

City of Forks
Council Meeting Minutes Special Session
City Council Chambers
500 East Division Street
December 7, 2020
7:30 P.M.

CALL TO ORDER

Mayor Fletcher called the meeting to order at 7:30 p.m.

ROLL CALL

Council members present (meeting conducted via Zoom): Gingell, Gilstrap, Soha, Hillcar, Weissenfels, and Mayor Fletcher. Staff present: Grafstrom, Clerk/Treasurer, Fleck, Attorney/Planner, Rowley, Police Chief, and Hampton, Public Works Director.

2021 Budget Hearing

Mayor Fletcher opened the 2021 Budget Hearing. Lissy Andros thanked the Council for their work on the budget. She has seen that reductions in Lodging Tax awards are being considered, and trusts Council's decision. Mayor Fletcher closed the 2021 Budget Hearing.

2021 Budget Workshop

Clerk/Treasurer Grafstrom reviewed several key points of the draft budget.

A recommendation for Lodging Tax Awards was submitted. Most agency requests were reduced by about 10% due to lower than budgeted tax receipts in 2020. These awards, coupled with current projections would require an estimated \$20,000 to come from fund balance in 2021.

Council Member Hillcar requested that an additional \$6,000 be allocated from Lodging Tax to fund the rental cost of a police department outpost located in the Transit Center.

The Quillayute Airport budget was revised to show receipts for the current timber sale and pending grant funds. In addition, \$20,000 in hangar repairs and payment of the pavement project retainage is budgeted. The 2021 ending fund balance is estimated at \$45,000. The 2020 interfund loan was for \$60,000 with a three-year term. The loan payoff will be considered in the 2022 or 2023 budget based on upcoming timber harvests.

Public Works Director Hampton spoke to the need for some capital expenditures in the 2021 budget. He has included \$130,000 to replace the City's backhoe. He has also included \$100,000 to upgrade meters and meter transmitters. The handheld meter readers were recently replaced, since the existing units were obsolete and would not hold a charge. Also many of the 25+ year-old transmitters are no longer working, which means those meters have to be manually read. The upgrade in transmitters and meters should result in more accurate readings.

Water fund revenues were estimated conservatively, based on non-payments due to COVID-19. The City expects to eventually be paid for the delinquent accounts. Approximately \$195,000 in fund balance is needed for 2021 due to lower revenues and the capital expenditures listed.

Council Member Gingell inquired about the \$90,000 budgeted for Bogachiel Way. It was explained the line item is for initial design engineering and estimated project costs in order to apply for Washington State Department of Transportation funds for a grind and overlay project of Bogachiel Way.

Police Chief Rowley has requested an additional \$10,000 in the police budget to help fund an incident command trailer in conjunction with the Fire Department. General Fund revenue has been budgeted conservatively showing a decrease in sales tax since the City is not aware of any large construction projects for 2021. Given lower revenue projections and increased property and liability costs, \$80,000 has been budgeted from fund balance.

The list of capital projects was reviewed. Several of the projects were slated for 2020 but not completed due to COVID-19. The Spartan to Blackberry sidewalk project should be ready for bidding in the spring.

The salaries and benefits spreadsheets were reviewed. It was noted that a 2.5% across-the-board pay increase for 2021 was approved in 2019.

Council Member Hillcar inquired as to the time remaining on the Interfor lease at the Industrial Park. It was noted the lease continues to December 31, 2022.

ADJOURNMENT

Motion to adjourn by Soha, second Gingell, motion carried. Meeting adjourned at 8:45 p.m.



Audrey Grafstrom, Clerk/Treasurer



Tim Fletcher, Mayor