

**FIRCREST CITY COUNCIL
STUDY SESSION AGENDA**

**MONDAY, MONDAY 19, 2020
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. [Readerboard Discussion](#)**
- 6. [Pool Business Plan Discussion](#)**
- 7. [2021 Final Budget Items](#)**

AGENDA ITEM: Readerboard Discussion

FROM: Scott Pingel, City Manager

BACKGROUND: \$25,000 was included in the 2020 budget for an electronic readerboard with the caveat that the discussion would come back to Council prior to moving forward with any purchase. Attached is a memo from Planning and Building Administrator, Angelie Stahlnecker, summarizing the standards that would apply per our current code to replacing the current readerboard and/or installing an electronic readerboard. Ms. Stahlnecker will be prepared to walk the Council through these code standards. The main issue staff sees is that our current code is not set up to deal with public signs in the right of way. The current code language we have to rely on is geared more towards commercial signs. Regardless of what the Council decides, some kind of code amendment will be needed in order to place an electronic readerboard in the right of way, either by way of clarification or setting specific standards for public sign in the right of way.

An idea that has been voiced is possibly putting an electronic readerboard sign on the side of the Public Safety Building. Such a placement would not require any code adjustment; however, this option has its obvious limitations as it would only be seen from one direction.

Depending on the direction from Council, will need to update the costs associated with an electronic readerboard. Putting a very basic 2 or 3 line electronic readerboard on the Public Safety Building is one thing, installing a monument electronic readerboard in or adjacent to Alice Peers Park is another, and the possibility of installing a new pole sign with an electronic readerboard would be another.



THE CITY OF FIRCREST

Planning and Building Department

DATE: October 12, 2020
TO: Scott Pingel, City Manager
FROM: Angelie Stahlnecker, Planning & Building Administrator
SUBJECT: Readerboard replacement

Below are the standards that would apply if the City wishes to replace the existing readerboard with a digital readerboard, under the current code. The code is focused more on commercial signs on private property, so Council could consider code amendments if they determine a public sign requires different criteria.

Design

- Existing sign would need to be replaced with a monument sign
- Sign must be framed on both sides
- High-quality materials
- Top, middle, and bottom element for signs 6+ feet
- Instant change; no motion

Size

- Maximum of seven feet in height
- Digital sign limited to 16 square feet or 50% total sign face whichever is less

Location

- Current sign is located in ROW
- Code doesn't address signs in the ROW; would recommend clarifying amendment
- Would need to consider clear vision triangle concerns



AGENDA ITEM: Pool Business Plan Discussion

FROM: Scott Pingel, City Manager

BACKGROUND: Attached is an updated draft of the Pool Business Plan. The main changes are the rates for pool programs and rentals, updated new policy recommendations, and we've added Tot Pool/non-swimmer options that we can discuss if needed at this time. The main thing staff needs to get out of this meeting is some resolution on rates as those affect pool revenues. We will be prepared to discuss the plan as a whole, but that could also happen at another time if needed.

We adjusted all the rates per the City Council's feedback from the July 2020 Study Session. Where we talked about specific rates such as for open swim, we implemented those rates. Where we discussed equity in rate changes between resident and non-resident rates, we have ensured that percentage changes are consistent. We also increased the Party Room rental rates per Council direction, and we increased the Pool Rental rates per Council direction.

CITY OF FIRCREST

Community Pool Operational Plan



PROPOSED NEW PROGRAMS

Events

Evaluate offering events/programs during lower attended Open Swim times. We will be planning an event the 1st Friday and 3rd Saturday night throughout the 10 weeks of summer. Events may include: Parents Night Out Swim Parties, Movie in the Pool, Family or Kid Float, Teen Pool Party.

Aquatic Exercise Programs

Water Aerobics is just one of many specialized aerobics classes that can be offered in the new pool. Staff will continue to evaluate opportunities for exercise programs for the pool.

Lap Swim

With the new design, the pool provides a level of flexibility in offering more lap swim opportunities.

Lifeguard/WSI Training

During the weeks between Memorial Day and the last day of school, we are proposing that the pool is open on the weekends for open swim. Monday through Friday will be reserved for lifeguard training courses, aerobics classes, & pool rentals. Having lifeguard training in-house will be used as a tool to attract and train lifeguards specifically for the Fircrest Pool.

CHANGES TO PREVIOUS POOL POLICIES AND PROGRAMS

LIFEGUARD POLICY

In 2018, there were 84 swim sessions in which 20 or less people attended. At the previous pool, each hour the pool operated for open swim it cost \$164.82. In order to mitigate this cost, we are proposing the following lifeguard plan:

At no time will there be in excess of 285 patrons in the rec pool and 38 patrons in the tot pool at one time. Based on the situation, the Recreation Supervisor or head guard will make the decision to increase or decrease the number of guards. If within the first hour of opening, there are not more than 50 swimmers in the rec pool, 3 lifeguards will be sent home and capacity will be capped at 100 people. (Keep 3 guards and head guard). If within the first hour of opening, and there are no more than 100 swimmers in the rec pool, 2 lifeguards will be sent home and capacity will be capped at 150. (Keep 4 guards and head guard).

EVALUATE 3:30-6:30 PM OPEN SWIM IN JUNE YEAR 1 WITH POSSIBILITY OF ADDING POOL RENTALS

For year 1 of the new pool, this time will be kept as open swim, and we will evaluate costs and attendance for looking at options for year 2. When looking solely at the direct costs for this open swim period at the old pool, it cost **\$3,055.78** to serve an average of 12 people at 14 sessions. This breaks down to the cost being \$18 per person at each swim (considering only direct staff costs). This pool time could be more fruitful in revenue generation and number of people served by renting out the pool to specialty groups, where Fircrest staff time is minimal and revenue generation is maximized (swim team rentals, Scuba Classes, Lifeguard Training, aerobic classes, pool parties, etc.).

CHANGES TO SWIMMING LESSONS

Start classes earlier, as the first lesson time is fuller than others. Now slated to start ½ hour earlier. Offer more night lessons times for working parents. Previously only offered two evening sessions. (5-week sessions held two day a week). New model allows for 8 sessions (4:45-6:15 pm 5 days a week for two weeks).

Incorporating adult swimming lessons and private swimming lessons into swim lesson program.
Expand number of offerings at each lesson time due to more usable space.

CHANGES TO OPEN SWIM

Offer full and half open swim sessions during the day. This will allow more revenue recovery and potentially draw in more people in the afternoon, with a shorter swim session and more affordable rate. Start open swim earlier when more people may be attracted to come at noon. We will offer 1 free open swim to Fircrest residents once a month.

Increased admission for open swim. The pool will be brand new and offer new play opportunities. Children 5 & under swim free (old pool was 7 and under). The following are options to consider regarding those entering only for the Tot Pool or as non-swimmers:

- The related admission price will be required of all customers 6 years of age and older admitted into the pool. This is the most straightforward option and easiest to manage.
- All non-swimmers or those only attending their child of 5 years or under in the Tot Pool only may enter at no cost. This would be more challenging to manage based on various scenarios. We would plan on implementing a wristband system.
- Only Fircrest resident non-swimmers or residents attending their child of 5 years or under in the Tot Pool only may enter at no cost.

Other questions/considerations:

- Should there be a rate for non-residents that are 5 years of age or under?
- Are there other Tot Pool options or models staff should consider?

NEW RENTAL OPPORTUNITIES

Lane/Pool Rentals

Offer lane rentals, and/or pool rentals to offset fixed costs of the pool. Develop set times in which each is available. See detail under *Proposed New Pool Rates*.

Pool Parties

Pool: The pool can be rented on Saturdays and Sundays from 9:45 –11:45.

Party Room: Offering pool parties in the party room at the same time the pool is open for Open Swim.

Proposed New Pool Schedule

Monday - Friday	
7:00 - 8:00 am	Lap Swim/Water Aerobics
8:30 am - 12:00 pm	Swim Lessons
11:00 am - 12:00 pm	Water Aerobics
12:30 - 4:30 pm	Open Swim (Full Session)
2:30 - 4:30 pm	Open Swim (Half Session)
4:30 - 5:30 pm	Swim Team
4:45- 6:15 pm	Night Swim lessons
6:30 - 8:30 pm	M/W/F Open Swim (Night Session)*
6:30 - 8:30 pm	T/TH Open Swim (Family Swim Session)*
Saturday - Sunday	
9:45 - 11:45	Pool Rentals (excluding select Saturdays in July for swim meets)

12:00 - 5:00 pm	Open Swim (Full Session)
2:30 - 5:00 pm	Open Swim (Half Session)
5:30 - 8:00 pm	Open Swim (Night Session)*
Events & Themed Swim*	
6:30 - 9:00 pm	1st Friday Night Session Open Swim
5:30 - 8:00 pm	3rd Saturday Night Session Open Swim

*Still offer family swims on Tuesday and Thursday nights – community values this program.

*1st Fridays from 6:30-9 pm and 3rd Saturdays from 5:30-8:30 pm in June, July, & August will have events or themed activities at pool. There will be no open swim these nights.

PROPOSED NEW POOL RATES

Open Swim

Full Session (12:15-4:30 pm) Resident \$4, Non-Resident \$8 (*new rate, previous \$3 Res., \$6 NR*)

Half Session (2:30-4:30 pm) Resident \$3.50, Non-Resident \$7 (*new rate, previous \$3 Res., \$6 NR*)

Evening Session (6:30-8:30 pm) Resident \$3, Non-Resident \$6 (*new rate, previous \$3 Res., \$6 NR*)

Tot (age 5 & Under)

Free (*previously 7 & under free, old wading pool open to 7 & under only*)

Season Pass

Resident \$62.50 (Previously \$50), Non-Resident \$137.50 (Previously 110)

2nd Pass Resident \$40 (*Previously \$32*), Non-Resident \$87.50 (*Previously \$70*)

Swimming Lessons (2 Weeks, ½ Hour per day)

Swimming Lessons Resident \$47 (Previously \$40), Non-Resident \$63 (Previously \$55)

Private Lessons Resident \$65, Non-Resident \$100

Contracted Classes

Water Aerobics Resident \$4, Non-Resident \$8* (*Per Class Fee*)*Class prices will be determined by instructor cost and may change.

Lap Swim

Lap Swim Resident \$4, Non-Resident \$8 (*per visit*)

Programs/Events (1st Friday & 3rd Saturday)

2.5-hour event

Resident \$8

Non-Resident \$14

Family \$20 (*up to 7 individuals in same household*)

RENTALS

Lane Rental for Outside Swim Teams

Lane Rental: Lane \$15/hr, Whole Pool \$90/hr*

*Swim Meet rental would cost more.

Party Room Rental w/kitchen

Weekend Pool Room Rental Resident \$75/hr, Non-Resident \$110/hr

Weekday Pool Room Rental Resident \$60/hr, Non-Resident \$88/hr

Pool Rental (Entire Pool)

(2-hour minimum, offered 9:45 – 11:45 am on Sat & Sun)

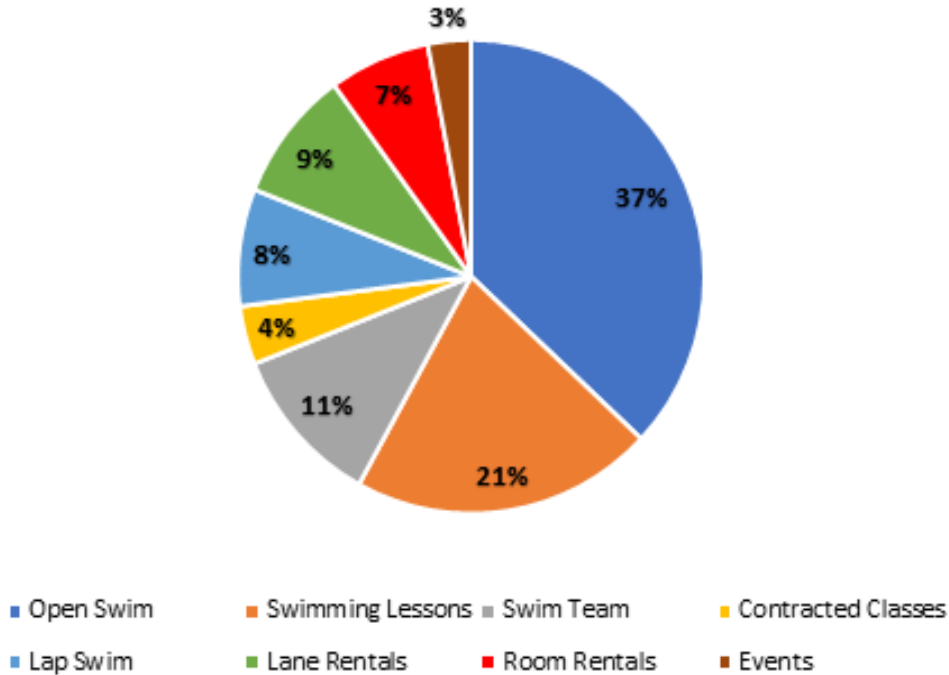
1-25 people Private Party Resident \$75/hr, Non-Resident \$110/hr *

26-50 people Private Party Resident \$112.50/hr, Non-Resident \$165/hr *

51+ people Private Party Resident \$150/hr, Non-Resident \$220/hr *

**Add on Party Room and Kitchen \$15/Hour*

PROPOSED POOL USE BREAKDOWN



Revenues & Expenses

REVENUE DEVELOPMENT STRATEGY

The current pool budget expectation consists exclusively in earned revenues and subsidy to support on-going operations. The goal of the revenue development strategy is to expand the revenue sources with increased programming and rental opportunities for the pool, and to draw less subsidy from the general fund.

MAJOR REVENUE ANALYSIS (SWIM LESSONS AND OPEN SWIM)

2021 Forecasted Swim Lesson Revenue

The Swim Lesson revenue forecast is based on 72 total classes, with each class split in half between residents and non-residents. We have only assumed sessions at 80% capacity.

Total Forecasted Revenue from Swimming Lessons: \$63,360

2021 FORECASTED OPEN SWIM REVENUE

The open swim forecast is the based on the average pool attendance over the past 3 years. We plan to add the option of half sessions, so we have split daily averages between full and half sessions. We anticipate open swim attendance to increase, but this is what we are budgeting for year 1.

Total 2021 Revenue (full season) = \$81,840

EXPENSE ANALYSIS

2021 PAY AND STAFFING AT THE POOL:

Pool Cashiers \$13.65-\$14.15
 Lifeguards \$14.20-\$14.70
 Swim Instructors \$14.20-\$14.70
 Swim Coaches \$14.90-\$15.40
 Pool Opener (Head Guard) \$15.50-\$16.00

Program Area	Lifeguards	Head Guard	Swim Instructors	Coaches	Cashier
Open Swim	3,370 hours	709 hours			674 hours
Swimming Lessons	200 hours	330 hours	1,480 hours		200 hours
Swim Team				170 hours	
Lane Rentals/Lap Swim	Hours included				
Pool Parties	Hours included				
Events	Hours included				
Contracted Classes	Hours included				

Summary

Below, the top table reflects a summary of all the operating expenses, assumptions, and estimates by major expense category. The bottom table is the estimated revenues based off proposed programming.

<u>Expenses</u>	2021
Regular Staff Wages	\$22,925
Staff Benefits	\$23,590
Casual & Seasonal Labor	\$106,485
Overhead/Other Operating Expenses	\$77,245
Total Expenses	\$227,245

<u>Revenues</u>	2021
Open Swim	\$81,840
Swimming Lessons	\$63,360
Swim Team	\$6,125
Contracted Classes	\$1,320
Party Room	\$13,860
Lap Swim	\$1,760
Events	\$1,320
Pool Rentals	\$4,500
Total Revenues	\$174,085

	2017	2018	2019	2021
Total Revenues	\$85,078	\$86,517	\$78,000	\$174,085
Total Expenses	\$152,677.05	\$177,943.71	\$152,725	\$227,245
Subsidy	\$67,599.05	\$91,426.71	\$74,725	\$53,160
Recovery Rate	55%	49%	51%	76.6%

AGENDA ITEM: 2021 Budget Final Items

FROM: Scott Pingel, City Manager

BACKGROUND: As we have the last couple of years once we get through the preliminary budget, we plan to discuss items that Council had questions or concerns during the Budget Study Session, or that have been brought to staff's attention otherwise.

At this point, the items staff have to discuss further include office furniture/chairs for the Public Works Facility, the Pool Fund budget generally but mainly revenues based on the Pool Business Plan, Whittier Park Improvements, and the Cumulative Reserve/REET transfer to the Park Bond Capital Fund. Other budget items may be discussed as well as needed.

For the office furniture for the Public Works Facility, please see the attached memo from Public Works Director, Jerry Wakefield. The memo provides more specific information about this budget item and breaks down more specifically what is being replaced. \$8,000 total was budgeted for the office furniture, \$2,000 per Public Works fund (Street, Storm, Water, Sewer). We plan to update the narrative in the budget to say office and facility furniture rather than tables and chairs in order to be more accurate as to what is being replaced.

The Pool Business Plan is included as a separate agenda item. We can discuss the Pool Fund budget as needed as a result of that discussion.

We included \$15,000 in capital expenditures for Whittier Park Improvements. This was initially put in the budget in order to account for costs associated with adjusting the ballfield location at Whittier Park. At this point, we plan to leave the field as-is for now, but staff suggests we leave this budget item in the budget for 2021 to help with costs associated with locating and improving storm lines at Whittier Park. Our Maintenance Lead has been working resolve various drainage issues and underground line blockages at the park. Outside help may become necessary in this effort.

The staff has looked into the financial and legal implications of transferring Cumulative Reserve Funds to the Park Bond Capital Fund in order to pay for the rest of the Community Center project without the need for issuing additional bonds or getting a short-term loan until donation funds are received. We have also ensured that we are okay to apply received donation funds as needed once the project is completed (meaning we can replenish the Cumulative Reserve Fund). We will need to accomplish this through an inter-fund loan from the Cumulative Reserve Fund to the Park Bond Capital Fund.

Memo

To: Scott Pingel

From: Jerry Wakefield 

CC:

Date: 10/14/2020

Re: Public Works office furniture 2021 budget item

Scott,

Per our discussion I have attached a cost breakdown and pricing information on upgraded furniture for the Public Works office.

As you are aware, our furniture is old and falling apart. It is my understanding that most of the furniture was purchased used from Boeing Surplus at the time the building was built in 1992. Several chairs are broken and not functioning. Also in moving some of the desks as a result of personnel changes, the desks are of the old particle board type and have broken and been pieced together. I don't even have a desk, just a table and a file drawer. I believe it is time to upgrade and that is why we allocated \$8,000 in the 2021 budget. This is based on upgrading just the basic office furniture. Not all of the furniture will be upgraded as we still plan to use the existing tables and some of the unbroken chairs. If need be I can take photo's for simply stop by and see for yourself the condition of the furniture. Thanks.

Office Furniture
Public Works Building
10/14/2020

Item	Description	Quantity	Unit Cost	Total Cost
1	Conference room chairs	8	\$150.00	\$1,200.00
2	side chairs for offices	6	\$195.00	\$1,170.00
3	Breakroom chairs	8	\$150.00	\$1,200.00
4	Executive chairs	3	\$230.00	\$690.00
5	office desks	4	\$720.00	\$2,880.00
	Sub Total			\$7,140.00
	Sales Tax		9.90%	\$706.86
	Total			\$7,846.86

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Chair

③

Black



Alternate View - ...

SHARE:    

Mesh Back Task Chair by Office Source

\$149

+ FREE SHIPPING

Compare At: \$355

You save: \$206 (58%)

Item Number: 101-RCA078

QTY: 1

OPTION:

Black



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FEATURES

- Lifetime Warranty
- Mesh Back Task Chair with Arms & Black Base
- Black Mesh Back with Back Fabric Seat and 5-Star Base with Casters
- Functions: Pneumatic Seat Height, 360-Degree Swivel, Tilt Lock, Tilt-Tension
- Ships ready for easy assembly

PRODUCT DETAILS

Brand: Office Source

Mfg #: P11MBFSBLK

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BEST SELLER!



Black / Mahogany



SHARE:    

Guest Chair by Office Source

\$195

+ FREE SHIPPING

Compare At: \$511

You save: \$316 (62%)

Item Number: 101-KDA080

QTY: 1

OPTION:

Black / Mahogany



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FEATURES

- Lifetime Warranty
- Soft vinyl upholstery
- Mahogany frame
- Ships ready for easy assembly

PRODUCT DETAILS

Brand: Office Source

Mfg #: 1240MBLK

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Home / Seating / Chairs / Office Chairs

BEST SELLER!



Black



SHARE:    

Executive Mid Back Chair by Office Source

\$229

+ FREE SHIPPING

Compare At: \$523

You save: \$294 (56%)

Item Number: 101-KDA147

QTY: 1

OPTION:

Black



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FEATURES

- Lifetime Warranty
- Black vinyl upholstery
- Pneumatic seat height adjustment
- Tilt lock and tilt tension
- Ships ready for easy assembly

Office Furniture



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Home / Desks / L Shaped Desks



Honey



SHARE:

66" x 72" L Shaped Desk by Office Source



\$719

+ FREE SHIPPING

Compare At: \$1195
You save: \$476 (40%)

Item Number: 101-KBA205

Questions? Call us!



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If you find the same product for less anywhere else, give us a call at 1.800.460.0858. We'll match that price, plus, you'll get our Free Lifetime Warranty and unparalleled service. [DETAILS](#)

QTY: 1

OPTION:

Honey

FEATURES

- Lifetime Warranty
- Durable laminate finish
- 3mm edge banding
- Full suspension drawer slides
- File drawers accommodate letter or legal size files
- Drawers lock for security
- **Keyboard tray is not included**
- Ships ready for easy set up- pedestals ship assembled

PRODUCT DETAILS

Brand: Office Source
Collection(s): PL Series
Mfg #: PL368
Weight: 381 lbs.

DIMENSIONS

Overall: 66 in W x 72 in D x 29 in H
Worksurface Depth: 30 in D

MATERIAL

Laminate

DESCRIPTION

SHIPPING

COLORS

MATCHING ITEMS