

**FIRCREST CITY COUNCIL  
SPECIAL MEETING AGENDA**

**MONDAY, SEPTEMBER 28, 2020  
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. ACTION ITEM: SETTING A PUBLIC HEARING ON OCTOBER 13, 2020 TO RECEIVE COMMENTS ON 2021 REVENUE SOURCES; TO RECEIVE COMMENTS ON THE 2021 PRELIMINARY BUDGET; AND OCTOBER 27, 2020, TO RECEIVE COMMENTS ON THE 2021 PRELIMINARY BUDGET**
- 6. PRELIMINARY 2021 BUDGET – 1st BUDGET WORK SESSION**  
**Budget review:**
  - Salaries**
  - Equipment Rental & Replacement (ERR) Fund**
  - Street**
  - Enterprise Funds**
- 7. ADJOURNMENT**



# PRELIMINARY 2021 BUDGET

## 1<sup>ST</sup> BUDGET WORK SESSION

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Monday, September 28, 2020

SALARIES

EQUIPMENT RENTAL & REPLACEMENT (ERR) FUND

STREET

ENTERPRISE FUNDS

# CITIZENS OF FIRCREST

(population 6,790)

## CITY COUNCIL

Hunter T. George, *Mayor*  
Brett L. Wittner, *Mayor Pro-Tempore*  
Joe Barrentine  
Jamie Nixon  
Shannon Reynolds  
David M. Viafore  
Denny Waltier

## MUNICIPAL COURT

Kristi Perry  
*Administrator*

## CITY MANAGER

Scott Pingel

## CITY CLERK

Jayne Westman

## POLICE

John Cheesman  
*Chief*

## PUBLIC WORKS

Jerry Wakefield  
*Director*

## PARKS/RECREATION

Jeff Grover  
*Director*

## FINANCE/IT

Colleen Corcoran  
*Director*

## PLANNING/BUILDING

Angelie Stahlnecker  
*Administrator*

# BUDGET REVIEW SCHEDULE

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- 1<sup>st</sup> Budget Work Session**  
*September 28<sup>th</sup>*
  - Salaries
  - Equipment Rental & Replacement Fund (ERR)
  - Street
  - Storm
  - Water
  - Sewer
  
- 2<sup>nd</sup> Budget Work Session**  
*October 5<sup>th</sup>*
  - General Fund
  - Pool Debt Service Fund
  - Pool Capital Project Fund
  - REET
  - Cumulative Reserve
  
- 3<sup>rd</sup> Budget Work Session**  
*October 12<sup>th</sup>*
  - General Fund Continued
  - Other Significant Items
  - Final Questions

# 2021 SALARIES

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## CHANGES

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- 1.0% COLA all employees
- Changed Court Clerk & Lead Court Clerk positions to Court Clerk I & Court Clerk II.
- 1 reclassification from Accountant I to Accountant II.
- 1 reclassification from Court Clerk to Court Clerk II.
- 1 reclassification from Office Assistant to Administrative Assistant (Community Events).

# ERR GOALS AND VARIANCES

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## *Equipment Repair & Replacement (ERR) Fund*

### GOALS

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- Purchase new equipment.
- Maintain current replacement schedule.

### MAJOR REPLACEMENTS

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- 9 computers will be replaced

# ENTERPRISE FUNDS OVERVIEW

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## GENERAL

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- No rate increases in 2021.

## TRANSFERS

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- From General Fund for Street Beautification: \$10,000
- From General Fund for Street (15% Property Tax): \$240,000
- From General Fund for Street Light Maintenance from Designated Fund Balance - Light: \$38,955
- From REET 1 for Street Improvements: \$60,000

# STREET FUND

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## GOALS

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- Perform street patching as needed.
- Continue crack-seal program.

## CAPITAL PROJECTS

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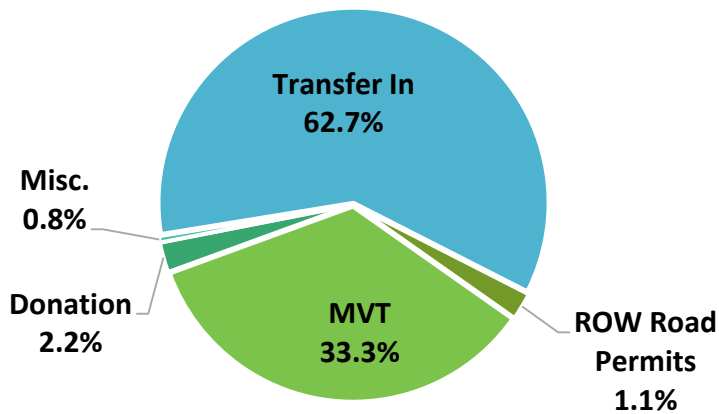
# STREET FUND: OPERATING ONLY

Operating Revenue		
ROW Road Permits	\$5,000	1.1%
Motor Vehicles Taxes	\$153,320	33.3%
Donations	\$10,000	2.2%
Misc.	\$3,500	0.8%
Transfer In	\$288,955	62.7%
<b>Total</b>	<b>\$460,775</b>	<b>100%</b>

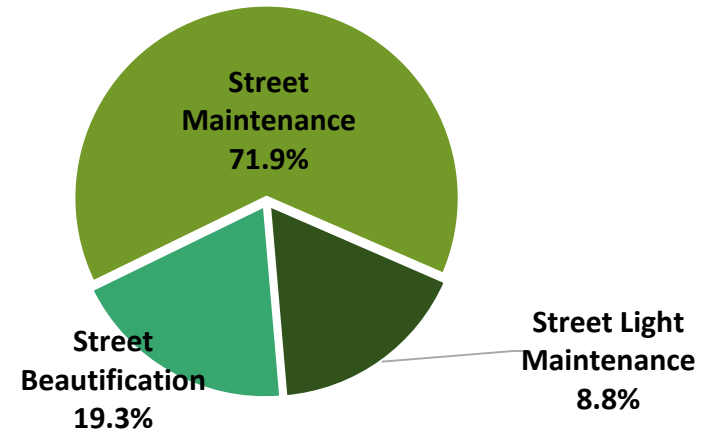
Operating Expenditures		
Street Maintenance	\$318,650	71.9%
Street Light Maintenance	\$38,955	8.8%
Street Beautification	\$85,635	19.3%
<b>Total</b>	<b>\$443,240</b>	<b>100%</b>

Increase in fund balance for Operating Costs: \$17,535

*Revenue*



*Expenditures*



# STREET FUND

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## CAPITAL REVENUES: \$60,000

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- Transfer-in From REET 1: \$60,000

## CAPITAL EXPENDITURES: \$62,000

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- Machinery & Equipment: \$2,000 (Street Fund share of Public Works tables and chairs)
- Improvements: \$60,000 (Street Repairs)

## NET EFFECT ON ENDING FUND BALANCE: +\$15,535

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- Net increase in fund balance for Operating Cost: \$17,535
- Net decrease in fund balance for Capital Cost: - \$2,000

# STORMDRAIN: OPERATING

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## GOALS

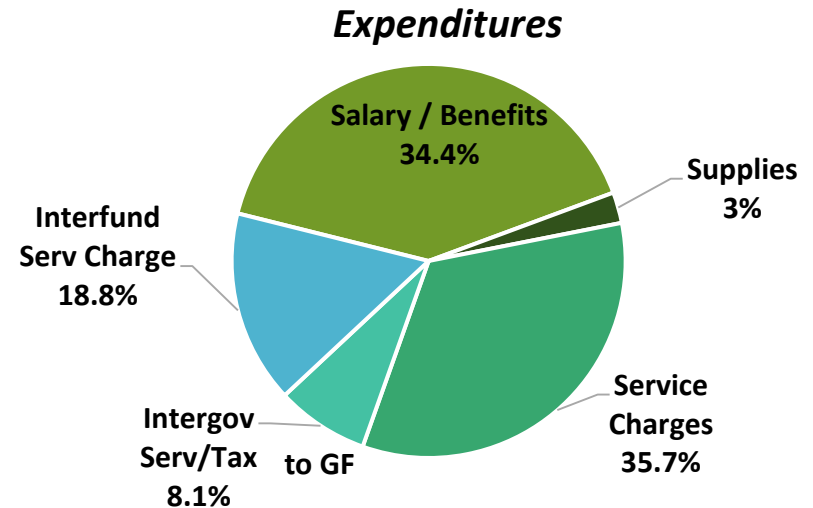
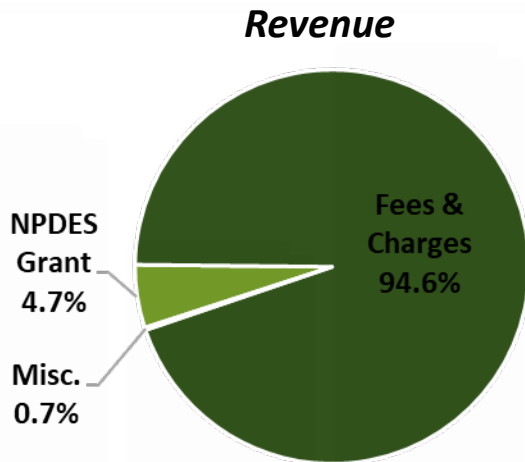
- Clean and inspect 265 catch basins (50% of City total).
- Complete and obtain DOE approval of the yearly NPDES Compliance report.

# STORMDRAIN FUND: OPERATING ONLY

Operating Revenue		
NPDES Grant	\$25,000	4.7%
Fees & Charges	\$502,000	94.6%
Misc.	\$3,500	0.7%
<b>Total</b>	<b>\$530,500</b>	<b>100%</b>

Operating Expenditures		
Salary/Benefits	\$164,370	34.4%
Supplies	\$14,400	3%
Service Charges	\$170,822	35.7%
Intergov Serv/Tax	\$38,780	8.1%
Interfund Serv Charge to GF	\$89,918	18.8%
<b>Total</b>	<b>\$478,290</b>	<b>100%</b>

**Operating Revenues Over/Under Operating Expenses:**  
**\$52,210**  
**Less Transfer to Capital of \$81,900 = (\$29,690)**



# STORMDRAIN CAPITAL FUND

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## CAPITAL REVENUES: \$370,565

- Transfer-in From Stormdrain Operating Fund: \$81,900
- Grant Revenue: \$288,665 (DOE and Pierce County Flood Control)

## CAPITAL EXPENDITURES: \$315,050

- Capital Improvements for storm water outfall improvements with funding for DOE grant and PC Flood District: + \$264,250
- Project Engineering for engineering related to outfall improvements: + \$48,800

## NET EFFECT ON ENDING FUND BALANCE: + \$55,515

- Capital Revenues: \$370,565
- Capital Expenditures: \$315,050

# WATER FUND: OPERATING

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## GOALS

- Continue emphasis on water conservation outreach.
- Repair and replace existing fire hydrants as needed. Anticipate two hydrants this year.
- Complete and mail 2020 Consumer Confidence report.

# WATER FUND: OPERATING ONLY

## Operating Revenue

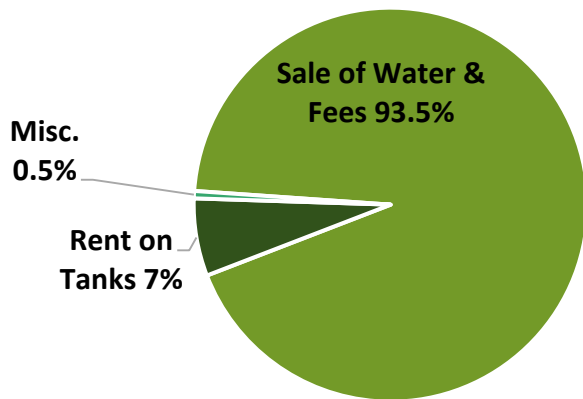
Sale of Water & Fees	\$1,068,500	92.5%
Rent on Tanks	\$80,000	7%
Misc.	\$5,900	0.5%
<b>Total</b>	<b>\$1,154,400</b>	<b>100%</b>

## Operating Expenditures

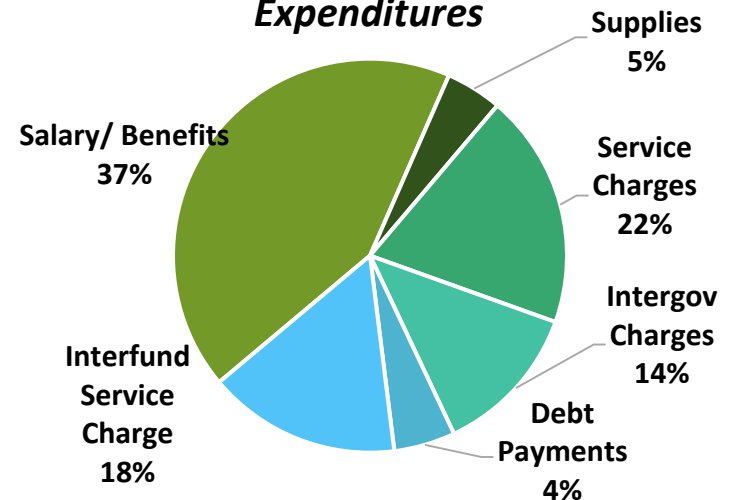
Salary/Benefits	\$367,625	37%
Supplies	\$47,000	5%
Service Charges	\$216,087	22%
Intergov Charges	\$137,526	14%
Debt Payments	\$46,429	4%
Interfund Service Charge	\$175,520	18%
<b>Total</b>	<b>\$990,187</b>	<b>100%</b>

**Operating Revenues Over/Under Operating Expenses:  
\$164,213  
Less Transfer Out of \$108,160 = \$56,053**

**Revenue**



**Expenditures**



# WATER CAPITAL FUND

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## CAPITAL REVENUES: \$172,960

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- Capital Contribution/Tap Fees: \$64,800
- Transfer-in From Water Operating Fund: \$108,160

## CAPITAL EXPENDITURES: \$192,470

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- Water Meter Replacement Program Project and Engineering: \$150,000
- Salaries & Benefits for Capital Projects: \$40,470
- Upgrade Chairs for Breakroom/ Conference Room: \$2,000

## NET EFFECT ON ENDING FUND BALANCES: - \$19,510

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- Capital Revenue: \$172,960
- Capital Expenditures: \$192,470



# SEWER FUND: OPERATING ONLY

## Operating Revenue

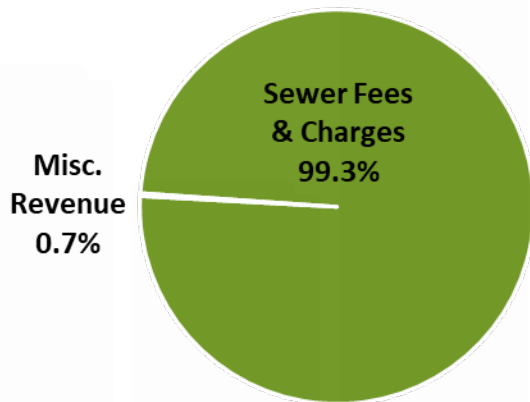
Sewer Fees & Charges	\$2,725,700	99.3%
Misc. Revenue	\$19,700	.7%
<b>Total</b>	<b>\$2,745,400</b>	<b>100%</b>

## Operating Expenditures

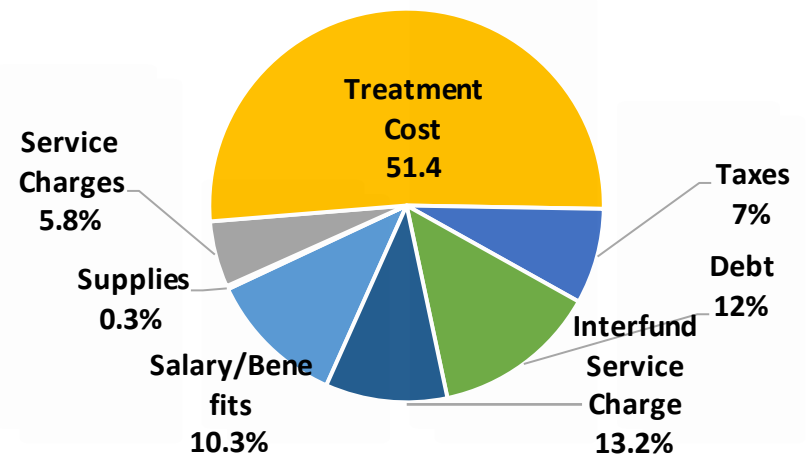
Salary/Benefits	\$269,840	10.3%
Supplies	\$8,100	.3%
Service Charges	\$151,162	5.8%
Treatment Cost	\$1,348,000	51.4%
Taxes	\$184,000	7%
Debt	\$314,234	12%
Interfund Service Charge	\$349,593	13.2%
<b>Total</b>	<b>\$2,624,929</b>	<b>100%</b>

**Operating Revenues Over/Under Operating Expenses:  
\$120,471  
Less Transfer to Capital of \$230,000 = (\$109,529)**

**Revenue**



**Expenditures**



# SEWER CAPITAL FUND

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## CAPITAL REVENUES: \$305,000

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- Capital Contribution/Tap Fees: \$75,000
- Transfer In From Sewer Operating Fund: \$230,000

## CAPITAL EXPENDITURES: \$500,225

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- Improvements: \$400,000
  - Pipe bursting projects on Amherst & Cornell backyard sewer
- Project Engineering: \$80,000
- Salaries & Benefits for Capital Projects: \$18,225
- Machinery and Equipment: \$2,000
  - Sewer Fund's portion of the new chairs for breakroom & conference room

## NET EFFECT ON ENDING FUND BALANCE: (\$195,225)

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- Capital Revenues: \$305,000
- Capital Expenditures: \$500,225

# BUDGET SCHEDULE

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- October 5<sup>th</sup> {
  - **2<sup>nd</sup> Budget Work Session:**
    - General Fund
- October 12<sup>th</sup> {
  - **3<sup>rd</sup> Budget Work Session:**
    - General Fund Continued
    - Other Significant Items
    - Final Questions
- October 13<sup>th</sup> {
  - **Public Hearings:**
    - Revenue Sources
    - 2021 Budget (1<sup>st</sup> reading)
  - **Salary Ordinance**
- October 19<sup>th</sup> {
  - **Budget Work Session if needed\***
- October 27<sup>th</sup> {
  - **Public Hearing:**
    - 2021 Budget (2<sup>nd</sup> reading)
- November 10<sup>th</sup> {
  - **Adopt 2021 Budget**

*\* Reserved if needed.*