-00-05	Transfer In from General Fund	250,000	0	500,000	0
397-10-00-06	Loan Payment from Cap Bond Fd				762,846
	Total Non-Revenues	250,000	0	500,000	762,846
	TOTAL RESOURCES	3,780,763	3,780,763	4,280,763	1,739,917

BUDGET NARRATIVE

The Cumulative Reserve Fund accounts for principal only. Interest earnings are accrued back to participating funds.

DEPARTMENT: Finance
DIVISION: Cumulative 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. Set by Council rule, a super-majority vote by ordinance is necessary to transfer funds out of the Cumulative Reserve Fund.

On September 1, 2021, a \$2,300,000 loan to the Park Bond Capital Fund was executed for cash flow purposes. The first of three annual payments will be due on August 31, 2022. The interest received from this loan will go to the General Fund. The funding for the payments will be from donations.

Also in 2021, \$1,000,000 from Cumulative Reserve-General Fund was transferred to the Park Bond Project Fund.