

**FIRCREST CITY COUNCIL
SPECIAL MEETING AGENDA**

**MONDAY, OCTOBER 3, 2022
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. EXECUTIVE SESSION** Executive Session per RCW 42.30.140 (4)(b) To Discuss Labor Negotiations
- 6. [PRELIMINARY 2023 BUDGET – 1st BUDGET WORK SESSION](#)**
- 7. ADJOURNMENT**

Join the Zoom:

Dial-in Information: 1-253-215-8782 Webinar ID: 836 7080 0345 Passcode: 8675309



PRELIMINARY 2023 BUDGET

1ST BUDGET WORK SESSION

Monday, October 3, 2022

SALARIES

EQUIPMENT RENTAL & REPLACEMENT (ERR)

GENERAL FUND

POOL DEBT SERVICE

POOL CAPITAL PROJECTS

REAL ESTATE EXCISE TAX (REET)

CUMULATIVE RESERVE

CITIZENS OF FIRCREST

(population 7,215)

CITY COUNCIL

Brett L. Wittner, *Mayor*
Joe Barrentine, *Mayor Pro-Tempore*
Jim Andrews
Nikki Bufford
Hunter T. George
Shannon Reynolds
David M. Viafore

MUNICIPAL COURT

Judge John Miller
*Samantha
Olivarez
Administrator*

CITY MANAGER

Colleen Corcoran

POLICE

John Cheesman
Chief

PUBLIC WORKS

Tyler Bemis
Director

PARKS/RECREATION

Jeff Grover
Director

FINANCE/IT

Lindsay Chambers
Director

**ADMINISTRATIVE
SERVICES**

Jayne Westman
Director

BUDGET REVIEW SCHEDULE

1st Budget Work Session
October 3rd

- Salaries and Position Adjustments
- Equipment Rental & Replacement Fund (ERR)
- General Fund
- Pool Debt Service Fund
- Pool Capital Project Fund
- REET
- Cumulative Reserve

2nd Budget Work Session
October 10th

- Enterprise Funds (Water, Sewer, Storm)
- Street Fund
- Other Significant Items

City Council Regular Meeting
October 25th

- **Public Hearings:**
 - 2023 Revenue Sources
 - 2023 Budget (1st Hearing)

City Council Regular Meeting
November 8th

- Salary Ord., Judge and Civil Service Wage Ord.
- 2023 Budget Public Hearing (2nd Hearing)

2023 SALARIES AND POSITION ADJUSTMENTS

CHANGES

- 9.5% COLA for all employees based on Seattle-Tacoma-Bellevue June to June CPI
 - General Fund without Police Guild members \$139,480
 - Police Guild \$96,825
 - Public Works \$65,368
- **Additions:**
 - Accountant II position for 6 months (position filled in 2022. Will be used after new City Manager is hired)
- **Additional Information:**
 - Cost of an additional officer at Step C, full family: \$132,720

ERR FUND

Equipment Repair & Replacement (ERR) Fund

GOALS

- Purchase new equipment
- Maintain current replacement schedule

MAJOR REPLACEMENTS

- Parks-replace 1999 John Deere 455 mower \$17,500

GENERAL FUND OVERVIEW

CAPITAL PROJECTS

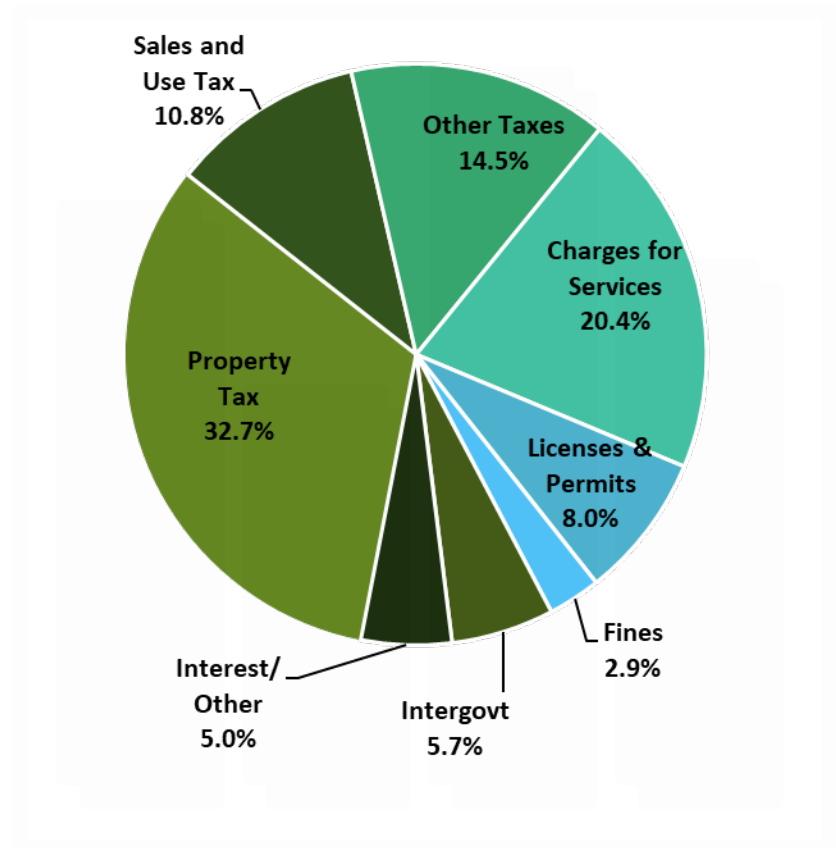
- Facilities: \$0 (HVAC improvements to City Hall, PSB, and PWF) ARPA funds.
- Police:
 - \$28,600 Nine shields ARPA funds.
 - \$5,600 three desks for officers ARPA funds.
- Parks:
 - \$35,000 Whittier Park master plan with funds from 44th/Alameda ARPA funds.

TRANSFERS

- To Street Beautification: \$10,000.
- To Street (15% Property Tax): \$254,912.
- To Street Light Maintenance from Designated Fund Balance - Light: \$52,680.
- To Water Capital Fund for water capital projects \$290,000.

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

Property Tax (w/EMS levy)	\$2,261,455
Sales & Use Tax	\$750,000
Other Taxes	\$1,006,160
Charges for Services	\$1,418,522
Licenses & Permits	\$560,000
Fines & Forfeitures	\$203,800
Intergovernmental Revenues	\$397,955
Interest & All Other	\$349,721
Total	\$6,947,613



*Early Revenue estimates

GENERAL FUND REVENUES (PP. 2-6)

CHANGE IN OPERATING REVENUE: +\$158,742

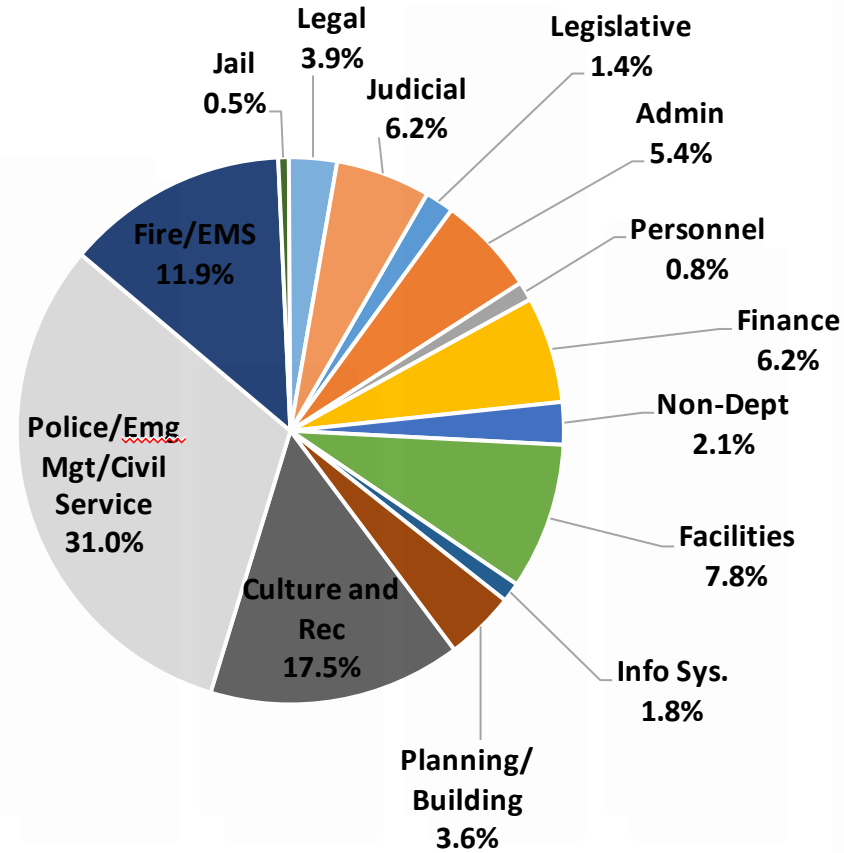
- Property Tax/EMS Levy: + 1%, plus new construction value, plus banked capacity of \$48,378.
- Retail Sales Tax: + \$78,000 (based on history minus community ctr construction)
- Utility Tax Revenues are generally increasing, though some like Telephone Tax are decreasing
- Telephone and Cable Revenues: Continue to decrease as use changes to cell phones and internet only options
- Building, Mechanical, Plumbing Permits : no change based on history (no Mildred Street revenue)
- Interdepartmental Service Charges: +\$79,924 based on formula
- Passport Fees: + \$15,000 based on history
- Pool and Recreation Fees: Increased based on first pool season and new community center
- Municipal Court: - \$15,000 based on recent revenue trend and projected effects of recent legislation
- Investment Interest: + \$13,186 based on current market and cumulative reserve loan

GENERAL FUND BUDGET SECTIONS (PP. 7-8)

OPERATING BUDGET EXPENDITURES

}	Legislative	\$91,295
	Administration	\$359,880
	Personnel/OtherBen/Mental	\$50,228
}	Finance	\$410,750
	Non-Departmental	\$141,449
	Facility & Equipment*	\$516,050
	Information Systems	\$117,995
}	Bldg/Plan/Phys Env	\$238,770
	Culture & Recreation	\$1,164,615
}	Police/Emg Mgt/Civil Serv	\$2,065,741
	Fire/EMS	\$794,888
	Jail	\$30,500
}	Legal	\$256,300
	Judicial	\$415,245
Total Operating Costs without Transfers		\$6,653,706

* Includes Insurance, Repairs, and Maintenance.



GENERAL FUND EXPENDITURES MAJOR VARIANCES

SECTION	PAGE	MAJOR CHANGES	REASON
Legislative	10	-\$10,000	Laptops purchases in 2022 using ARPA funds
Administration	10	-3,750	Records management grant in 2022
Legal	19	\$15,000 \$15,000	Increase cost of City Attorney Increase cost of City Prosecutor
Non-Departmental	22	\$1,700 \$1,000 \$4,000 -\$3,000 -\$104,000 \$10,563 \$12,080 -(60,000)	Communication Increase cost of postage Increase cost of bank fees off set by revenue Town Topics reduce cost based on history ARPA expenses Transfer-Out Property Tax 15% of revenue Transfer-Out Street Light Maintenance to cover costs Transfer-Out ARPA to Water Capital
Personnel	25	-2,500 -\$1,250	Purchased 3-year package in 2021 for unlimited postings Training will be through online classes
Facilities	27	\$10,390 -\$1,900 \$25,000 \$1,000 -\$4,200 -\$11,500 -\$5,000 -\$1,000	Increased cost of landscape maintenance Decrease of operating rentals based on history Insurance Increase cost of public utilities Repairs and Maintenance-Community Center Repairs and Maintenance-City Hall Repairs and Maintenance-Public Safety Repairs and Maintenance-Park Structures

GENERAL FUND EXPENDITURES MAJOR VARIANCES

SECTION	PAGE	MAJOR CHANGES	REASON
Information Systems	30	\$40,545 -\$6,150 \$5,000 \$11,100	Part-time Information Service Manager Professional Services cost decreased with onsite manager Internet provider added Purchase and maintenance license for Electronic Document Management Software
Civil Service	32	-1,000	Advertising coded to Personnel Advertising line
Police	35	\$3,000 \$3,600 2,640	Professional Services increase due to contract Interfund R&M increase gas prices IT Charges increase due to contract
Fire/EMS	38	\$68,963	Increase of 9.5% based on CPI-W June to June per contract
Building	41	-\$2,000	Charged to Planning Professional Services line
Emergency Management	42	-\$6,300	No charge this year for dues
Planning	45	\$67,500	Professional Services for Comprehensive plan update (grant)
Recreation	48	-\$30,000 -\$5,400 \$1,500 -\$5,000	Senior programs was sponsored by donation in 2022 Youth Supplies was sponsored by SEEK grant in 2022 Increased for overhead mood music Cost of Public Utilities decreased based on usage

GENERAL FUND EXPENDITURES MAJOR VARIANCES

SECTION	PAGE	MAJOR CHANGES	REASON
Participant Recreation	50	\$17,500 -\$1,780	Instructor Based Expenses based on projected revenue Youth Basketball camp was sponsored by SEEK grant
Library	51	-\$2,000	Based on history
Community Events	52	\$15,000 \$5,000	Increased based on donations This was not taken out of the Preliminary Budget. The amount of \$5,000 was for opening celebration of the Community Center
Pool	53	\$2,000 \$2,000 -\$1,000 \$1,000 -\$1,000 \$1,000	Pool Chemicals based on usage Janitorial supplies based on usage Operating Supplies based on usage Increased cost of RecDesk and Hydro Apps scheduling software Public Utilities based on usage Cost for mats at pool
Parks	56	\$4,000 -\$1,500 -\$1,380 \$5,000 \$1,100 \$3,000 \$1,300 -\$2,900	Adjustment on Operating Supplies lowered in 2022 Budget Arborist cost decrease and increase for remote software for lights Internet no longer needed for pool house Public Utilities based on usage Dumping fees based on usage Tree maintenance Increase cost of gas Miscellaneous based on usage