

**CITY OF FIRCREST  
SPECIAL CITY COUNCIL MEETING MINUTES**

**OCTOBER 5, 2015  
6:00 P.M.**

**COUNCIL CHAMBERS  
FIRCREST CITY HALL, 115 RAMSDELL STREET**

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**CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

Mayor David M. Viafore called the special meeting to order at 6:00 P.M. and led the pledge of allegiance. Councilmembers Matthew Jolibois, Shannon Reynolds, Hunter T. George and Jason Medley were present. Councilmembers David R. Goodsell and Denny Waltier were excused. Goodsell arrived at 6:45 P.M.

**2016 PRELIMINARY BUDGET**

Finance Director Corcoran provided an overview of tasks from the meeting of September 28<sup>th</sup> and noted that those items would be brought up at the October 19<sup>th</sup> study session. There was a request that a spreadsheet is provided showing historical REET 1 and REET 2 spending.

**GENERAL FUND**

Revenue

Corcoran provided an explanation of why some of the line items have both increased and decreased and reported on the following totals in General Fund Revenue:

- Total Operating Revenue is \$4,680,752
- \$652,604,012 is the 2016 assessed valuation regular levy
- Assessed value per million is \$2.33
- The EMS levy is \$0.50 per thousand
- Total Taxes equals \$3,144,112 (includes approximately \$70,000 of retail sales tax due to construction of the new school)
- Total Licensing & Permits equals \$411,675
- Total Intergovernmental Revenues equals \$198,900
- Total Charges for Goods & Services equals \$562,220 (doesn't include the RCO Grant that was budgeted for 2015 but could potentially be rolled over to 2016)
- Total Fines & Forfeits equals \$222,500
- Total Miscellaneous Revenue is approximately \$161,845, after inclusion of \$47,000 in interest

Discussion continued as follows:

- The Zoo Tax should increase comparatively to the increase in Retail Sales Tax
- The Non-Compete Charge/Electric should be increased due to the increase by Tacoma Power

Legislative

- No major differences from 2015
- Special Elections has decreased due to no special election in 2016

Judicial Services

- No major differences from 2015

Administration

- Small Tools & Minor Equipment decreased \$50
- Dues Memberships, Subscriptions decreased \$40

Finance

- No changes from 2015

Legal Services

- Assigned Counsel increased by \$1,500
- Special Legal Counsel increased by \$4,000, particularly for possible land use issues
- The Town Prosecutor shows an increase of \$10,000 but that amount could be reduced
- Conflict Council was increased by \$2,000

Court Administrator Olsen provided an overview of the Conflict Council line item and why it was created.

Discussion continued as follows:

- Request for additional information regarding the increase for Special Legal Counsel
- There was consensus to reduce the Town Prosecutor amount to \$60,000

Other Employee Health Benefits

- \$200 increase in the Health Program

Non-Departmental

- \$15,000 reduction due to only a single audit in 2016, and this number is actually going to be further adjusted as some of the cost will be paid out of the Sewer Fund
- \$7,000 increase in Miscellaneous for banking and online fees
- Transfer Out-Property Tax increased by \$2,567 due to the 12.5% transfer out to the Street Fund

Discussion continued as follows:

- What are the costs to accept electronic payments and pay the bank charges
- Why is the City paying for convenience to the customer
- Request to bring information forward on the costs to the City to accept electronic payments and the number of users

Personnel

- \$4,500 increase in Professional Services based on historical usage
- \$1,000 increase in Advertising based on historical usage

Facilities

- \$4,000 reduction in Small Tools & Minor Equipment as the landscape maintenance equipment was purchased in 2015
- \$11,660 estimated increase for Insurance, but could be reduced once the bill is received
- \$1,100 increase for City Hall repairs
- \$1,380 increase for Public Safety Building repairs

Discussion continued as follows:

- The interior of City Hall is proposed to be painted in 2017
- It is desired to clean the carpets of the buildings in 2017
- The air ducts and circulation system in City Hall should be cleaned as soon as possible, and perhaps in 2015, and also placed on a regular four-year maintenance schedule
- Bring forward information on the projected increase for Insurance

Capital

- \$1,300 for additional security cameras at the Recreation Center Teen Room
- \$2,000 for gutter guards on City Hall
- \$4,000 for new gutters on the Public Works Building

Discussion continued as follows:

- There should be a standard policy for the City's video surveillance
- Is signage a requirement for video surveillance

Information Systems

- No changes from 2015

Civil Service Commission

- \$200 increase in advertising
- \$140 increase in Travel for the Civil Service conference in Yakima

Fire/EMS

- 1.1% increase in both the Tacoma Fire and EMS Contracts
- For both Fire and EMS the contract amount is \$610,828 (Tacoma Fire \$284,526 and EMS \$326,302)

- The EMS Levy is 50 cents per \$1,000

Jail

- No changes from 2015

Building Inspection

- \$10,780 increase in Salaries & Wages for a part-time Administrative Assistant and an increase for the reclassification of the Permit Coordinator to Planning/Building Administrator
- \$600 increase for Office & Operating Supplies
- \$850 increase in Registration & Tuition for attendance at the WAPT conference and GIS training

Discussion continued as follows:

- Provide justification and quantifiable information for the reclassification and part-time Administrative Assistant
- Bring back an overview of Salaries and Wages showing a comparison of the Planning/Building Director and Permit Coordinator and the proposed scenario with the Administrative Assistant, the Planning Administrator and the Principal Planner
- Provide copies of the job descriptions at a future meeting
- Consider imposing civil penalties when the regulations aren't followed
- Consider closing the counter during pre-defined times

Physical Environment

- Slight increase based on historical numbers and increase to rates in the contract

Planning

- \$18,000 decrease in professional services due to the school
- \$350 decrease in advertising
- \$100 increase in Travel and \$1,150 increase in Registration & Tuition for training at the Washington Association of Permit Technicians, the AWC Planning Director's conference and GIS training
- Includes one-half of the time for the Administrative Assistant
- Includes the reclassification of the Planning and Building Administrator

Discussion continued as follows:

- Consider not paying for the contracted Principal Planner to attend the AWC conference or split the cost with the City of University Place

Health

- \$500 increase for alcohol treatment that is funded at a rate of 2% of the City's share of liquor taxes

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Library

- Library Services includes funding for reimbursement of approximately 250 library cards at the full rate which currently is \$56 per year

**ADJOURNMENT**

**Moved by Goodsell, seconded by Jolibois, to adjourn the meeting at 7:41 P.M. Ayes: Jolibois, Reynolds, Goodsell, Viafore, George and Medley. Noes: None. Excused: Waltier. Motion carried.**



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David M. Viafore, Mayor



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Lisa Keely, City Clerk