

**FIRCREST CITY COUNCIL  
SPECIAL MEETING AGENDA**

**MONDAY, OCTOBER 22, 2018  
6:00 P.M.**

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

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. AGENDA MODIFICATIONS**
- 5. PRELIMINARY 2018 BUDGET – 3rd BUDGET WORK SESSION**  
Budget review:
  - General Fund Continued
  - Final Questions
- 6. ADJOURNMENT**

**To:** Mayor and Councilmembers  
**From:** Colleen Corcoran, Finance Director  
**CC:** Scott Pingel City Manager  
**Date:** October 19, 2018  
**Re:** 2019 Budget Changes from Preliminary

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## **ADJUSTMENTS TO THE 2019 PRELIMINARY BUDGET**

Attached are spreadsheets showing how the 2019 Preliminary Budget has been adjusted. Following are the explanations for each change.

### **All Funds**

Personnel Benefits in all departments have been decreased to match the actual medical premium rates. The Preliminary Budget used an estimate of 5%. The actual rate increase was 3.3%.

### **General Fund Adjustments**

#### **Revenue**

Beginning Fund Balance – added line for Pool/Rec Center Donations \$250,000  
General Property Tax – decreased based on levy rate (\$9,383)  
EMS Property Tax – increased based on levy rate \$223  
Telephone Tax – decreased based on new estimate (\$20,000)  
Building Permits – increased for rollover of condo project \$50,000  
Mechanical Permits – increased for rollover of condo project \$4,000  
Plumbing Permits – increased for rollover of condo project \$4,000  
Pool/Rec Center Donations – added line \$250,000

#### **Expenditures**

Legislative – AWC Dues reduced actual notice received (\$185)  
Administration – Salaries & Wages Admin Asst hired at higher step \$1,030  
Finance – Salaries & Wages Finance Director to Step E/F \$5,030  
Facilities – Salaries & Wages/Benefits remove Custodian (\$26,480)  
Facilities – Contract Maintenance add custodial services \$33,000

Information Systems – add back archiving services \$3,800  
Police – Salaries & Wages Police Chief Step and Records Tech II E/F \$2,995  
Police – LEOFF I AWC rate increase \$255  
Fire/EMS – amounts based on levy rates zero effect on budget  
Building – Inspections rollover for condo project \$20,000  
Building – Communication line added for ½ of smart phone \$450  
Building – Travel included \$900 for communication (900)  
Emergency Management – Salaries & Wages Police Chief Step E/F \$45  
Physical Environment – Animal Control increase contract \$5,000  
Planning – Communication line added for ½ of smart phone \$450  
Planning – Miscellaneous included \$900 for communication (900)  
Recreation – Salaries & Wages/Benefits removed Custodian (1,930)  
Swimming Pool - Salaries & Wages/Benefits removed Custodian (1,445)  
Parks – Salaries & Wages Parks Maintenance Supervisor to Step E/F 1,640  
Operating Transfer/Property Tax – decreased due to levy rate (1,173)  
Parks Capital – Design for Pool/Rec Center \$300,000  
Parks Capital – Remove Whittier basketball court resurface (30,000)  
Transfer to Street Lt Maint. – decrease due to benefit costs in Street Maint. (75)

### **Street Fund Adjustments**

#### Revenue

Transfer In-Light - decrease due to benefit costs in Street Maint. (75)

#### Expenditures

Street Maint – Salaries & Wages/Benefits remove custodian (\$2,215)

### **Storm Fund Adjustments**

#### Expenditures

Salaries/Wages net remove Custodian and increase PW Director step E/F \$190

### **Water Fund Adjustments**

#### Expenditures

Salaries/Wages net remove Custodian and increase PW Director step E/F (\$2,290)

### **Sewer Fund Adjustments**

#### Expenditures

Salaries/Wages net remove Custodian and increase PW Director step E/F \$1,370

**General Fund  
Adjustments to the 2019 Preliminary Budget**

	<u>2019 Preliminary</u>	<u>Adjustment</u>	<u>2019 Adjusted</u>
Designated/Light	655,438		655,438
Designated/44th & Alameda	171,112		171,112
Balance Pool/Rec Center Donations	0	250,000	250,000
Undes Beginning Fund Balance	<u>1,947,288</u>		<u>1,947,288</u>
<b>Total Beginning Fund Balance</b>	<b>2,773,838</b>	<b>250,000</b>	<b>3,023,838</b>
Taxes	3,294,810		
General Property Taxes		(9,383)	
EMS Property Taxes		223	
Telephone Taxes		(20,000)	
Total Taxes			3,265,650
Licenses & Permits	502,625		
Building Permits		50,000	
Mechanical Permits		4,000	
Plumbing Permits		4,000	
Total Licenses & Permits			560,625
Intergovernmental Revenues	230,640		230,640
Charges for Goods & Services	1,021,121		1,021,121
Fines & Forfeits	226,500		226,500
Miscellaneous	240,385		240,385
<b>Total Operating Revenue</b>	<b>5,516,081</b>	<b>28,840</b>	<b>5,544,921</b>
Donation for Pool/Rec Center	0	250,000	250,000
<b>TOTAL GENERAL FUND RESOURCES</b>	<b>8,289,919</b>	<b>528,840</b>	<b>8,818,759</b>
Legislative	84,130		
AWC Dues		(185)	
Total Legislative			83,945
Judicial	380,730		
Personnel Benefits		(905)	
Total Judicial			379,825
Administration	283,705		
Salaries & Wages		1,030	
Personnel Benefits		(345)	
Total Administration			284,390
Finance	327,716		
Salaries & Wages		5,030	
Personnel Benefits		335	
Total Finance			333,081
Legal	205,355		205,355
Other Employee Benefits	1,550		1,550
Non-Departmental	107,459		
Personnel Benefits		(130)	

**General Fund  
Adjustments to the 2019 Preliminary Budget**

	<u>2019 Preliminary</u>	<u>Adjustment</u>	<u>2019 Adjusted</u>
Total Non Departmental			107,329
Personnel	48,620		
Personnel Benefits		(85)	
Professional Services			
Total Personnel			48,535
Facilities	506,947		
Salaries & Wages		(26,480)	
Personnel Benefits		(12,955)	
Contract Maintenance		33,000	
Total Facilities			500,512
Information Systems	71,699		
Web Design/Maintenance		3,800	
Total Information Systems			75,499
Civil Service Commission	5,635		5,635
Police	1,581,064		
Salaries & Wages		2,995	
Personnel Benefits		(1,890)	
LEOFF Medical Premiums		255	
Total Police			1,582,424
Fire/EMS	664,839		
Tacoma Contract Fire		(223)	
Tacoma Contract EMS		223	
Total Fire/EMS			664,839
Jail	30,500		30,500
Building Inspection	101,355		
Bldg Inspections		20,000	
Communication		450	
Travel		(900)	
Total Building Inspection			120,905
Emergency Management	13,860		
Salaries & Wages		45	
Personnel Benefits		(10)	
Total Emergency Management			13,895
Physical Environment	14,500		
Animal Control		5,000	
Total Physical Environment			19,500
Planning	83,996		
Communication		450	
Miscellaneous		(900)	
Total Planning			83,546
Health	2,190		2,190
Recreation	308,210		
Salaries & Wages		(1,930)	
Personnel Benefits		(1,400)	
Total Recreation			304,880

**General Fund  
Adjustments to the 2019 Preliminary Budget**

	<b>2019 Preliminary</b>	<b>Adjustment</b>	<b>2019 Adjusted</b>
Participant Recreation	36,500		36,500
Library	14,000		14,000
Community Events	23,000		23,000
Swimming Pool	154,015		
Salaries & Wages		(1,445)	
Personnel Benefits		(15)	
Total Swimming Pool			152,555
Parks	235,047		
Salaries & Wages		1,640	
Personnel Benefits		40	
Total Parks			236,727
<b>Total</b>	<b>5,286,622</b>		<b>5,311,117</b>
Operating Transfer/Street Beautification	10,000		10,000
Operating Transfer/Property Tax	200,000	(1,173)	198,827
<b>Total Operating Cost</b>	<b>5,496,622</b>	<b>(1,173)</b>	<b>5,519,944</b>
Revenue over (Under) Operating Expenses	19,459	30,013	24,977
Judcial	35,000		35,000
Facilities	90,500		90,500
Police	100,000		100,000
Parks	165,000		
Pool/Rec Building Improvements		300,000	
Improvements		(30,000)	
Total Parks Capital			435,000
<b>Total Capital</b>	<b>390,500</b>	<b>270,000</b>	<b>660,500</b>
Transfer to Street Lt. Maint. From Desg Lt.	100,830	(75)	100,755
<b>Total Transfers Out</b>	<b>100,830</b>	<b>(75)</b>	<b>100,755</b>
Undes Ending Fund Balance	441,247	5,518	446,765
Reserved for Cash Flow	1,300,000		1,300,000
Designated/Light	554,608	75	554,683
Designated/44th & Alameda	6,112	30,000	36,112
Balance Pool/Rec Center Donations	0	200,000	200,000
<b>Total Ending Fund Balance</b>	<b>2,301,967</b>	<b>235,593</b>	<b>2,537,560</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>8,289,919</b>	<b>504,345</b>	<b>8,818,759</b>

**Street Fund  
Adjustments to the 2019 Preliminary Budget**

	<u>2019 Preliminary</u>	<u>Adjustment</u>	<u>2019 Adjusted</u>
Beginning Fund Balance	243,649		243,649
<b>Total Beginning Fund Balance</b>	<b>243,649</b>	<b>0</b>	<b>243,649</b>
Preliminary Operating Revenues	377,410		377,410
Preliminary Operating Transfers In	<u>277,830</u>		<u>277,830</u>
<b>Total Operating Revenue</b>	<b>655,240</b>	<b>0</b>	<b>655,240</b>
Total Transfer In for Capital from Light Money	33,000	(75)	32,925
Total Transfer In for Capital from REET 1	90,440		90,440
Total Transfer In for Capital from REET 2	0		0
Total Grant Revenue	<u>0</u>		<u>0</u>
<b>Total Revenue for Capital</b>	<b>123,440</b>	<b>(75)</b>	<b>123,365</b>
<b>TOTAL STREET FUND RESOURCES</b>	<b>1,022,329</b>	<b>(75)</b>	<b>1,022,254</b>
Street Maintenance	324,970		
Salaries & Wages		(2,215)	
Personnel Benefits		(1,440)	
<b>Total Street Maintenance</b>			<b>321,315</b>
Street Light Maintenance	67,830		
Personnel Benefits		(75)	
<b>Total Street Light Maintenance</b>			<b>67,755</b>
Street Beautification	80,660		
Personnel Benefits		(85)	
<b>Total Street Beautification</b>			<b>80,575</b>
<b>Total Operating Cost</b>	<b>473,460</b>	<b>(3,815)</b>	<b>469,645</b>
<b>Revenue over (Under) Operating Expenses</b>	<b>181,780</b>	<b>3,815</b>	<b>185,595</b>
Capital Expenditures	<u>337,010</u>		<u>337,010</u>
<b>Excess revenue over (under) operating and Capital</b>	<b>(31,790)</b>	<b>3,740</b>	<b>(28,050)</b>
Undesignated Ending Fund Balance	211,859	3,740	215,599
<b>Total Ending Fund Balance</b>	<b>211,859</b>	<b>3,740</b>	<b>215,599</b>
<b>TOTAL STREET FUND BUDGET</b>	<b>1,022,329</b>	<b>(75)</b>	<b>1,022,254</b>

**Storm Fund  
Adjustments to 2018 Preliminary Budget**

	<b>2018 <u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b>2018 <u>Adjusted</u></b>
Beginning Fund Balance	163,061		163,061
Preliminary Operating Revenues	497,000		497,000
<b>TOTAL STORM FUND RESOURCES</b>	<b>660,061</b>	<b>0</b>	<b>660,061</b>
Preliminary Operating Expenses	456,730		
Salaries & Wages		190	
Personnel Benefits		<u>(1,360)</u>	
Total Operating Expenses		(1,170)	455,560
Excess of revenues over(under) operating expenses	40,270	(1,170)	41,440
Transfer to Storm Capital Fund	81,900		81,900
<b>Revenue over (Under) Operating Expenses w/Xfer</b>	<b>(41,630)</b>	<b>(1,170)</b>	<b>(40,460)</b>
<b>Undesignated Ending Fund Balance</b>	<b>121,431</b>	<b>(1,170)</b>	<b>122,601</b>
<b>TOTAL STORM FUND BUDGET</b>	<b>660,061</b>	<b>(1,170)</b>	<b>660,061</b>



**STORM CAPITAL FUND**  
**Adjustments to 2019 Preliminary Budget**

	<u>2019 Preliminary</u>	<u>Adjustment</u>	<u>2019 Adjusted</u>
Beginning Fund Balance	503,250		503,250
Capital Contributions	0		0
Transfer In	81,900		81,900
<b>TOTAL STORM CAPITAL FUND RESOURCES</b>	<b>585,150</b>	<b>0</b>	<b>585,150</b>
Capital Expenses	68,570		
<b>Total Expenditures</b>	<b>68,570</b>	<b>0</b>	<b>68,570</b>
<b>Excess over (under) including capital</b>	<b>13,330</b>	<b>0</b>	<b>13,330</b>
<b>Undesignated Ending Fund Balance</b>	<b>516,580</b>	<b>0</b>	<b>516,580</b>
<b>TOTAL STORM CAPITAL FUND BUDGET</b>	<b>585,150</b>	<b>0</b>	<b>585,150</b>

**Water Fund  
Adjustments to 2019 Preliminary Budget**

	<b>2019 <u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b>2019 <u>Adjusted</u></b>
Beginning Fund Balance	281,192		281,192
Preliminary Operating Revenues	1,084,800		1,084,800
<b>TOTAL WATER FUND RESOURCES</b>	<b>1,365,992</b>	<b>0</b>	<b>1,365,992</b>
Preliminary Operating Expenses	1,031,773		
Salaries & Wages		(2,290)	
Personnel Benefits		(6,925)	
Total Operating Expenses			1,022,558
Revenue over (Under) Operating Expenses	53,027	(9,215)	62,242
Transfer to Water Capital	108,160		108,160
<b>Excess revenue over (under) including Xfer</b>	<b>(55,133)</b>	<b>(9,215)</b>	<b>(45,918)</b>
<b>Undesignated Ending Fund Balance</b>	<b>226,059</b>	<b>(9,215)</b>	<b>235,274</b>
<b>TOTAL WATER FUND BUDGET</b>	<b>1,365,992</b>	<b>(9,215)</b>	<b>1,365,992</b>

**WATER CAPITAL FUND**  
**Adjustments to 2019 Preliminary Budget**

	<b>2019</b>		<b>2019</b>
	<b><u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>Adjusted</u></b>
Beginning Fund Balance	185,215		185,215
Capital Contributions	40,000		40,000
Transfer In	260,460		260,460
<b>TOTAL WATER CAPITAL FUND RESOURCES</b>	<b>485,675</b>	<b>0</b>	<b>485,675</b>
Capital Expenses	399,585		
Benefits		(25)	
<b>Total Expenditures</b>	<b>399,585</b>	<b>(25)</b>	<b>399,560</b>
<b>Excess over (under) including capital</b>	<b>(99,125)</b>	<b>25</b>	<b>(99,100)</b>
<b>Undesignated Ending Fund Balance</b>	<b>86,090</b>	<b>25</b>	<b>86,115</b>
<b>TOTAL WATER CAPITAL FUND BUDGET</b>	<b>485,675</b>	<b>0</b>	<b>485,675</b>

**Sewer Fund  
Adjustments to 2019 Preliminary Budget**

	<b>2019 <u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b>2019 <u>Adjusted</u></b>
Beginning Fund Balance	782,641		782,641
Preliminary Operating Revenues	2,712,200		2,712,200
<b>TOTAL SEWER FUND RESOURCES</b>	<b>3,494,841</b>	<b>0</b>	<b>3,494,841</b>
Preliminary Operating Expenses	2,169,586		
Salaries & Wages		1,370	
Overtime		(100)	
Personnel Benefits		(1,265)	
Total operating Expenses			2,169,591
<b>Revenue over (Under) Operating Expenses</b>	<b>542,614</b>	<b>(5)</b>	<b>542,609</b>
Debt Service	315,090		315,090
Transfer to Sewer Capital	230,000		230,000
<b>Excess revenue over (under) with debt &amp; xfer</b>	<b>(2,476)</b>	<b>(5)</b>	<b>(2,481)</b>
<b>Undesignated Ending Fund Balance</b>	<b>780,165</b>	<b>5</b>	<b>780,160</b>
<b>TOTAL SEWER FUND BUDGET</b>	<b>3,494,841</b>	<b>5</b>	<b>3,494,841</b>

**SEWER CAPITAL FUND**  
**Adjustments to 2019 Preliminary Budget**

	<u>2019 Preliminary</u>	<u>Adjustment</u>	<u>2019 Adjusted</u>
Beginning Fund Balance	1,017,385		1,017,385
Capital Contributions	40,000		40,000
Transfer In	230,000		230,000
<b>TOTAL SEWER CAPITAL FUND RESOURCES</b>	<b>1,287,385</b>	<b>0</b>	<b>1,287,385</b>
Capital Expenses	262,420		
Benefits		(90)	
<b>Total Expenditures</b>	<b>262,420</b>	<b>(90)</b>	<b>262,330</b>
<b>Excess over (under) including capital</b>	<b>7,580</b>	<b>90</b>	<b>7,670</b>
<b>Undesignated Ending Fund Balance</b>	<b>1,024,965</b>	<b>90</b>	<b>1,025,055</b>
<b>TOTAL SEWER CAPITAL FUND BUDGET</b>	<b>1,287,385</b>	<b>90</b>	<b>1,287,385</b>

**ERR Fund  
Adjustments to 2019 Preliminary Budget**

	<b><u>2019 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2019 Adjusted</u></b>
Beginning Fund Balance	1,422,092		1,422,092
Preliminary Operating Revenues	182,090		182,090
Total Transfer In for Capital Replacement	196,496		196,496
<b>TOTAL ERR FUND RESOURCES</b>	<b>1,800,678</b>	<b>0</b>	<b>1,800,678</b>
Preliminary Operating Expenses	157,060	(35)	157,025
<b>Revenue over (Under) Operating Expenses</b>	<b>25,030</b>	<b>35</b>	<b>25,065</b>
Capital Expenses	370,578		370,578
<b>Excess over (under) including capital</b>	<b>(149,052)</b>	<b>35</b>	<b>(149,017)</b>
<b>Undesignated Ending Fund Balance</b>	<b>1,273,040</b>	<b>35</b>	<b>1,273,075</b>
<b>TOTAL ERR FUND BUDGET</b>	<b>1,800,678</b>	<b>35</b>	<b>1,800,678</b>

**REET Fund  
Adjustments to 2019 Preliminary Budget**

	<b>2019 <u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b>2019 <u>Adjusted</u></b>
Beginning Fund Balance 1st	349,224		349,224
Beginning Fund Balance 2nd	<u>1,123,886</u>		<u>1,123,886</u>
TOTAL	1,473,110	0	1,473,110
Preliminary Operating Revenues 1st 1/4	123,500		123,500
Preliminary Operating Revenues 2nd 1/4	<u>132,000</u>		<u>132,000</u>
TOTAL	255,500		255,500
<b>TOTAL REET FUND RESOURCES</b>	<b>1,728,610</b>	<b>0</b>	<b>1,728,610</b>
Preliminary Expenses			
Transfer Out from REET (1st 1/4)	90,440		90,440
Transfer Out from REET (2nd 1/4)	<u>152,300</u>		<u>152,300</u>
TOTAL	242,740	0	242,740
<b>Ending Fund Balance 1st</b>	<b>382,284</b>	<b>0</b>	<b>382,284</b>
<b>Ending Fund Balance 2nd</b>	<u>1,103,586</u>	<u>0</u>	<u>1,103,586</u>
TOTAL	1,485,870	0	1,485,870
<b>TOTAL REET FUND BUDGET</b>	<b>1,728,610</b>	<b>0</b>	<b>1,728,610</b>

**Cumulative Reserve Fund  
Adjustments to 2019 Preliminary Budget**

	<b>2019</b>		<b>2019</b>
	<b><u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>Adjusted</u></b>
Beginning Fund Balance General	3,000,000		3,000,000
Beginning Fund Balance Street	150,000		150,000
Beginning Fund Balance Water	11,513		11,513
Beginning Fund Balance Sewer	<u>369,250</u>		<u>369,250</u>
TOTAL	3,530,763	0	3,530,763
<b>TOTAL Cumulative Reserve Fund Resources</b>	<b>3,530,763</b>	<b>0</b>	<b>3,530,763</b>
Ending Fund Balance General	3,000,000		3,000,000
Ending Fund Balance Street	150,000		150,000
Ending Fund Balance Water	11,513		11,513
Ending Fund Balance Sewer	<u>369,250</u>		<u>369,250</u>
TOTAL	3,530,763	0	3,530,763
<b>TOTAL Cumulative Reserve Fund Budget</b>	<b>3,530,763</b>	<b>0</b>	<b>3,530,763</b>



**Police Investigation Fund  
Adjustments to 2019 Preliminary Budget**

	<b>2019 <u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b>2019 <u>Adjusted</u></b>
Beginning Fund Balance	12,103		12,103
Preliminary Operating Revenues	145		145
<b>TOTAL POLICE INVESTIGATION FUND RESOURCES</b>	<b>12,248</b>	<b>0</b>	<b>12,248</b>
Preliminary Operating Expenses	12,248		12,248
<b>Undesignated Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POLICE INVESTIGATION FUND BUDGET</b>	<b>12,248</b>	<b>0</b>	<b>12,248</b>