

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

Mayor Shannon Reynolds called the special meeting to order at 6:00 P.M. and led the Pledge of Allegiance. Councilmembers Karen Mauer-Smith, Brett L. Wittner, and Hunter T. George were present. Councilmembers Nikki Bufford and Jim Andrews attended the meeting virtually. Councilmember David M. Viafore was absent and excused.

**AGENDA MODIFICATIONS**

There were none.

**PRELIMINARY 2025 BUDGET – 1<sup>st</sup> BUDGET WORKSHOP**

City Manager Masko presented the Preliminary 2025 Budget General Fund overview. City Manager Masko highlighted that the preliminary budget reflects a 3.6 percent cost of living adjustment increase for all employees based on the Consumer Price Index (CPI). The 2025 requested personnel changes include moving one part-time CSO I to full-time, promoting the Recreation Coordinator to Recreation Supervisor, and increasing hours for the IT Coordinator.

City Manager Masko highlighted the General Fund revenue changes, stating that property tax, retail sales tax, and other tax revenues increased. The parks and recreation, pool, and facility rental fee analysis is completed, and staff will present the proposed fee schedules for discussion at a future budget workshop. Lastly, the decrease in investment interest is based on the current market projections.

Ms. Masko highlighted major general fund expenditure changes. Finance changes include a decrease in professional services due to the finance consultant and Laserfische contracts. Non-departmental changes include the elimination of a transfer out of ARPA funds to Water Capital. Police changes include insurance reallocation and ARPA-funded police capital equipment. There is an increase in Fire and Emergency Management Systems of 3.6 percent due to an increase in CPI. Park changes include a decrease due to the Whittier Park Improvements ARPA funding.

Discussions included the City Hall column repair, budget workshop schedule, expected sales tax revenue, and comparative data.

City Manager Masko stated that there are no major changes to the legislative, administration, and personnel budgets. City department directors provided a brief overview of their 2024 goals and accomplishments and goals for 2025.

- Court Administrator Olivarez reported on the enterprise case management system, Ruston court, records management, legislative updates, and continuing education. There was a brief discussion of the photo enforcement program.
- Parks and Recreation Director Grover reported on recreation programming, a potential partnership with the City of University Place, resident pool season passes, community events, and volunteers. Lastly, he reported on the Fircrest Park Athletic Field Improvement project and the Whittier Park Master Plan.

- Public Works Director Bemis reported on the City's alarm system upgrades, the Fircrest Park Maintenance Facility, and the Time and Temperature sign. There was a brief discussion on the Time and Temperature sign replacement budget.
- Interim Finance Director Dunbar reported on proactive City investments, the electronic timesheet program, updating financial policies, and staff training. There was a brief discussion on library reimbursement data. She highlighted the accomplishments of the information systems division, including the Council Chambers AV system upgrade and assisting the Municipal Court with the new enterprise justice system. There was a brief discussion of the additional hours for the IT coordinator position. Council requested memos for all the proposed personnel changes. Interim Finance Director Dunbar provided a brief overview of the Tacoma Fire contract, jail services, physical environment, health and wellness, and non-departmental budgets.
- Police Chief Schaub reported on professional development training, traffic enforcement, the Lexipol policy update, the Fircrest Civil Service Rules update, participation in community events, vehicle replacements, police equipment, and upcoming labor negotiations.
- Community Development Director Newman reported on streamlining permit applications, cross-departmental training, code enforcement, the comprehensive plan update, and legislative mandate research.

City Manager Masko stated that the next budget workshop will include information on ARPA funds, Public Works utility divisions, and proposed rate increases. Councilmember George reported on the proposed Masko Park enhancements.

**ADJOURNMENT**

**Councilmember Mauer-Smith MOVED to adjourn the meeting at 7:58 P.M., seconded by Councilmember George.**

**The Motion Carried (6-0).**

  
Shannon Reynolds, Mayor

  
Arlette Burkhart, City Clerk