

**FIRCREST CITY COUNCIL
SPECIAL MEETING AGENDA**

**MONDAY, OCTOBER 23, 2023
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 2024 BUDGET – 3rd BUDGET WORK SESSION](#)**
- 6. ADJOURNMENT**

Join the Zoom:

Dial-in Information: 1-253-215-8782 Webinar ID: 846 0410 8850 Passcode: 094822

Memo

To: Mayor and Councilmembers
From: Colleen Corcoran, Finance Director
CC: Dawn Masko, City Manager
Date: October 23, 2023
Re: 2024 Preliminary Budget Discussion

Changes from Preliminary Budget Spreadsheet (see attached)

General Fund Changes:

- Dues/Membership/Subscriptions-Planning increase \$460 (Was \$3,800 new \$4,260)
- Dues/Membership/Subscriptions-Building decrease \$395 (Was \$500 new \$105)

Sewer Fund Changes:

- Repairs & Maintenance-should have been a decrease of \$10,000 not an increase to this line.

Request: Put a hold on installation of two new streetlights in the lower business district.

Wording has been added to the Street Light budget *"This project is on hold awaiting further Council discussion."*

What are the revenue projections for the Prose project?

See attached memo from Community Development Director Mark Newman.

Additional Staff: Recreation Specialist, and part-time accountant in Finance?

- Previous memo for Recreation Specialist attached. Net revenue generated \$50,000. Cost based on Step C with a full family \$103,000. Net increase \$53,000.
- Previous memo for part-time accountant positions attached. Cost \$38,876.

Request: More information on water increase including a 4.5% increase based on CPI.

- Average yearly cost of a 2% increase to homeowner is \$6.54 for an annual increase of \$23,365.
- Average yearly cost of a 4% increase to homeowner is \$13.56 for an annual increase of \$46,730.
- Average yearly cost of a 4.5% increase to homeowner is \$15.24 for an annual increase of \$52,570.
- Annual increase includes single family, multifamily, and commercial.
- Preliminary 2024 Budget estimated EFB in the Water Operating Fund at \$130,492 and Water Capital Fund at \$88,613 for a total of \$219,105.
- Reserves should equal three months of yearly operating expenses. Currently that amount is \$252,960, plus additional funds set aside for capital projects. The water capital program for the years 2024-2030 includes a total of \$1,628,000 for capital projects.

Should ARPA be used for any of the following?

The estimated ARPA funds available for 2024 is \$253,057 (\$320,669 including rollover for Police Officer). The following were items suggested by staff to be funded using ARPA funds.

Currently included in the 2024 Budget (using APRA funds):

- Use of \$67,612 rolled over from 2023 for 10th Police Officer

Currently included in 2024 Budget (These items are listed as capital-not using ARPA funds):

- City Hall alarm system \$20,000
- City Hall entry columns \$11,000
- ~~Time/temperature sign \$39,300~~—this will be funded using accumulated repair money collected from Columbia Bank. These funds are in the Ending Fund Balance – General
- Network equipment \$5,000
- ~~Vehicle dash cameras~~ (on hold currently quoted at \$37,000 per year) Attached is the body camera/taser contract per Councilmember Andrew's request.
- Patrol rifle noise suppression devices ~~\$20,000~~-\$6,600
- One shield-rifle rated protection \$10,300. This would be in place of the dash cameras. Current shields are only rated to protect from pistol gun fire.
- Patrol car vehicle equipment including jumper boxes, toolboxes, and gun/evidence lockers \$20,000.
- Timesheet program \$12,600 (ongoing cost \$5,595 - \$1,400 upgrade to Springbrook and \$4,195 for timesheet license and maintenance) (Currently included in operating expenses)

Currently not included in 2024 Budget (not using ARPA funds): These projects need to be done, but at this time, we do not have a cost attached to all of them.

- Court security
- Centennial Celebration
- City Hall furniture upgrade
- Recreation/Pool Fee Rate Study (will start in-house with rental rates)
- HVAC unit at City Hall \$17,000
- Hire meter exchange contractor to install remaining AMI meters (suggested by Council) see Tyler's memo attached.

**General Fund
Adjustments to the 2024 Preliminary Budget**

	2024 <u>Preliminary</u>	<u>Adjustment</u>	2024 <u>Adjusted</u>
Designated/Light	449,446		449,446
Designated/44th & Alameda	498,395		498,395
Designated Fund Balance ARPA	320,669		320,669
Undes Beginning Fund Balance	<u>3,296,210</u>		<u>3,296,210</u>
Total Beginning Fund Balance	4,564,720	0	4,564,720
Taxes	4,135,511		4,135,511
Licenses & Permits	575,000		575,000
Intergovernmental Revenues	364,955		364,955
Charges for Goods & Services	1,518,199		1,518,199
Fines & Forfeits	203,800		203,800
Miscellaneous	615,740		615,740
Total Operating Revenue	7,413,205	0	7,413,205
TOTAL GENERAL FUND RESOURCES	11,977,925	0	11,977,925
Legislative	86,615		86,615
Judicial	430,797		430,797
Administration	414,100		414,100
Finance	395,910		395,910
Legal	281,500		281,500
Other Employee Benefits	2,500		2,500
Non-Departmental	143,484		143,484
Personnel	37,915		37,915
Facilities	642,285	3,000	645,285
Information Systems	136,400		136,400
Civil Service Commission	5,010		5,010
Police	2,218,839		2,218,839
Fire/EMS	830,658		830,658
Jail	30,500		30,500
Building Inspection	147,195		
Dues, Memberships, Subscriptions		(395)	
Total Building			146,800
Emergency Management	10,765		10,765
Physical Environment	15,570		15,570
Planning	185,180		
Dues, Memberships, Subscriptions		460	
Total Planning			185,640
Health	2,185		2,185
Recreation	544,519		544,519
Library	10,000		10,000
Community Events	57,500	5,000	62,500
Swimming Pool	308,035		308,035
Parks	338,837		338,837

**General Fund
Adjustments to the 2024 Preliminary Budget**

	2024 Preliminary	Adjustment	2024 Adjusted
Total	7,276,299	8,065	7,284,364
Operating Transfer/Street Beautification	10,000		10,000
Operating Transfer/Property Tax	257,594		257,594
Total Operating Cost	7,543,893	8,065	7,551,958
Rollover ARPA used for Police Officer	67,612		67,612
Rollover banked property tax used for Police Officer	65,143		65,143
Revenue over (under) Operating Expenses	2,067	(8,065)	(5,998)
Facilities	70,300		70,300
Info Systems	5,000		5,000
Police	20,000		20,000
Total Capital	95,300	0	95,300
Transfer to Street Lt. Maint. From Desg Lt.	51,205		51,205
Total Transfers Out	51,205	0	51,205
Undes Ending Fund Balance	1,212,834	(8,065)	1,204,769
Reserved for Cash Flow	1,925,000		1,925,000
Designated/Light	398,241		398,241
Designated/44th & Alameda	498,395	0	498,395
Designated/ARPA	253,057		253,057
Total Ending Fund Balance	4,287,527	(8,065)	4,279,462
TOTAL GENERAL FUND BUDGET	11,977,925	0	11,977,925

**Sewer Fund
Adjustments to the 2024 Preliminary Budget**

	<u>2024 Preliminary</u>	<u>Adjustment</u>	<u>2024 Adjusted</u>
Beginning Fund Balance	1,004,366		1,004,366
Preliminary Operating Revenues	2,934,784		2,934,784
TOTAL SEWER FUND RESOURCES	3,939,150	0	3,939,150
Preliminary Operating Expenses	2,828,138		
Repairs & Maintenance		(20,000)	2,808,138
Revenue over (under) Operating Expenses	106,646	0	126,646
Debt Service	312,954		312,954
Transfer to Sewer Capital	230,000		230,000
Excess revenue over (under) with debt & xfer	(436,308)	0	(416,308)
Undesignated Ending Fund Balance	568,058		588,058
TOTAL SEWER FUND BUDGET	3,939,150	0	3,939,150



TO: Dawn Masko, City Manager
Colleen Corcoran, Finance Director

FROM: Mark Newman, Community Development Director

DATE: October 18, 2023

SUBJECT: Project Prose Project Revenue to City

In response to the City Council's October 9th and 16th requests to understand the estimated fiscal impact of the entire Prose project to the current and future operating budget(s), staff has compiled data on the matter. The data is based on review and issuance of eleven (11) permits, GFC connection fees for sewer and water service to each of the four (4) multi-family residential buildings, and developer contributions as outlined in the Draft Memorandum of Understanding. The data assumes issuance of all permits by December 31, 2024.

Total revenue for the project is \$1,627,655.75.

Total revenue specifically for 2024 is \$1,386,343.20.

Calculations and breakdowns are provided for review, reference, and comment.

APPENDICES

TOTAL PROSE PROJECTED REVENUES		
Source	Revenue to City	Notes
Demo Permit	\$850.00	Anticipated in early 2024.
Site Development Permit	\$900.00	Second Round Review Anticipated Winter 2023
Retaining Wall	\$1,565.00	This revenue will most likely increase based on final valuation of the retaining wall.
Foundation BLD A	\$5,693.20	Second Round Review Anticipated Winter 2023
Foundation BLD B	\$6,316.75	Initial Review Anticipated Winter 2023
Foundation BLD C	\$8,123.65	Second Round Review Anticipated Winter 2023
Foundation BLD D	\$7,844.15	Initial Review Anticipated Winter 2023
BLD A	\$50,433.85	Second Round Review Anticipated Winter 2023
BLD B	\$54,722.85	Initial Review Anticipated Winter 2023
BLD C	\$76,161.85	Second Round Review Anticipated Winter 2023
BLD D	\$71,344.45	Initial Review Anticipated Winter 2023
Sewer GFCs	\$619,000.00	This revenue should increase in January 2024 after adjusting for inflation with the latest CPI rate
Water GFCs	\$544,700.00	This revenue should increase in January 2024 after adjusting for inflation with the latest CPI rate
MOU Coordination	\$15,000.00	Anticipated 1/15/2024
MOU Coordination	\$15,000.00	Anticipated 7/31/2024
I&I Study	\$50,000.00	Anticipated 7/31/2024
SS Capital Improvements	\$50,000.00	Anticipated 1/31/2025
SS Capital Improvements	\$50,000.00	Anticipated 1/31/2026
Total Revenue		\$1,627,655.75

2024 PROSE PROJECTED REVENUES

Source	Revenue to City	Notes
Demo Permit	\$850.00	Anticipated in early 2024.
Retaining Wall	\$1,565.00	This revenue will most likely increase based on final valuation of the retaining wall.
Foundation BLD B	\$6,316.75	Initial Review Anticipated Winter 2023
Foundation BLD D	\$7,844.15	Initial Review Anticipated Winter 2023
BLD B	\$54,722.85	Initial Review Anticipated Winter 2023
BLD D	\$71,344.45	Initial Review Anticipated Winter 2023
Sewer GFCs	\$619,000.00	This revenue should increase in January 2024 after adjusting for inflation with the latest CPI rate
Water GFCs	\$544,700.00	This revenue should increase in January 2024 after adjusting for inflation with the latest CPI rate
MOU Coordination	\$15,000.00	Anticipated 1/15/2024
MOU Coordination	\$15,000.00	Anticipated 7/31/2024
I&I Study	\$50,000.00	Anticipated 7/31/2024
Total Revenue		\$1,386,343.20

Demo Permit

	Permit Fee	Deposit
Demo Permit	\$200.00	
Subtotal		\$0.00
Total Due	\$200.00	

Demo Permit

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Building Review - Initial Round	Code Pros	Pass-through fee	\$100	\$0
Engineering Review - Initial Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Initial Round	City of Fircrest	\$100	3	\$300
Fire Review - Initial Round	Tacoma Fire	\$100	2	\$200
Building Review - Final Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Final Round	City of Fircrest	\$100	1	\$100
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Demo Inspection	Code Pros	Pass-through fee	\$100	\$0
Total Expected Revenue to City				\$650

Site Development Permit No. 2023.0024.SD0001

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Review of drainage plans for conformance to clearing and grading regulations, temporary erosion and sediment control, Stormwater Management Manual for Western Washington, utility conflicts, sidewalks, ingress/egress, lighting, etc.	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Review of Technical Information Report (TIR) for conformance to drainage regulations and geotechnical recommendations.	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Weekly TESCP Inspections by CESCL for Stormwater/Water Quality	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Pre-Construction Meeting/Site Visits and Check-in(s)	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Review of Flagging/Traffic Control Plan	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Construction Stormwater General Permit	Dept. of Ecology	N/A	N/A	\$0
Planning Review - Second Round	City of Fircrest	\$100	3	\$300
Fire Review - Second Round	Tacoma Fire	\$100	2	\$200
Planning Review - Third Round	City of Fircrest	\$100	2	\$200
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Planning Review - Final Round	City of Fircrest	\$100	1	\$100
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Final Punchlist Review	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Landscape Performance Bond	City of Fircrest	20% of Work Valuation	N/A	None. Kept as a deposit until landscaping is installed.
Landscape Maintenance & Defects Bond	City of Fircrest	20% of Work Valuation	N/A	None. Kept as a deposit until landscaping is healthy/replaced.
Total Expected Revenue to City				\$900

Retaining Wall

Retaining Wall			
	\$ Amount	Permit Fee	Deposit
Building Permit	\$1.00	\$100.00	
What is the cost of your project? (Enter in Yellow Cell)	\$1.00		
Plan Review Fee (65% of the building permit valuation)		\$65.00	
Subtotal		\$165.00	\$0.00
Total Due		\$165.00	

Retaining Wall

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Building Review - Initial Round	Code Pros	Pass-through fee	\$100	\$0
Engineering Review - Initial Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Initial Round	City of Fircrest	\$100	3	\$300
Fire Review - Initial Round	Tacoma Fire	\$100	2	\$200
Building Review - Second Round	Code Pros	Pass-through fee	\$100	\$0
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Second Round	City of Fircrest	\$100	3	\$300
Fire Review - Second Round	Tacoma Fire	\$100	2	\$200
Building Review - Third Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Third Round	City of Fircrest	\$100	2	\$200
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Review - Final Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Final Round	City of Fircrest	\$100	1	\$100
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Inspections (Footings, Foundation)	Code Pros	Pass-through fee	\$100	\$0
Building Final	Code Pros	Pass-through fee	\$100	\$0
Total Expected Revenue to City				\$1,400

Foundation A Building Permit - 2023.0025.FD0001

	\$ Amount	Permit Fee	Deposit
Building Permit	\$381,410.00	\$3,208.00	
What is the cost of your project? (Enter in Yellow Cell)		\$2,085.20	
Plan Review Fee (65% of the building permit valuation)		\$5,293.20	\$0.00
Subtotal		\$5,293.20	\$0.00
Total Due		\$5,293.20	

Foundation A Building Permit - 2023.0025.FD0001

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Second Round	City of Fircrest	\$100	1	\$100
Fire Review - Second Round	Tacoma Fire	\$100	0.5	\$50
Planning Review - Third Round	City of Fircrest	\$100	1	\$100
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Final Round	City of Fircrest	\$100	0.5	\$50
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Total Expected Revenue to City				\$400

Foundation B Permit - Not Processed

	\$ Amount	Permit Fee	Deposit
Building Permit What is the cost of your project? (Enter in Yellow Cell)	\$422,644.00	\$3,495.00	
Plan Review Fee (65% of the building permit valuation)		\$2,271.75	
Subtotal		\$5,766.75	\$0.00
Total Due		\$5,766.75	

Foundation B Permit - Not Processed

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Engineering Review - Initial Review	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Initial Review	City of Fircrest	\$100	1	\$100
Fire Review - Initial Review	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Second Round	City of Fircrest	\$100	1	\$100
Fire Review - Second Round	Tacoma Fire	\$100	0.5	\$50
Planning Review - Third Round	City of Fircrest	\$100	1	\$100
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Final Round	City of Fircrest	\$100	0.5	\$50
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Total Expected Revenue to City				\$550

Foundation C Building Permit - No Permit Number

	\$ Amount	Permit Fee	Deposit
Building Permit What is the cost of your project? (Enter in Yellow Cell)	\$628,812.00	\$4,681.00	
Plan Review Fee (65% of the building permit valuation)		\$3,042.65	
Subtotal		\$7,723.65	\$0.00
Total Due		\$7,723.65	

Foundation C Building Permit - No Permit Number

Review Type	Reviewer	Fee Type (per hour)	Rate (per hour)	Revenue to City
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Planning Review - Second Round	City of Fircrest	\$100	1	\$100
Fire Review - Second Round	Tacoma Fire	\$100	0.5	\$50
Planning Review - Third Round	City of Fircrest	\$100	1	\$100
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Planning Review - Final Round	City of Fircrest	\$100	0.5	\$50
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Total Expected Revenue to City				\$400

Foundation D Building Permit - Not Processed

	\$ Amount	Permit Fee	Deposit
Building Permit What is the cost of your project? (Enter in Yellow Cell)	\$582,424.00	\$4,451.00	
Plan Review Fee (65% of the building permit valuation)		\$2,893.15	
Subtotal		\$7,344.15	\$0.00
Total Due		\$7,344.15	

Foundation D Building Permit - Not Processed

Review Type	Reviewer	Fee Type (per hour)	Rate (per hour)	Revenue to City
Engineering Review - Initial Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Planning Review - Initial Round	City of Fircrest	\$100	1	\$100
Fire Review - Initial Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Planning Review - Second Round	City of Fircrest	\$100	1	\$100
Fire Review - Second Round	Tacoma Fire	\$100	0.5	\$50
Planning Review - Third Round	City of Fircrest	\$100	1	\$100
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Planning Review - Final Round	City of Fircrest	\$100	0.5	\$50
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	\$0
Total Expected Revenue to City				\$500

Building A BLD Permit

	\$ Amount	Permit Fee	Deposit
Building Permit What is the cost of your project? (Enter in Yellow Cell)	\$4,762,955.00	\$21,589.00	
Plan Review Fee (65% of the building permit valuation)		\$14,032.85	
Energy Code Review		\$200.00	
Design Review		\$250.00	\$1,000
Mechanical	\$610,500.00	\$4,591.00	
Plumbing	\$1,295,000.00	\$7,721.00	
Fire Sprinkler System		\$150.00	
Subtotal		\$48,533.85	\$1,000.00
Total Due		\$49,533.85	

Building Permit - Building A

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Building Review - Second Round	Code Pros	Pass-through fee	\$100	\$0
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Second Round	City of Fircrest	\$100	3	\$300
Fire Review - Second Round	Tacoma Fire	\$100	2	\$200
Building Review - Third Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Third Round	City of Fircrest	\$100	2	\$200
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Review - Final Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Final Round	City of Fircrest	\$100	1	\$100
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Inspections (Footings, Foundation)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Framing)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Roofing)	Code Pros	Pass-through fee	\$100	\$0
Plumbing Inspections (Rough-In)	Code Pros	Pass-through fee	\$100	\$0
Mechanical Inspections (Rough-In)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Insulation)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Drywall)	Code Pros	Pass-through fee	\$100	\$0
Plumbing Final Inspection	Code Pros	Pass-through fee	\$100	\$0
Mechanical Final Inspection	Code Pros	Pass-through fee	\$100	\$0
Building Final	Code Pros	Pass-through fee	\$100	\$0
Certificate of Occupancy	Code Pros	Pass-through fee	\$100	\$0
Total Expected Revenue to City				\$900

Building B BLD Permit (Not Processed)

	\$ Amount	Permit Fee	Deposit
Building Permit	\$5,277,870.00	\$23,649.00	
What is the cost of your project? (Enter in Yellow Cell)			
Plan Review Fee (65% of the building permit valuation)		\$15,371.85	
Energy Code Review		\$200.00	
Design Review		\$250.00	\$1,000
Mechanical	\$676,500.00	\$4,921.00	
Plumbing	\$1,435,000.00	\$8,281.00	
Fire Sprinkler System		\$150.00	
Subtotal		\$52,822.85	\$1,000.00
Total Due		\$53,822.85	

Building B BLD Permit (Not Processed)

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Building Review - Second Round	Code Pros	Pass-through fee	\$100	\$0
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Second Round	City of Fircrest	\$100	3	\$300
Fire Review - Second Round	Tacoma Fire	\$100	2	\$200
Building Review - Third Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Third Round	City of Fircrest	\$100	2	\$200
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Review - Final Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Final Round	City of Fircrest	\$100	1	\$100
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Inspections (Footings, Foundation)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Framing)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Roofing)	Code Pros	Pass-through fee	\$100	\$0
Plumbing Inspections (Rough-In)	Code Pros	Pass-through fee	\$100	\$0
Mechanical Inspections (Rough-In)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Insulation)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Drywall)	Code Pros	Pass-through fee	\$100	\$0
Plumbing Final Inspection	Code Pros	Pass-through fee	\$100	\$0
Mechanical Final Inspection	Code Pros	Pass-through fee	\$100	\$0
Building Final	Code Pros	Pass-through fee	\$100	\$0
Certificate of Occupancy	Code Pros	Pass-through fee	\$100	\$0
Total Expected Revenue to City				\$900

Building Permit - Building C (No Permit No.)

	\$ Amount	Permit Fee	Deposit
Building Permit What is the cost of your project? (Enter in Yellow Cell)	\$7,852,440.00	\$33,949.00	
Plan Review Fee (65% of the building permit valuation)		\$22,066.85	
Energy Code Review		\$200.00	
Design Review		\$250.00	\$1,000
Mechanical		\$1,006,500.00	\$6,565.00
Plumbing	\$2,135,000.00	\$11,081.00	
Fire Sprinkler System		\$150.00	
Subtotal		\$74,261.85	\$1,000.00
Total Due		\$75,261.85	

Building Permit - Building C (No Permit No.)

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Building Review - Second Round	Code Pros	Pass-through fee	\$100	\$0
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Second Round	City of Fircrest	\$100	3	\$300
Fire Review - Second Round	Tacoma Fire	\$100	2	\$200
Building Review - Third Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Third Round	City of Fircrest	\$100	2	\$200
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Review - Final Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Final Round	City of Fircrest	\$100	1	\$100
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Inspections (Footings, Foundation)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Framing)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Roofing)	Code Pros	Pass-through fee	\$100	\$0
Plumbing Inspections (Rough-In)	Code Pros	Pass-through fee	\$100	\$0
Mechanical Inspections (Rough-In)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Insulation)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Drywall)	Code Pros	Pass-through fee	\$100	\$0
Plumbing Final Inspection	Code Pros	Pass-through fee	\$100	\$0
Mechanical Final Inspection	Code Pros	Pass-through fee	\$100	\$0
Building Final	Code Pros	Pass-through fee	\$100	\$0
Certificate of Occupancy	Code Pros	Pass-through fee	\$100	\$0
Total Expected Revenue to City				\$900

Building D BLD Permit (Not Processed)

	\$ Amount	Permit Fee	Deposit
Building Permit	\$7,273,162.00	\$31,633.00	
What is the cost of your project? (Enter in Yellow Cell)			
Plan Review Fee (65% of the building permit valuation)		\$20,561.45	
Energy Code Review		\$200.00	
Design Review		\$250.00	\$1,000
Mechanical	\$932,250.00	\$6,201.00	
Plumbing	\$1,977,500.00	\$10,449.00	
Fire Sprinkler System		\$150.00	
Subtotal		\$69,444.45	\$1,000.00
Total Due		\$70,444.45	

Building D BLD Permit (Not Processed)

Review Type	Reviewer	Fee Type (Per Hour)	Rate (Per Hour)	Revenue to City
Building Review - Second Round	Code Pros	Pass-through fee	\$100	\$0
Engineering Review - Second Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Planning Review - Second Round	City of Fircrest	\$100	3	\$300
Fire Review - Second Round	Tacoma Fire	\$100	2	\$200
Building Review - Third Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Third Round	City of Fircrest	\$100	2	\$200
Fire Review - Third Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Third Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Review - Final Round	Code Pros	Pass-through fee	\$100	\$0
Planning Review - Final Round	City of Fircrest	\$100	1	\$100
Fire Review - Final Round	Tacoma Fire	\$100	0.5	\$50
Engineering Review - Final Round	Engineering Consultant	Pass-through fee	Consultant's Fee Schedule	None
Building Inspections (Footings, Foundation)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Framing)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Roofing)	Code Pros	Pass-through fee	\$100	\$0
Plumbing Inspections (Rough-In)	Code Pros	Pass-through fee	\$100	\$0
Mechanical Inspections (Rough-In)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Insulation)	Code Pros	Pass-through fee	\$100	\$0
Building Inspections (Drywall)	Code Pros	Pass-through fee	\$100	\$0
Plumbing Final Inspection	Code Pros	Pass-through fee	\$100	\$0
Mechanical Final Inspection	Code Pros	Pass-through fee	\$100	\$0
Building Final	Code Pros	Pass-through fee	\$100	\$0
Certificate of Occupancy	Code Pros	Pass-through fee	\$100	\$0
Total Expected Revenue to City				\$900

Sewer GFCs (FMC 20.04.025 General facilities charge.)

Building	Meter Size	ERU Base Fee	Meter Equivalent	Total Fee
A	4"	\$6,190.00	25.00	\$154,750.00
B	4"	\$6,190.00	25.00	\$154,750.00
C	4"	\$6,190.00	25.00	\$154,750.00
D	4"	\$6,190.00	25.00	\$154,750.00
Total Revenue to City				\$619,000.00

*** This revenue should increase in January 2024 after adjusting for inflation with the latest CPI rate***

Water GFCs (FMC 20.04.025 General facilities charge.)

Building	Meter Size	GFC Fee
A	4"	\$136,175.00
B	4"	\$136,175.00
C	4"	\$136,175.00
D	4"	\$136,175.00
Total Revenue to City		\$544,700.00

*** This revenue should increase in January 2024 after adjusting for inflation with the latest CPI rate***

MOU Revenue		
Reimbursement	\$ amount	Due Date
To cover a portion of the costs associated with the Ongoing Project and Intergovernmental Coordination	\$15,000	1/15/2024
To cover a portion of the costs associated with the Ongoing Project and Intergovernmental Coordination for the Project, contingent on the issuance of a site development permit	\$15,000	7/31/2024
Sanitary Sewer I&I Study	\$50,000	7/31/2024
Sanitary Sewer Capital Improvements to Reduce I&I	\$50,000	1/31/2025
Sanitary Sewer Capital Improvements to Reduce I&I, contingent upon the issuance of one or more building permits for the Prose Project	\$50,000	1/31/2026
Total Due 2024	\$80,000	
Total Due 2025	\$50,000	
Total Due 2026	\$50,000	
Total Revenue to City	\$180,000	

Enhancing Revenue Growth with a New Recreation Specialist

Dear City Manager Masko,

Bringing in a new Recreation Specialist holds substantial promise for our Parks and Recreation Department. This position is more than just a staff addition; it's a catalyst for revenue growth, providing the vital support necessary for program diversification, pricing optimization, partnership establishment, marketing enhancement, and an elevation in customer satisfaction. These combined efforts directly translate into increased income for our department.

The potential benefits extend beyond finances. Adding a Recreation Specialist is about securing our future and expanding our services to better meet the needs of the Fircrest community. In fact, my calculations suggest that the dedicated focus of a Recreation Specialist could potentially contribute an additional \$50,000 to our bottom line in 2024.

Furthermore, the Recreation Specialist plays a pivotal role in program expansion and diversification. By increasing our staff's bandwidth, the Parks & Recreation staff may continue to introduce new programs, classes, and activities, catering to a wider audience, attracting more participants, allowing for more room in our programs, and generating additional program fees and sales.

The addition of this position will also significantly enhance our marketing and promotional efforts. With an additional full-time staff position, our marketing strategies will greatly improve through the creation of additional promotional materials and by providing staff with more time to manage social media campaigns. This, in turn, will inevitably lead to increased program enrollments.

Additionally, the Recreation Specialist will actively seek partnerships with local service groups and organizations such as the Fircrest Kiwanis and the Fircrest Parks and Recreation Foundation, resulting in potential sponsorship opportunities and financial support for our programs. Grant writing efforts will also be bolstered, contributing to the securing of grants for various programs and activities, thereby subsidizing general fund expenditures.

Hiring a Recreation Specialist is a multi-faceted investment in the Community Center and our department's future, with a potential financial gain of \$50,000 in 2024, and an array of strategic benefits that will last well into the future. Below are estimates on programs identified to increase Parks & Recreation Department revenue.

- Expanded Summer Day Camp - \$20,000
- Increased Fitness Classes - \$14,000
- Contracted Destination Sr. Trips - \$3,000
- Increased Community Center Classes \$2,160
- Increased Facility Rentals for 2024 - \$20,000
- Increased Adult Sports - \$3,000
- Fircrest Parks & Recreation Foundation - \$6000

Thank you for your consideration,

Jeff Grover, Parks & Recreation Director

New Position Proposal**Recreation Specialist**

Department

Parks & Recreation Department

Pay Scale

1.0 FTE / Recommended Pay Scale – \$4,291 - \$5,477/month based on 2023 salary schedule

To:

City Manager Masko

From:

Parks & Recreation Director Grover

With feedback collected through community outreach surveys, the steering committee design process, and connections made throughout the community, we opened the Roy H. Murphy Community Center in 2022 with a great lineup of programs, events, and classes. Our programs have experienced tremendous growth, and several are currently operating at or near capacity. This demand demonstrates the importance of our services in enhancing the quality of life for our residents. By adding a Recreation Specialist to our team, we can meet this rising demand and further expand our program offerings to better serve our community. This specialist would play a crucial role in developing and managing new programs, enhancing and supporting staff for existing ones, and fostering positive engagement within our community. With their expertise and dedication, we can continue to provide diverse and enriching recreational opportunities that make our city an even more vibrant place to live. Your consideration of this proposal is greatly appreciated, and we believe that this investment will yield substantial benefits for our community.

There are five main areas of focus within the department that I would like to expand on and enhance with the help of a new full-time position:

Senior Programming

- The Recreation Specialist will work with the Senior Mornings Assistant to expand our growingly popular senior mornings from 3 days a week to 5 days a week. They will also expand our offerings with additional activities like cards, discussion groups, book clubs, and other senior services like financial literacy, technology, and digital skills.
- Increase Senior Trip offerings to two trips per month, including two to three contracted destination senior trips per year.
- Increase fitness offerings with exercise classes like yoga, tai chi, aerobics, or mindfulness meditation to promote physical and mental well-being.
- Offer more health and wellness options and resources like senior foot care and healthy meal programs.

Teen Outreach Programs

- Create a welcoming and structured Youth Afterschool Program, which will provide a place for kids to come to participate in after-school PE classes, homework help, and other social activities.

- E-Sports, short for "electronic sports," refers to competitive video gaming where professional players and teams compete against each other in various video games.
- Community Enrichment classes such as: Cooking & Nutrition, Arts & Crafts, Music & Dance & Babysitting.
- Create dedicated teen nights for the growing number of young people in our community.

Additional Sports and Athletic Programming for All Ages

- Pickleball training sessions will cater to those interested in learning a new sport or are interested in honing their athletic abilities.
- Continue to expand our non-traditional sports offerings with activities such as kickball, running, ultimate frisbee, and cornhole.
- Expand on the popularity of our open gym volleyball and create recreational volleyball leagues for kids and adults.

Specialized Recreation Programs

- Partner with Pierce County Parks and Recreation to offer specialized recreation programs and services designed to meet the needs of individuals with disabilities or special needs. This would provide opportunities for individuals of all abilities to engage in recreational activities, promote physical and mental well-being, build social connections, and enjoy meaningful leisure experiences.

Expanded Summer Day Camp.

- The Recreation Specialist will plan an expanded summer day camp that will last between 4 and 6 weeks throughout the summer months.

Memo

To: Mayor and Councilmembers
From: Colleen Corcoran, Finance Director
CC: Dawn Masko, City Manager
Date: October 16, 2023
Re: Part-time Accountant Position

For over thirty years, Finance has had two accountants. Every year more mandates and requirements are added to the workload. In 1999 the Governmental Accounting Standards Board (GASB) established new financial reporting requirements (known as GASB 34) for state and local governments throughout the United States, which essentially required all cities to report on a full accrual Generally Accepted Accounting Principles (GAAP) basis. Because of the increased complexity involved in complying with this new standard, the City of Fircrest, as well as several other small cities around the state, converted to the cash basis of accounting. Since that time 67 additional GASB standards have been issued, bringing the total to 101. These standards require cash-based accounting cities to report more like GAAP cities, which has increased staff workload.

Every year the city receives an audit performed by the State Auditor's Office (SAO). The city is required to stay current with all changes prescribed both by GASB and the SAO. These include several revisions to BARS account numbers which in turn causes Finance to restructure how items are coded. For example, last year the city was required to break out lease payments for copy machines and code a portion of the total bill to a new lease line. This amount is now reported separately in the annual State Report. For each change additional time is needed to research, analyze applicability, implement, and maintain the new requirement.

As I am getting ready to retire, I am trying to offload a lot of tasks back to the accountants. Because of their workload, they are unable to take on these tasks. Currently some of these tasks listed below are two to three years out of date. For example, as I was preparing the Capital Request Form for the purchase of the three new police vehicles the gas and repairs and maintenance records were not up to date. Therefore, I had to go back and find the detailed information to complete the forms. The time involved in pulling the gas amounts was too extensive to complete in the time frame needed to complete the forms.

In the 2023 Budget we had an Accountant II position budgeted for six months. We were expecting to budget an additional six months in the 2024 Budget. This was for a full-time position. **The wage and benefit cost in 2023 was \$54,000 with another \$55,000 anticipated for 2024.**

The cost of hiring an Accountant I at step C for 20 hours a week is \$38,876. The amount not used in 2023 will cover this cost. (This position would not be eligible for medical, dental or vision benefits.)

If the part-time person takes over the duties listed below, this will allow the Finance Director more time to work on other items like forecasting, policies, research, etc.

Part-time Accountant I Duties

Prepare morning bank deposits.

Maintain ERR program.

Maintain SAA program.

Update Sales tax revenue spreadsheet.

Assist with month end closing entries.

Review utility billing adjustments

Track parks and police donations

Track special funds (CJF, police investigation etc.)



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 Phone: (800) 978-2737

Q-302586-44358.985KH

Issued: 06/11/2021

Quote Expiration: 06/30/2021

Account Number: 116307

Payment Terms: Net 30
 Delivery Method: Fedex - Ground

SHIP TO

John Cheesman
 Fircrest Police Dept. - WA
 302 Regents Boulevard
 Fircrest, WA 98466
 US

BILL TO

Fircrest Police Dept. - WA
 302 Regents Boulevard
 Fircrest, WA 98466
 US

SALES REPRESENTATIVE

Kyle Hunt
 Phone: (480) 930-4484
 Email: huntk@axon.com
 Fax: (480) 930-4484

PRIMARY CONTACT

John Cheesman
 Phone: (253) 565-1198
 Email: jcheesman@cityoffircrest.net

Year 1

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Axon Plans & Packages						
20248	TASER 7 EVIDENCE.COM ACCESS LICENSE	60	1	0.00	0.00	0.00
73746	PROFESSIONAL EVIDENCE.COM LICENSE	60	9	0.00	0.00	0.00
73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	60	9	0.00	0.00	0.00
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	60	27	0.00	0.00	0.00
20248	TASER 7 EVIDENCE.COM ACCESS LICENSE	60	9	0.00	0.00	0.00
20246	TASER 7 DUTY CARTRIDGE REPLACEMENT ACCESS LICENSE	60	9	0.00	0.00	0.00
73449	RESPOND DEVICE LICENSE	60	9	0.00	0.00	0.00
73682	AUTO TAGGING LICENSE	60	9	0.00	0.00	0.00
Hardware						
20160	TASER 7 HOLSTER - SAFARILAND, RH+CART CARRIER		9	0.00	0.00	0.00
75015	SIGNAL SIDEARM KIT		9	0.00	0.00	0.00
70112	AXON SIGNAL UNIT		1	0.00	0.00	0.00
20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R		9	0.00	0.00	0.00
20040	TASER 7 HANDLE WARRANTY, 4-YEAR		9	0.00	0.00	0.00
22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS		27	0.00	0.00	0.00
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS		27	0.00	0.00	0.00

Year 1 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware (Continued)						
73202	AXON BODY 3 - NA10		9	0.00	0.00	0.00
71044	BATTERY, SIGNAL SIDEARM, CR2430 SINGLE PACK		18	0.00	0.00	0.00
70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK		2	0.00	0.00	0.00
74210	AXON BODY 3 - 8 BAY DOCK		2	0.00	0.00	0.00
22179	TASER 7 INERT CARTRIDGE, STANDOFF (3.5-DEGREE) NS		9	0.00	0.00	0.00
22181	TASER 7 INERT CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS		9	0.00	0.00	0.00
22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS		18	0.00	0.00	0.00
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS		18	0.00	0.00	0.00
22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS		18	0.00	0.00	0.00
22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS		18	0.00	0.00	0.00
20018	TASER 7 BATTERY PACK, TACTICAL		10	0.00	0.00	0.00
20041	TASER 7 BATTERY PACK WARRANTY, 4-YEAR		10	0.00	0.00	0.00
20042	TASER 7 DOCK & CORE WARRANTY, 4-YEAR		1	0.00	0.00	0.00
70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK		1	0.00	0.00	0.00
74200	TASER 7 6-BAY DOCK AND CORE		1	0.00	0.00	0.00
80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7		1	0.00	0.00	0.00
11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2		9	0.00	0.00	0.00
71026	MAGNET MOUNT, FLEXIBLE REINFORCED, RAPIDLOCK		9	0.00	0.00	0.00
Other						
20320	AXON CORE + PLAN WITH T7 CERT HEADER		9	0.00	0.00	0.00
20321	AXON CORE + PLAN WITH T7 CERT PAYMENT	12	9	1,908.00	1,908.00	17,172.00

Year 1 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Other (Continued)						
Not Eligible TASER 7 INSTRUCTOR COURSE VOUCHER	Not Eligible TASER 7 INSTRUCTOR COURSE VOUCHER		1	0.00	0.00	0.00
Not Eligible TASER 7 MASTER INSTRUCTOR SCHOOL VOUCHER	Not Eligible TASER 7 MASTER INSTRUCTOR SCHOOL VOUCHER		1	0.00	0.00	0.00
Not Eligible Halt Suit	Not Eligible Halt Suit		1	0.00	0.00	0.00
73827	AB3 CAMERA TAP WARRANTY	60	9	0.00	0.00	0.00
73828	AB3 8 BAY DOCK TAP WARRANTY	60	2	0.00	0.00	0.00
80087	TASER 7 TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)		1	0.00	0.00	0.00
71019	NORTH AMER POWER CORD FOR AB3 8- BAY, AB2 1-BAY / 6-BAY DOCK		2	0.00	0.00	0.00
Services						
80129	SIGNAL OR ROUTER ONLY INSTALLATION (PER VEHICLE)		1	0.00	0.00	0.00
79999	AUTO TAGGING / PERFORMANCE IMPLEMENTATION SERVICE		1	0.00	0.00	0.00
85144	AXON STARTER		1	2,750.00	0.00	0.00
					Subtotal	17,172.00
					Estimated Shipping	0.00
					Estimated Tax	1,700.03
					Total	18,872.03

Year 2

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS		18	0.00	0.00	0.00

Year 2 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware (Continued)						
22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS		18	0.00	0.00	0.00
Other						
20321	AXON CORE + PLAN WITH T7 CERT PAYMENT	12	9	1,908.00	1,908.00	17,172.00
					Subtotal	17,172.00
					Estimated Tax	1,700.03
					Total	18,872.03

Year 3

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS		18	0.00	0.00	0.00
22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS		18	0.00	0.00	0.00
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS		18	0.00	0.00	0.00
22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS		18	0.00	0.00	0.00
Other						
73309	AXON CAMERA REFRESH ONE		9	0.00	0.00	0.00
20321	AXON CORE + PLAN WITH T7 CERT PAYMENT	12	9	1,908.00	1,908.00	17,172.00
73689	MULTI-BAY BWC DOCK 1ST REFRESH		2	0.00	0.00	0.00
					Subtotal	17,172.00
					Estimated Tax	1,700.03
					Total	18,872.03

Year 4

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS		18	0.00	0.00	0.00
22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS		18	0.00	0.00	0.00

Year 4 (Continued)

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Other						
20321	AXON CORE + PLAN WITH T7 CERT PAYMENT	12	9	1,908.00	1,908.00	17,172.00
					Subtotal	17,172.00
					Estimated Tax	1,700.03
					Total	18,872.03

Year 5

Item	Description	Term (Months)	Quantity	List Unit Price	Net Unit Price	Total (USD)
Hardware						
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS		18	0.00	0.00	0.00
22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS		18	0.00	0.00	0.00
Other						
73310	AXON CAMERA REFRESH TWO		9	0.00	0.00	0.00
20321	AXON CORE + PLAN WITH T7 CERT PAYMENT	12	9	1,908.00	1,908.00	17,172.00
73688	MULTI-BAY BWC DOCK 2ND REFRESH		2	0.00	0.00	0.00
					Subtotal	17,172.00
					Estimated Tax	1,700.03
					Total	18,872.03

Grand Total 94,360.15

Discounts (USD)

Quote Expiration: 06/30/2021

List Amount	88,610.00
Discounts	2,750.00
Total	85,860.00

**Total excludes applicable taxes*

Summary of Payments

Payment	Amount (USD)
Year 1	18,872.03
Year 2	18,872.03
Year 3	18,872.03
Year 4	18,872.03
Year 5	18,872.03
Grand Total	94,360.15

Tax is subject to change at order processing with valid exemption.

Axon's Sales Terms and Conditions

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions) and the Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. The Axon Customer Experience Improvement Program Appendix ONLY applies to Customers in the USA. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it contemplates the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix. Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature: Scott Pingel Date: 12/29/21
Name (Print): Scott Pingel Title: City Manager
PO# (Or write N/A): 41710

Please sign and email to Kyle Hunt at huntk@axon.com or fax to (480) 930-4484

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Memo

To: Mayor and Councilmembers
From: Tyler Bemis, Public Works Director
CC: Dawn Masko, City Manager
Date: October 24, 2023
Re: Water Meter Exchange Program Discussion

Honorable Mayor and Councilmembers,

At the October 16, 2023, Budget Study Session, Council requested to see a variety of options to expedite the Water Meter Exchange Program. Concern was voiced by a few Councilmembers as to the progress of the project. The message was received and heard loud and clear to address this concern immediately. Many factors come into play when managing a department with limited staff. I, myself can reflect and learn from the past couple years and prioritize this project to see it through completion. Please see the options below:

Water Meter Exchange Installation Options:

1. Utilization of internal staff

The sole objective of this plan is to complete the Meter Exchange Program in calendar year 2024. Jeff Davis and I collaborated to identify different options and came up with the plan to dedicate Sal and Jim to meter exchange only, focusing on a minimum of 3 days per week. Creative scheduling will mitigate potential impacts to daily operations. Vacations, sick leave, inclement weather, or emergency operations will also impact scheduling. Daily operations that could see minimal impact are various work orders, sweeping, and field inspections. If an emergency presents itself such as a Sewer back up or Water Main break, staff will transition to “all hands on deck” to respond accordingly.

The total remaining meters to be exchanged are 1,316 which equates to 46% completion. Most of the remaining meters to be exchanged are standard residential 5/8” meters. The larger multi-family and commercial meters also remain and require additional efforts and outreach. The goal would be to install 10-15 meters per day. If staff were to install meters at a minimum of 3 days per week this project could be completed in as early as 6-7 months and as late as 10-12 months. Understanding that some days may only produce 5 meters exchanged and some could be in upwards of 20 exchanged. Throughout the process, stats will be analyzed to determine if additional support is needed. Summer months typically provide an opportunity to exchange more meters with the addition of Summer Hires and the cooperation of weather.

The three below options will require added administrative oversight and supervision with the potential for increased costs. These options can also be supplemented to the above option, if determined through analyses.

2. Hire 2-3 “temporary” Maintenance Worker’s (Union or Non-Union will have to be determined)

This option could provide for a training ground to build up potential staff to replace future retiring Utility Staff. Along with the utilization of temporary staff, 1 current Utility Service Person would need to support with on-site supervision, communication with residents and cataloging of new assets with the GPS unit. The plan would be to employ the temporary staff for a maximum of 5 months. One MW I employed for 5 months equates to approx. \$26,000, based on the 2023 Teamsters Wage Table plus 4.5%. If temporary staff are hired under the “seasonal” classification, the 5-month cost would be approx. \$16,700 per employee. I have reached out to the Teamsters to confirm viability of this and identify if temporary staff can be hired under the Maintenance Worker I title and pay. The potential to train and expose new workers to the Utility Department is of great value.

3. Contract with Correct Equipment (meter vendor)

Correct Equipment has meter install teams. I have reached out to get a bid to install the remaining meters in the City.

4. Contract with Pape & Sons (see price breakdown)

Pape provided a rate of \$263.14 per hour that includes two workers and a truck. This option is not the most cost effective but would most likely be the best option to complete this project as soon as possible. Additionally, utility staff would still need to catalog each meter with the GPS unit.

- Foreman - \$115.73/hr
- Pipelayer - \$86.91/hr
- Service Truck - \$60.50/hr