

**FIRCREST CITY COUNCIL  
SPECIAL MEETING AGENDA**

**MONDAY, OCTOBER 8, 2018  
6:00 P.M.**

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

---

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AGENDA MODIFICATIONS**
- 5. PRELIMINARY 2018 BUDGET – 2<sup>st</sup> BUDGET WORK SESSION**  
Budget review:
  - General Fund
- 6. ADJOURNMENT**

## 2019 Preliminary Budget Presentations to Council

### September 24, 6:00 p.m. Council Chambers

Salaries	Finance Director Corcoran
ERR (page 99)	Finance Director Corcoran
Street Revenue (page 63)	PW Jerry Wakefield
Street Maintenance Expenditures (p 67)	PW Jerry Wakefield
Street Light Maint Expenditures (p 69)	PW Jerry Wakefield
Street Beautification (page 71)	PW Jerry Wakefield
Storm Revenue (page 74)	PW Jerry Wakefield
Storm Expenditures (page 76)	PW Jerry Wakefield
Water Revenue (page 82)	PW Jerry Wakefield
Water Expenditures (page 85)	PW Jerry Wakefield
Sewer Revenue (page 92)	PW Jerry Wakefield
Sewer Expenditures (page 94)	PW Jerry Wakefield
Real Estate Excise Tax (REET)(p 108)	Finance Director Corcoran
Cumulative Reserves (page 111)	Finance Director Corcoran

### October 8, 6:00 p.m. Council Chambers

General Fund Revenue (page 2)	Finance Director Corcoran
Legislative (page 9)	City Manager Pingel
Court (page 12)	Court Administrator Perry
Jail (page 41)	Court Administrator Perry
Administration (page 15)	City Manager Pingel
Finance (page 18)	Finance Director Corcoran
Legal (page 21)	City Manager Pingel
Other Employee Benefits (page 22)	City Manager Pingel
Non-Departmental (page 23)	Finance Director Corcoran
Personnel (page 26)	City Manager Pingel
Facilities (page 28)	Finance Director Corcoran
Information Systems (page 31)	Finance Director Corcoran
Civil Service Commission (page 33)	Chief Examiner
Fire/EMS (page 40)	Finance Director Corcoran
Building Inspections (page 42)	Planning/Building Stahlnecker
Planning/Growth Mgt (page 46)	Planning/Building Stahlnecker
Physical Environment (page 45)	Finance Director Corcoran
Mental Health (page 49)	Finance Director Corcoran
Library (page 54)	Finance Director Corcoran
Police (page 35)	Police Chief Cheesman
Emergency Management (page 44)	Police Chief Cheesman
Police Investigation Fund (page 105)	Police Chief Cheesman
Recreation (page 50)	Rec Director Grover
Participant Recreation (page 53)	Rec Director Grover
Community Events (page 55)	Rec Director Grover
Swimming Pool (page 56)	Rec Director Grover
Parks (page 58)	Rec Director Grover
Fee Schedule (page 114)	Rec Director Grover

October 15, 6:00 p.m. Council Chambers Regularly schedule Study Session

October 22, 6:00 p.m. Council Chambers If needed

October 29, 6:00 p.m. Council Chambers If needed



# PRELIMINARY 2019 BUDGET

## 2<sup>ND</sup> BUDGET MEETING

---

Monday, October 8, 2018

GENERAL FUND

---

# GENERAL FUND OVERVIEW

---

## PERSONNEL CHANGES

---

- Change in personnel, wages, and salaries
  - 3.6% COLA increase
  - Change in Salaries due to Salary Survey Results
  - 1 reclassification from Office Assistant to Senior Office Assistant

## CAPITAL PROJECTS

---

- Judicial: + \$35,000 O'Court Software (\$32,000 initial cost plus any additional first time needs)
- Facilities: + \$90,500
- Police: + \$100,000 New Police Vehicles to replace 2009's (These are not in ERR)
- Parks: + \$165,000 44<sup>th</sup>/Alameda Fund Balance

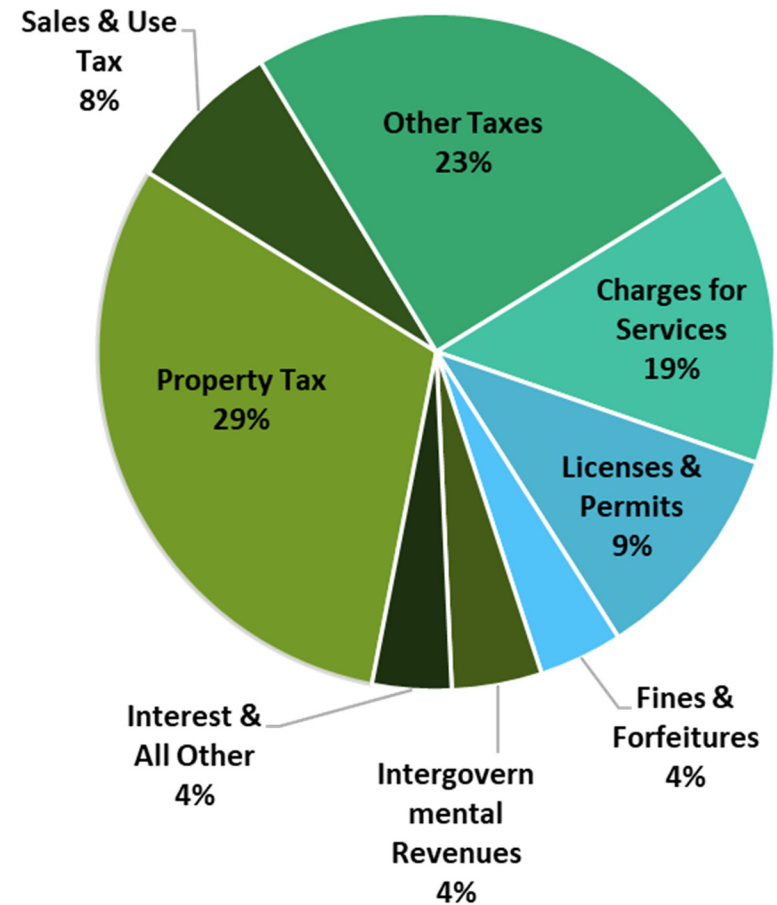
## TRANSFERS

---

- To Street Beautification: \$10,000
- To Street (12.5% Property Tax): \$198,827
- To Street Light Maintenance from Designated Fund Balance - Light: \$100,830

# GENERAL FUND REVENUE PROJECTIONS\* (PP. 2-6)

Property Tax	\$1,590,617
Sales & Use Tax	\$415,000
Other Taxes	\$1,280,033
Charges for Services	\$1,021,121
Licenses & Permits	\$502,625
Fines & Forfeitures	\$226,500
Intergovernmental Revenues	\$230,640
Interest & All Other	\$240,385
<b>Total</b>	<b>\$5,506,921</b>



\*Early Revenue estimates

# GENERAL FUND REVENUES (PP. 2-6)

## CHANGE IN OPERATING REVENUE: +\$422,678

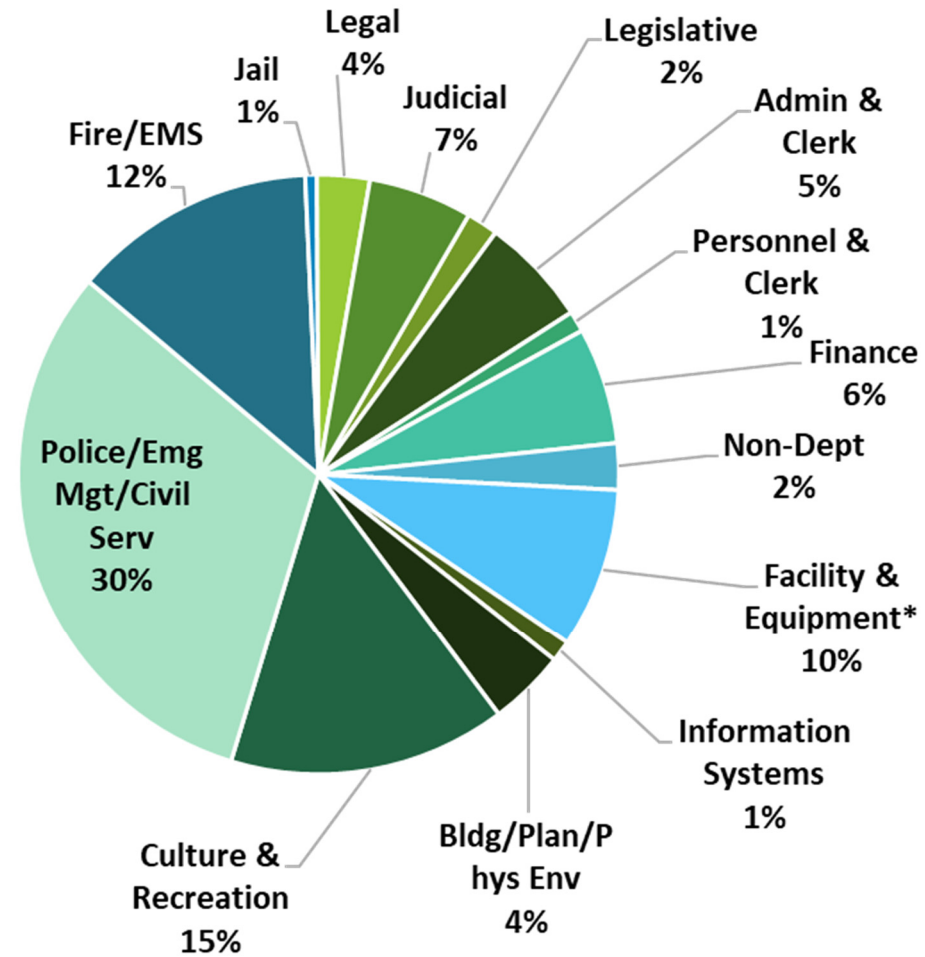
- Property Tax: + \$18,983 (1% increase + new construction)
- 5<sup>th</sup> year of a six-year EMS levy: + \$4,130
- Utility Tax revenues increase due to increased rates
- Non-compete Charge/Electric: + \$19,500 based on current year collections
- Telephone/Telegraph Tax: Decrease by \$20,000 due to decreased landlines
- Building/Construction Permits: All decreased based on Condo project in 2018
- Marijuana Excise Tax: + \$7,850 new State shared revenue
- Interdepartmental Service Charges: Based on Budget Formula
- Ruston Court Contract: + \$232,000 per the contract
- Plan Checking: Decreased \$9,000 based on Condo project in 2018
- Swimming Pool Fees: + \$3,000 based on recent history
- Youth Basketball: + \$4,000 due to increased participation
- Municipal Court: + \$23,000 based on recent history and more proactive officers
- Investment Interest: + \$40,000 based on current year projections

# GENERAL FUND BUDGET SECTIONS (PP. 7-8)

## OPERATING BUDGET EXPENDITURES

Legislative	\$84,130
Administration	\$283,705
Personnel/OtherBen/Mental	\$52,360
Finance	\$327,716
Non-Departmental	\$107,459
Facility & Equipment*	\$506,947
Information Systems	\$71,699
Bldg/Plan/Phys Env	\$199,851
Culture & Recreation	\$770,772
Police/Emg Mgt/Civil Serv	\$1,600,559
Fire/EMS	\$664,839
Jail	\$30,500
Legal	\$205,355
Judicial	\$380,730
<b>Total Operating Costs without Transfers</b>	<b>\$5,286,622</b>

\* Includes Insurance, Repairs, and Maintenance.



# GENERAL FUND MAJOR VARIANCES

SECTION	PAGE	MAJOR CHANGES	REASON
Legislative (Council)	10	+ \$4,950	Special Elections (Pool, CC, Park Bond)
Judicial Services	13	+ \$3,000 + \$11,000	Office and Operating Supplies (Ruston Contract) Professional Services (Ruston Contract)
Legal (Services)	21	+ \$64,640	Professional Services (Ruston Contract)
Non-Departmental	24	(\$20,000) + \$3,000	Professional Services (2018 Audit) Town Topics/Citizen Communication
Facilities & Equipment	29	+ \$7,800 + \$44,350 + \$3,000 + \$15,300	Contract Maintenance Liability Insurance Operating Supplies Repairs & Maintenance
Information Systems	32	+ \$18,000	Software Licenses (Office 365)
Police	37	+ \$5,280 + \$5,557	Communication (Smartphones) Dispatching
Fire/EMS	40	+ \$19,196 + \$3,907	Tacoma Fire Tacoma EMS
Building & Planning	43	(\$15,000) (\$10,000)	Bldg Inspection/Plan Review Professional Services
Rec/Parks/Pool	53/55/56/59	+ \$2,000 + \$2,025 (\$30,700) + 1,140	5K Race Youth Basketball (Additional Season) Pool Repairs & Maintenance Communication (Smartphones)



# GENERAL FUND W/NO SIGNIFICANT CHANGES

---

## FUND

- Administration: page 16
- Finance: page 19
- Personnel: page 27
- Civil Service: page 34
- Jail: page 41
- Emergency Management: page 44
- Physical Environment: page 45
- Mental Health: page 49

# GENERAL FUND CAPITAL EXPENSES

---

## CAPITAL EXPENDITURES: + \$390,500

- **Judicial: \$35,000** for O'Court Software System for Municipal Court (p. 14)
- **Facilities: \$90,500** (p. 30)
  - \$47,000 for carpeting and flooring at City Hall
  - \$40,000 for bullet resistant glass at the Public Safety Building
  - \$3,500 for new stair rails at Public Safety Building
- **Police: \$100,000** for 2 2019 Police Interceptors (p. 39)
- **Parks: \$165,000** (p. 60)
  - \$30,000 for renovation of Whittier Park restrooms
  - \$30,000 for Whittier Park basketball court resurface and landscaping
  - \$7,500 for new electrical panel at Whittier Park
  - \$40,000 for irrigation at Whittier Park
  - \$2,500 for new electrical panel at Fircrest Park
  - \$5,000 for Pavilion Roof
  - \$35,000 for storage garage improvements
  - \$15,000 for new nets and to resurface Fircrest Park tennis courts

# BUDGET SCHEDULE

---

- October 9<sup>th</sup>
  - **Public Hearings:**
    - Revenue Sources
    - 2019 Budget (1<sup>st</sup> reading)
  - **Salary Ordinance**
  
- October 22<sup>nd</sup>
  - **3<sup>rd</sup> Budget Work Session:**
    - General Fund Continued
    - Final Questions
  
- October 23<sup>rd</sup>
  - **Public Hearing:**
    - 2018 Budget (2<sup>nd</sup> reading)
  
- November 13<sup>th</sup>
  - **Adopt 2018 Budget**

<u>2019 PROJECTS FOR CITY HALL</u>	<u>Est Cost</u>	<u>Supplies</u>	<u>R &amp; M</u>	<u>Capital</u>
Testing of irrigation system-backflow	\$ 200		\$ 200	
Alarm System testing & monitoring	\$ 1,500		\$ 1,500	
Service/Repairs HVAC system	\$ 3,000		\$ 3,000	
Roof repair if needed	\$ 2,500		\$ 2,500	
Pressure wash roof and gutters	\$ 3,500		\$ 3,500	
Hot Water Tank inspection	\$ 200		\$ 200	
Janitorial Supplies	\$ 2,500	\$ 2,500		
Misc. projects	\$ 2,600	\$ 2,000	\$ 600	
Misc. electrical repairs	\$ 2,000	\$ 500	\$ 1,500	
Misc. plumbing repairs	\$ 3,000	\$ 500	\$ 2,500	
New interface carpet/breakroom floor	\$ 47,000			\$ 47,000
Patio Fence	\$ 1,500	\$ 1,500		
Fence for garbage	\$ 3,000	\$ 3,000		
2019 BUDGET	\$ 72,500	\$ 10,000	\$ 15,500	\$ 47,000

FUTURE PROJECTS

- Gutters 2020
- Paint Interior
- Resurface/seal parking lot 2020
- Replace HVAC 2021
- Paint exterior 2025

Supplies also include janitorial supplies, paint, light bulbs, keys, etc.

<b>2019 PROJECTS FOR COMMUNITY CENTER</b>	<u>Est Cost</u>	<u>Supplies</u>	<u>R &amp; M</u>	<u>Capital</u>
Hot water tank inspections	\$ 300		\$ 300	
Strip/Wax Senior Room & Hallway 2x/yr	\$ 1,400		\$ 1,400	
Misc. Projects	\$ 10,700	\$ 3,500	\$ 7,200	
Tot Lot restroom paint and fixtures-ask Jeff	\$ 2,500	\$ 2,500		
Rec Center roof-moss control	\$ 1,000		\$ 1,000	
Paint gym and hallway	\$ 6,000		\$ 6,000	
Paint flag pole at Rec Center	\$ 3,300		\$ 3,000	
Paint flag pole at Alice Peers	\$ 3,300		\$ 3,000	
Renovation of Whittier Restrooms	\$ 30,000			\$ 30,000 *bond
Whittier irrigation	\$ 40,000			\$ 40,000
Whittier basketball court and landscape	\$ 30,000			\$ 30,000
New Electrical panel-Whittier	\$ 7,500			\$ 7,500 *
New Electrical panel-Fun Days	\$ 2,500			\$ 2,500 *
Pavilion Roof	\$ 5,000			\$ 5,000 *
Fircrest Parks tennis court resurface and nets	\$ 15,000			\$ 15,000
Storage garage	\$ 35,000			\$ 35,000 *bond
<b>2019 BUDGET</b>	<b>\$ 193,500</b>	<b>\$ 6,000</b>	<b>\$ 21,900</b>	<b>\$ 165,000</b>

\* Code to Parks Capital-paid for by 44th/Alameda Funds

#### FUTURE PROJECTS

Repair/replace gym floor	\$ 75,000
New roof & trusses on Rec Center	\$ 50,000
Plumbing repairs	\$ 15,000
Ceiling tiles in hallway	\$ 15,000
New acoustic ceiling tiles in gym	\$ 4,500
New acoustic wall tiles in gym	\$ 2,000

#### FUTURE PROJECTS FOR POOL

New ceiling tiles, office, men's and women's showers	\$ 4,000
New changing benches	\$ 1,000
New sinks and fixtures	\$ 3,000
Retro fit pool skimmer grates	\$ 43,000
Floor tiles in pool restrooms	\$ 30,000
Retro fit showers	\$ 5,000
Retro fit lighting	\$ 1,000

<b>2019 PROJECTS FOR PUBLIC SAFETY BUILDING</b>	<u>Est Cost</u>	<u>Supplies</u>	<u>R &amp; M</u>	<u>Capital</u>
Paint interior	\$ 7,500		\$ 7,500	
Paint flag pole	\$ 3,300		\$ 3,300	
New stair rails	\$ 3,500			\$ 3,500
Service Emergency generator-code to ERR	\$ 2,000		\$ 2,000	
Inspection of hot water tank	\$ 200		\$ 200	
Janitorial Supplies	\$ 1,500	\$ 1,500		
Misc. Projects	\$ 4,000	\$ 2,000	\$ 2,000	
Bullet resistant glass	\$ 40,000			\$ 40,000
2019 BUDGET	\$ 62,000	\$ 3,500	\$ 15,000	\$ 43,500

FUTURE PROJECTS FOR PSB

Seal Parking Lot (maybe 2020)	\$ 2,500
Roof cleaned	\$ 4,000
Gutters	\$ 5,000

Supplies also include janitorial supplies, paint, light bulbs, keys, etc.

**2019 PROJECTS FOR PUBLIC WORKS**

	<u>Est Cost</u>	<u>Supplies</u>	<u>R &amp; M</u>	<u>Capital</u>
Annual hot water tank inspection	\$ 200		\$ 200	
Annual service of emergency generator-ERR	\$ 2,000		\$ 2,000	
Janitorial supplies	\$ 1,000	\$ 1,000		
Misc.	\$ 5,000	\$ 2,000	\$ 3,000	
2019 BUDGET	\$ 8,200	\$ 3,000	\$ 5,200	\$ -

**FUTURE PROJECT FOR PUBLIC WORKS**

Carport doors or new garage for truck  
Widen attic steps

Misc. Supplies include paint, light bulbs, keys, etc.  
Public Works Budget-1/4 each Fund Capital costs