

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, NOVEMBER 14, 2017  
7:00 P.M.**

**COUNCIL CHAMBERS  
FIRCREST CITY HALL, 115 RAMSDELL STREET**

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- 1. CALL TO ORDER BY PRESIDING OFFICER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
  - A. Presentation: Representative Kilduff
- 5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

(Please sign the **Public Attendance Roster/Public Hearing Sign-Up Sheet** if you wish to speak during the meeting.)
- 6. COMMITTEE, COMMISSION & LIAISON REPORTS**
  - A. Parks & Recreation
  - B. Environment, Planning & Building
  - C. Finance, IT
  - D. Administration
- 7. CONSENT CALENDAR**
  - A. Approval of [vouchers](#)/payroll checks
  - B. Approval of minutes:
    - [October 9, 2017 Special Meeting](#)
    - [October 10, 2017 Regular Meeting](#)
    - [October 16, 2017 Special Meeting](#)
    - [October 23, 2017 Special Meeting](#)
    - [October 24, 2017 Regular Meeting](#)
  - C. Setting a public hearing on November 28, 2017 to receive comments on the Development Code housekeeping amendments.
- 8. PUBLIC HEARING 7:15 P.M. To receive comments on:**
  - A. [Amendments to Fircrest Comprehensive Plan and Pre-Annexation Designations](#)
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
  - A. [Ordinance](#): Amendments to Fircrest Comprehensive Plan and Pre-Annexation Designations
  - B. [Ordinance](#): Amendments to Fircrest Municipal Code Title 22 regarding short-term rentals
  - C. [Ordinance](#): Amendments to Fircrest Municipal Code Title 22 regarding home occupations
  - D. [Ordinance](#): Adoption of Preliminary 2018 Budget as adjusted
  - E. [Resolution](#): Amending City Council Rules of Procedures – Consent Calendar
  - F. [Resolution](#): Steilacoom Sleigh Contract
  - G. [Resolution](#): South Sound 911 Dispatch and Information Services Contract
  - H. [Resolution](#): Combined Communication Network Contract
  - I. [Motion](#): Bond Underwriter Engagement Letter
- 11. CITY MANAGER COMMENTS**
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
- 15. ADJOURNMENT**

COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON AGENDA

# ACCOUNTS PAYABLE

City Of Fircrest  
MCAG #: 0583

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>15220</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7188</b>	<b>A Work Safe Service Inc</b>	<b>55.00 Pre-Employment Drug Screening Test - John Roberts</b>
	518 11 41 02	Drug & Alcohol - Personne	001 000 518	General Fund	55.00 Pre-Employment Drug Screening Test - John Roberts (10/03/17)
<b>15118</b>	<b>11/02/2017</b>	<b>11/14/2017</b>	<b>1037</b>	<b>Akins, Stella M</b>	<b>39.81 01-00320.2 - 409 HARVARD AVE</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-8.16
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-9.51
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-22.14
<b>15179</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6811</b>	<b>Alarm Works NW LLC</b>	<b>598.62 Install Hold-Up/Panic Alarm System (Plus 2 Months Alarm Monitoring) "Nov &amp; Dec" - Police</b>
	518 30 48 04	Rep & Maint - PSB	001 000 518	General Fund	528.62 6-Zone Control Panel, Cellular Communicator With APP Capabilities, Keypad With Wireless Receiver, Wireless Panic Buttons (4), Power Transformer, System Back-Up Battery, Labor - Police Station Office
	518 30 48 04	Rep & Maint - PSB	001 000 518	General Fund	35.00 Alarm Monitoring (Nov 2017) - Police
	518 30 48 04	Rep & Maint - PSB	001 000 518	General Fund	35.00 Alarm Monitoring (Dec 2017) - Police
<b>15122</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6303</b>	<b>Anderson, Monica</b>	<b>59.00 1 Yr Library 2017</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00 1 Yr Library 2017 / Monica Anderson
<b>15189</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7516</b>	<b>Archer Construction Inc</b>	<b>28,445.86 P#43 Emerson Grant Sidewalk Project - Progress Payment #4</b>
	595 61 63 02	Emerson Sidewalk Orchard	101 000 542	City Street Fun	28,445.86 P#43 Emerson Grant Sidewalk Project - Progress Payment #4
<b>15217</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>2102</b>	<b>Aston, David</b>	<b>59.00 1 Yr Library 2017</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00 1 Yr Library 2017 / Brenda Aston
<b>15092</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4044</b>	<b>Baker, Alyssa</b>	<b>59.00 1 Yr Library 2017</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00 1 Yr Library 2017 / Alyssa Baker
<b>15150</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4052</b>	<b>Baxter Auto Parts</b>	<b>12.57 #60915D (Elgin Sweeper) Warning Light Bulbs</b>
	548 65 48 13	O & M - Storm	501 000 548	Equipment Ren	12.57 #60915D (2015 Elgin Crosswind Sweeper) Warning Light Bulbs (2)
<b>15112</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>5428</b>	<b>Boers, Jeff</b>	<b>340.00 Oct 2017 Land Use Consulting (4 Hrs)</b>
	558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	340.00 Oct 2017 Land Use Consulting (4 Hrs)

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<b>15123</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>1740</b>	<b>Brady, Richard</b>	<b>59.00 1 Yr Library 2017</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library 2017 / Nelwyn Brady
<b>15116</b>	<b>11/02/2017</b>	<b>11/14/2017</b>	<b>7672</b>	<b>Brynestad, Barton</b>	<b>209.45 01-01670.1 - 348 SUMMIT AVE</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-42.95	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-50.01	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-116.49	
<b>15137</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6018</b>	<b>Canon Financial Services Inc</b>	<b>244.61 Police Copier Rental (Oct 2017)</b>
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	244.61	Contract Charges (10/01/17 - 10/31/17) Police
<b>15138</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6018</b>	<b>Canon Financial Services Inc</b>	<b>13.63 Police Faxboard Rental (Oct 2017)</b>
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	13.63	Contract Charges (10/01/17 - 10/31/17) Police Fax
<b>15094</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3994</b>	<b>CenturyLink</b>	<b>448.79 Circuit Line / PRI Line</b>
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	448.79	Circuit Line / PRI Line
<b>15113</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3994</b>	<b>CenturyLink</b>	<b>368.25 Oct 2017 CH, Rec, PW</b>
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	61.38	Primary 911 - City Hall
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	61.38	Message Line
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	61.38	Alarm Line - City Hall
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	30.68	Alarm Line / Primary 911 - Storm
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	30.68	Alarm Line / Primary 911 - Water
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	30.69	Alarm Line / Primary 911 - Sewer
	542 30 42 00	Communication - Street	101 000 542 City Street Fund	30.68	Alarm Line / Primary 911 - Street
	576 80 42 00	Communication - Parks	001 000 576 General Fund	61.38	Alarm Line - Parks
<b>15152</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3994</b>	<b>CenturyLink</b>	<b>66.99 DSL Line / Telemetry</b>
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	33.49	DSL Line / Telemetry - Water
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	33.50	DSL Line / Telemetry - Sewer
<b>15095</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>5805</b>	<b>CenturyLink</b>	<b>37.56 Long Distance Usage &amp; Access Line</b>
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	37.56	Long Distance Usage & Access Line
<b>15153</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4313</b>	<b>Chuckals Inc</b>	<b>233.49 2018 Calendars</b>
	518 10 34 01	Central Office Supplies	001 000 518 General Fund	233.49	2018 Calendars: Desk Pads (3), Yearly Wall Planners 24x36 (9), Monthly Wall Calendar 15.5x22 (1), Monthly Wall Calendars 8x11 (2), 3-Month Wall Calendar 24x36 (1), Desk Calendar Refills 3.5x6 (4)
<b>15192</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4325</b>	<b>City Treasurer-Tac Sewer</b>	<b>264,010.50 3rd Qtr 2017 Sewer Treatment</b>

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	535 60 51 00	Sewage Treatment	430 000 535 Sewer Fund (de	264,010.50	3rd Qtr 2017 Sewer Treatment
15196	11/14/2017	11/14/2017	4322 City of Tacoma - Utilities	2,768.61	Power / Various Locations
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	117.89	
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	1,972.21	
	535 80 47 01	Utility Services/Pumping	430 000 535 Sewer Fund (de	652.73	
	542 30 47 03	Electricity/Traffic Lights	101 000 542 City Street Fun	15.70	
	542 63 47 00	Electricity/Street Lights	101 000 542 City Street Fun	10.08	
15069	11/14/2017	11/14/2017	7817 Clark, Steven	59.00	1 Yr Library 2017
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library 2017 / Steven Clark
15114	11/02/2017	11/14/2017	1705 Connell, Kathleen P.	452.06	03-00660.0 - 130 REGENTS BLVD
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-92.70	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-107.93	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-251.43	
15154	11/14/2017	11/14/2017	3572 Consolidated Electrical Distributors	240.57	105-305 Volt Photocells - Street Lights
	542 63 31 00	Oper Supplies - Street Ligh	101 000 542 City Street Fun	240.57	105-305 Volt Photocells - Street Lights
15072	11/14/2017	11/14/2017	3573 Copiers Northwest Inc	69.17	09/04/17 - 10/03/17 Police
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	69.17	09/04/17 - 10/03/17 Police
15180	11/14/2017	11/14/2017	3573 Copiers Northwest Inc	139.76	Laserjet Printer Rentals (10/28/17 - 11/28/17) & Copier Usage (09/28/17 - 10/28/17) Police
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	74.01	Laserjet Printer Rentals (10/28/17 - 11/28/17) Police
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	15.43	Police Upstairs Office (09/28/17 - 10/28/17) Black
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	5.01	Chief's Office Area (09/28/17 - 10/28/17) Black
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	45.31	Chief's Office Area (09/28/17 - 10/28/17) Color
15181	11/14/2017	11/14/2017	3573 Copiers Northwest Inc	634.93	Copier Rental (10/28/17 - 11/28/17)
	512 50 45 00	Oper Rentals - Copier - Coi	001 000 512 General Fund	158.73	Copier Lease - Court
	518 10 45 00	Oper Rentals - Copier - No	001 000 518 General Fund	158.73	Copier Lease - City Hall
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531 Storm Drain	39.69	Copier Lease - Storm
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534 Water Fund (de	39.68	Copier Lease - Water
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535 Sewer Fund (de	39.68	Copier Lease - Sewer
	542 30 45 00	Oper Rentals - Copier - Str	101 000 542 City Street Fun	39.69	Copier Lease - Street
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571 General Fund	142.86	Copier Lease - Recreation
	576 80 45 00	Oper Rentals - Copier - Par	001 000 576 General Fund	15.87	Copier Lease - Parks
15155	11/14/2017	11/14/2017	7802 Core & Main LP	147.47	4"x1" Tapping Saddles (2) - Water Service Break



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534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	147.47	4"x1" Tapping Saddles (2) - Water Service Break @600 Block Spring Street
<b>15176</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7384</b>	<b>135.90</b>	<b>Administrative Office Of The Courts Training / Mileage Reimbursement</b>
512 50 43 00	Travel - Court	001 000 512	General Fund	135.90	Administrative Office Of The Courts Training / Mileage - Gina Costanti-Eacrett (10/23/17 - 10/25/17) Bellingham, WA
<b>15215</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3588</b>	<b>117.30</b>	<b>Whittier Park Tennis Courts - RFP</b>
576 80 41 01	Advertising - Parks	001 000 576	General Fund	117.30	Whittier Park Tennis Courts - Request For Proposals (09/29/17)
<b>15216</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3588</b>	<b>142.60</b>	<b>Community Center &amp; Pool Design - RFQ</b>
576 80 41 01	Advertising - Parks	001 000 576	General Fund	142.60	Community Center & Pool Design - Request For Qualifications (10/03/17)
<b>15084</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3589</b>	<b>370.49</b>	<b>Town Topics Separate Mailing (October 2017)</b>
518 10 49 01	Town Topics	001 000 518	General Fund	197.82	Town Topics Separate Mailing (Non-Utility) - Mailing Services
518 10 49 01	Town Topics	001 000 518	General Fund	172.67	Town Topics Separate Mailing (Non-Utility) - Postage
<b>15093</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3589</b>	<b>2,149.87</b>	<b>Oct 2017 Utility Bills, Town Topics Inserts</b>
518 10 49 01	Town Topics	001 000 518	General Fund	50.00	Town Topics Inserts (Oct 2017)
531 50 42 01	Postage - Storm	415 000 531	Storm Drain	266.58	Oct 2017 Utility Bills (Postage) - Storm
531 50 49 06	Mailing Service - Storm	415 000 531	Storm Drain	433.37	Oct 2017 Utility Bills - Mailing Service
534 10 42 01	Postage - Water	425 000 534	Water Fund (de	266.59	Oct 2017 Utility Bills (Postage) - Water
534 10 49 06	Mailing Service - Water	425 000 534	Water Fund (de	433.37	Oct 2017 Utility Bills - Mailing Service
535 10 42 02	Postage - Sewer	430 000 535	Sewer Fund (de	266.58	Oct 2017 Utility Bills (Postage) - Sewer
535 10 49 05	Mailing Service - Sewer	430 000 535	Sewer Fund (de	433.38	Oct 2017 Utility Bills - Mailing Service
<b>15193</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3589</b>	<b>1,423.21</b>	<b>Town Topics Thank You Letter (Oct 2017)</b>
518 10 49 01	Town Topics	001 000 518	General Fund	1,423.21	Town Topics Thank You Letter (Oct 2017) Includes Composition Set-Up & Proof
<b>15222</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3589</b>	<b>2,506.45</b>	<b>2017 Fall Parks &amp; Recreation Activity Guide</b>
571 10 42 00	Postage - Rec	001 000 571	General Fund	951.36	2017 Fall Parks & Recreation Activity Guide - Postage / Mailing Service
571 10 49 01	Printing & Binding - Rec	001 000 571	General Fund	1,555.09	2017 Fall Parks & Recreation Activity Guide - Printing / Composition Set-Up

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<b>15091</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3594</b>	<b>2,454.71</b>	<b>07/01/17 - 06/30/18 Stormwater Phase 2 Permit (Fiscal Year 2018 1/2 Fee Amount)</b>
	531 50 49 01	Operation Permit	415 000 531	2,454.71	07/01/17 - 06/30/18 Stormwater Phase 2 Permit (Fiscal Year 2018 1/2 Fee Amount)
<b>15208</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4310</b>	<b>15,503.08</b>	<b>Oct 2017 Excise Tax</b>
	521 22 31 00	Office & Oper Supplies - P	001 000 521	23.73	
	531 50 53 00	Excise Tax - Storm	415 000 531	1,076.14	
	534 10 53 00	Excise Tax - Water	425 000 534	5.66	
	534 10 53 00	Excise Tax - Water	425 000 534	9,923.84	
	535 10 53 00	Excise Tax - Sewer	430 000 535	4,436.37	
	571 20 53 00	Excise Tax - Participation I	001 000 571	1.70	
	571 20 53 00	Excise Tax - Participation I	001 000 571	35.64	
<b>15195</b>	<b>11/08/2017</b>	<b>11/14/2017</b>	<b>7054</b>	<b>135.90</b>	<b>07-02160.1 - 4307 67TH AVE W -B</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	-193.92	
	343 40 00 00	Sale Of Water	425 000 340	11.49	
	343 50 00 00	Sewer Revenues	430 000 340	46.53	
<b>15119</b>	<b>11/02/2017</b>	<b>11/14/2017</b>	<b>1179</b>	<b>25.31</b>	<b>01-01720.0 - 314 SUMMIT AVE</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	-5.19	
	343 40 00 00	Sale Of Water	425 000 340	-6.04	
	343 50 00 00	Sewer Revenues	430 000 340	-14.08	
<b>15073</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>5859</b>	<b>80.36</b>	<b>Spanish Interpreter</b>
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	80.36	Spanish Interpreter (09/27/17 1.75 Hrs + Mileage) Case No. 7Z0974580 & Case No. 7Z0974575
<b>15130</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>5859</b>	<b>114.08</b>	<b>Spanish Interpreter</b>
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	47.14	Spanish Interpreter (10/11/17 1 Hr + Milage) Case No. 7Z1133051
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	66.94	Spanish Interpreter (10/11/17 1 Hr + Milage) Case No. 7Z0927334
<b>15212</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6995</b>	<b>228.90</b>	<b>Silver Sneakers Yoga Instruct &amp; Chair Yoga</b>
	571 20 49 06	Instructor Fees	001 000 571	228.90	Silver Sneakers Yoga Instruct & Chair Yoga (09/01/17 - 09/30/17)
<b>15156</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3625</b>	<b>72.54</b>	<b>Build-Your-Own Meal (Food, Pastries &amp; Miscellaneous)</b>
	511 60 49 04	Meals	001 000 511	72.54	Build-Your-Own Meal (10/23/17) Budget Meeting "Includes Food, Pastries & Miscellaneous"

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<b>15199</b>	<b>11/07/2017</b>	<b>11/14/2017</b>	<b>1885</b>	<b>Estate of Marie H Walker</b>	<b>38.81 03-02290.0 - 404 BUENA VISTA AVE</b>
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-10.00	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-10.74	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-18.07	
<b>15157</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7827</b>	<b>Exercise Science Center</b>	<b>45.00 Entry Level Police Physical Assessment - Officer John Roberts (10/03/17)</b>
	521 10 41 00 Prof Services - Civil Svc		001 000 521 General Fund	45.00	Entry Level Police Physical Assessment - Officer John Roberts (10/03/17)
<b>15115</b>	<b>11/02/2017</b>	<b>11/14/2017</b>	<b>5990</b>	<b>Fergus, Christine</b>	<b>230.08 07-00059.1 - 1545 EDWARDS AVE</b>
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-47.18	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-54.93	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-127.97	
<b>15074</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3638</b>	<b>Fircrest Golf Club</b>	<b>1,250.00 Golf Tank Land Rental</b>
	534 10 45 01 Land Rental/Water Tank		425 000 534 Water Fund (de	1,250.00	Golf Tank Land Rental (Nov 2017)
<b>15151</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7230</b>	<b>Galls, LLC - D.B.A. Blumenthal Uniform</b>	<b>46.15 Safariland Double Magazine Holder - Officer</b>
	521 22 49 01 Uniforms/Clothing/Laundry		001 000 521 General Fund	46.15	Safariland Double Magazine Holder - Officer Deal
<b>15198</b>	<b>11/07/2017</b>	<b>11/14/2017</b>	<b>1840</b>	<b>Golob, Gordon</b>	<b>303.40 03-01860.0 - 426 BERKELEY AVE</b>
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-64.70	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-75.29	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-163.41	
<b>15075</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6774</b>	<b>Greenleaf Landscaping 1 Inc</b>	<b>4,664.51 Oct 2017 Landscaping</b>
	518 30 41 01 Contract Maintenance		001 000 518 General Fund	3,302.07	Oct 2017 Landscaping (4 Weeks)
	542 80 49 03 Beautification Services (co		101 000 542 City Street Fund	1,362.44	Oct 2017 Landscaping (4 Weeks) - Islands
<b>15124</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>1243</b>	<b>Harrison, James J.</b>	<b>59.00 1 Yr Library 2017</b>
	572 21 49 00 Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / James Harrison
<b>15201</b>	<b>11/07/2017</b>	<b>11/14/2017</b>	<b>6584</b>	<b>Herrera-Hernandez, Heriberto</b>	<b>5.40 12-00940.2 - 4611 62ND AVE W</b>
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-5.40	
<b>15158</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3692</b>	<b>Home Depot Credit Services</b>	<b>21.49 Heat Shrink Butt Splices, Zinc Nylon Lock Nuts, Hex Bolts - Materials Needed To Install Plow Units On Trucks (#59083D) &amp; (#63582D)</b>

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594 48 64 12	Street - ERR Capital		501 000 548 Equipment Ren	10.74	#59083D (2008 F550 Dump Truck) Splices, Nuts, Bolts - Plow Install Parts
594 48 64 12	Street - ERR Capital		501 000 548 Equipment Ren	10.75	#63582D (2017 F350 4WD Truck) Splices, Nuts, Bolts - Plow Install Parts
<b>15159</b>	<b>11/14/2017</b>	<b>11/14/2017 3692</b>	<b>Home Depot Credit Services</b>	<b>41.80</b>	<b>#25838D (Bucket Truck) Extension Cord "Charging 12 Volt / 3 Amp"</b>
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	41.80	#25838D (1998 Bucket Truck) Extension Cord "Charging 12 Volt / 3 Amp"
<b>15160</b>	<b>11/14/2017</b>	<b>11/14/2017 3692</b>	<b>Home Depot Credit Services</b>	<b>98.69</b>	<b>Mini Paint Roller Trays, Chair Caster Rubber Threaded Stems, Flat Aluminum Bars, White Shelving, Brackets, Steel Rods, Adhesive, Plastic Drop Cloths,</b>
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	98.69	Mini Paint Roller Trays, Chair Caster Rubber Threaded Stems, Flat Aluminum Bars, White Shelving, Brackets, Steel Rods, Adhesive, Plastic Drop Cloths - City Hall & Court
<b>15161</b>	<b>11/14/2017</b>	<b>11/14/2017 3692</b>	<b>Home Depot Credit Services</b>	<b>38.31</b>	<b>Bottled Water (10 Cases / 24 Pack 1/2 Liter Size)</b>
534 80 31 02	Oper Supplies - Water		425 000 534 Water Fund (de	38.31	Bottled Water (10 Cases / 24 Pack 1/2 Liter Size) - Public Works Crew & Staff
<b>15178</b>	<b>11/14/2017</b>	<b>11/14/2017 4131</b>	<b>Humane Society - Tacoma</b>	<b>661.00</b>	<b>Nov 2017 Boarding Fee</b>
554 30 41 00	Animal Control		001 000 554 General Fund	661.00	Nov 2017 Boarding Fee
<b>15213</b>	<b>11/14/2017</b>	<b>11/14/2017 5709</b>	<b>Johnson, Chad</b>	<b>40.00</b>	<b>Refund Youth Basketball / Michelle Johnson</b>
347 60 00 01	Youth Basketball Registrati		001 000 340 General Fund	-40.00	Refund Youth Basketball / Michelle Johnson (No Team Available For Child Registered)
<b>15148</b>	<b>11/14/2017</b>	<b>11/14/2017 7392</b>	<b>Lambert, David Loyd</b>	<b>59.00</b>	<b>1 Yr Library 2017 / Martha Lambert</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Martha Lambert
<b>15149</b>	<b>11/14/2017</b>	<b>11/14/2017 7392</b>	<b>Lambert, David Loyd</b>	<b>59.00</b>	<b>1 Yr Library 2017 / David Lambert</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / David Lambert
<b>15218</b>	<b>11/14/2017</b>	<b>11/14/2017 3776</b>	<b>Lemay Mobile Shredding</b>	<b>24.77</b>	<b>Oct 2017 Shredding - Public Works</b>
531 50 49 00	Miscellaneous - Storm		415 000 531 Storm Drain	8.25	Oct 2017 Shredding - Storm (35 Gallon Cart)
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	8.26	Oct 2017 Shredding - Water (35 Gallon Cart)
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	8.26	Oct 2017 Shredding - Sewer (35 Gallon Cart)
<b>15219</b>	<b>11/14/2017</b>	<b>11/14/2017 3776</b>	<b>Lemay Mobile Shredding</b>	<b>44.38</b>	<b>Oct 2017 Shredding - Police</b>

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	521 22 49 00	Miscellaneous - Police	001 000 521 General Fund	44.38	Oct 2017 Shredding - Police (95 Gallon Cart)
<b>15125</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6340</b>	<b>59.00</b>	<b>1 Yr Library 2017</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library 2017 / Adam Limbag
<b>15076</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>318</b>	<b>153.90</b>	<b>Costco / Halloween Candy</b>
	521 22 49 07	Community Outreach	001 000 521 General Fund	153.90	Costco / Halloween Candy - Sherry Maenhout (4 Bags Mini Favorites "5.00 Lbs Each", 4 Bags All Chocolate "5.60 Lbs Each", 2 Bags Funhouse Candy "5.75 Lbs Each") Approx. 1,500 Pieces
<b>15126</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>2063</b>	<b>59.00</b>	<b>1 Yr Library 2017</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library 2017 / Eva McLaughlin
<b>15202</b>	<b>11/07/2017</b>	<b>11/14/2017</b>	<b>6727</b>	<b>153.40</b>	<b>04-00420.7 - 617 ELECTRON WAY</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-31.46	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-36.62	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-85.32	
<b>15190</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6589</b>	<b>2,058.88</b>	<b>P#45 Alameda Liftstation Upgrage Project: Task Order No. 2017-001</b>
	594 35 63 03	Project Engineering - Sewe	430 000 535 Sewer Fund (de	2,058.88	P#45 Alameda Liftstation Upgrade Project (Engineering Services Through 09/30/17)
<b>15191</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6589</b>	<b>3,335.20</b>	<b>P#50 Drake Street Liftstation Design Phase: Task Order No. 2017-003</b>
	594 35 63 03	Project Engineering - Sewe	430 000 535 Sewer Fund (de	3,335.20	P#50 Drake Street Liftstation Design Phase (Engineering Services Through 09/30/17)
<b>15077</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7635</b>	<b>25.00</b>	<b>Gym Fees Reimburse (Oct 2017)</b>
	513 10 20 00	Personnel Benefits	001 000 513 General Fund	16.75	Gym Fees (Oct 2017) - Jessica Nappi (Admin)
	518 11 20 00	Personnel Benefits - Person	001 000 518 General Fund	8.25	Gym Fees (Oct 2017) - Jessica Nappi (Personnel)
<b>15127</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>1146</b>	<b>59.00</b>	<b>1 Yr Library 2017</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library 2017 / Theodore Olberg
<b>15162</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3923</b>	<b>548.95</b>	<b>Sodium Hypochlorite (Chlorine) - Wells</b>
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (de	118.69	Chlorine (40 Gallons) - Well #4
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (de	103.86	Chlorine (35 Gallons) - Well #7
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (de	89.02	Chlorine (30 Gallons) - Well #8

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534 80 31 03	Oper Supplies - Chlorine	425 000 534	Water Fund (de	237.38	Chlorine (80 Gallons) - Well #9
<b>15078</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3927</b>	<b>509.38</b>	<b>Replace Garage Door Rollers (3 Doors) - Public Safety Building</b>
518 30 48 04	Rep & Maint - PSB	001 000 518	General Fund	509.38	Replace Garage Door Rollers (30 White Nylon Rollers), Adjustments (3 Lube), Labor (1.50 Hrs) - Public Safety Building (Service Date: 10/10/17) "Three Downstairs Bay Doors @Police Parking Garage Area"
<b>15142</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3958</b>	<b>1,976.60</b>	<b>Sept 2017 - Jail Services</b>
523 60 50 01	Jail	001 000 523	General Fund	1,976.60	Sept 2017 - Jail Services (Occupancy) Booking Fees, Daily Fees, Sip's Fees "Sheriff Inmate Population Reporting System"
<b>15223</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3957</b>	<b>530.52</b>	<b>Oct 2017 Printing Charges</b>
512 50 31 00	Office & Oper Supplies-Co	001 000 512	General Fund	530.52	Fircrest Municipal Court Logo Window Envelopes, Time Pay Statements, Warrant Quash Forms, Vehicle Impound Orders - Court
<b>15185</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>5210</b>	<b>95.00</b>	<b>Eyewear Reimburse</b>
512 50 20 00	Personnel Benefits-Court	001 000 512	General Fund	95.00	Eyewear Reimburse - Kristi Perry
<b>15128</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3953</b>	<b>59.00</b>	<b>1 Yr Library 2017</b>
572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2017 / Faith Peterson
<b>15131</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3955</b>	<b>396.12</b>	<b>Gas / Fuel</b>
548 65 31 13	Storm Gas	501 000 548	Equipment Ren	396.12	Diesel Fuel - Storm
<b>15167</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4371</b>	<b>50.00</b>	<b>Boundary Review Board "Notice Of Intent" Fee</b>
558 60 49 00	Miscellaneous - Planning	001 000 558	General Fund	50.00	Boundary Review Board "Notice Of Intent" Fee
<b>15129</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7315</b>	<b>59.00</b>	<b>1 Yr Library 2017</b>
572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2017 / Christine Pizzano
<b>15214</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7837</b>	<b>100.00</b>	<b>Refund Rental Deposit / Cherquana Pleasant</b>
586 00 00 00	Deposit Refunds	001 000 580	General Fund	100.00	Refund Rental Deposit / Cherquana Pleasant - Room B (Event Date: 10/14/17) Baby Shower
<b>15163</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7272</b>	<b>245.00</b>	<b>Thermal Paper - "Sector" Paper Rolls</b>

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521 22 31 00	Office & Oper Supplies - P	001 000 521	General Fund	245.00	Heavy Weight Thermal Black Image 11" Perf With Sense Mark - Police Vehicle Citations "Sector" Paper Rolls (1 Case / 36 Rolls)
<b>15164</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7614</b>	<b>2,566.32</b>	<b>Municipal Consulting Services (Bill McDonald) 10/07/17 - 10/20/17 (37 Hrs @\$68/Hr) Includes 2% State/City B&amp;O Tax Charge</b>
513 10 41 00	Prof Svcs - Admin	001 000 513	General Fund	2,566.32	Municipal Consulting Services (Bill McDonald) 10/07/17 - 10/20/17 (37 Hrs @\$68/Hr) Includes 2% State/City B&O Tax Charge
<b>15070</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7838</b>	<b>59.00</b>	<b>1 Yr Library 2017</b>
572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2017 / Jeff Prouty
<b>15139</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3986</b>	<b>106.34</b>	<b>Oct 2017 City Hall</b>
518 30 47 00	Public Utility Services - Ci	001 000 518	General Fund	106.34	PSE Gas - City Hall
<b>15140</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3986</b>	<b>335.63</b>	<b>Oct 2017 Parks</b>
576 80 47 00	Public Utility Services - Pa	001 000 576	General Fund	335.63	PSE Gas - Parks
<b>15183</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3986</b>	<b>47.28</b>	<b>Oct 2017 Public Works</b>
531 50 47 02	Public Utility Services/Bldg	415 000 531	Storm Drain	11.82	PSE Gas - Storm
534 10 47 00	Utility Services/Building -	425 000 534	Water Fund (de	11.82	PSE Gas - Water
535 10 47 00	Utility Services/Building -	430 000 535	Sewer Fund (de	11.82	PSE Gas - Sewer
542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	City Street Fun	11.82	PSE Gas - Street
<b>15169</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>5710</b>	<b>99.95</b>	<b>Internet Access Monthly Fee</b>
518 81 42 00	Communication - I/S	001 000 518	General Fund	99.95	Internet Access Monthly Fee (Nov 2017) - Cable Modem Service
<b>15200</b>	<b>11/07/2017</b>	<b>11/14/2017</b>	<b>2388</b>	<b>322.82</b>	<b>05-00990.0 - 1208 DEL MONTE AVE</b>
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-69.38	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-80.35	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-173.09	
<b>15186</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>337</b>	<b>10.00</b>	<b>Firearms Training / Lunch Meal</b>
521 22 43 00	Travel - Police	001 000 521	General Fund	10.00	Firearms Training / Lunch Meal - Chris Roberts (10/23/17 @Pierce County Shooting Range)
<b>15071</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4991</b>	<b>59.00</b>	<b>1 Yr Library 2017</b>
572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2017 / Doris Russo

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<b>15143</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4035 Sarco Supply</b>	<b>193.67</b>	<b>Liners, Towels</b>
576 80 31 01	Janitorial Supplies - Parks	001 000 576	General Fund	193.67	Liners, Towels - Recreation Center
<b>15144</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4035 Sarco Supply</b>	<b>224.73</b>	<b>Pumice Stone Bar, Toilet Bowl Cleaner, Towels, Bathroom Tissue</b>
518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	43.78	Pleasant Clean Non-Acid Toilet Bowl Cleaner - Public Safety Building
518 30 31 03	Oper Sup/PWF	001 000 518	General Fund	149.74	Towels, Bathroom Tissue - Public Works
518 30 31 04	Oper Sup/CH	001 000 518	General Fund	31.21	Pumice Stone Bar - City Hall
<b>15145</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4035 Sarco Supply</b>	<b>158.84</b>	<b>Bathroom Tissue, Liners</b>
518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	158.84	Bathroom Tissue, Liners - Public Safety Building
<b>15146</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4035 Sarco Supply</b>	<b>244.67</b>	<b>Towels, Urinal Screens, Clorox Disinfect Wipes, Scouring Powder, Liners</b>
518 30 31 04	Oper Sup/CH	001 000 518	General Fund	244.67	Towels, Urinal Screens, Clorox Disinfect Wipes, Scouring Powder, Liners - City Hall
<b>15187</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>6350 Sevier, Maria</b>	<b>813.00</b>	<b>On-Call GIS Support (Sept/Oct 2017)</b>
531 50 41 00	Prof Svcs - Storm	415 000 531	Storm Drain	162.60	On-Call GIS Support (Sept/Oct 2017) - Storm
534 10 41 00	Prof Svcs - Water	425 000 534	Water Fund (de	162.60	On-Call GIS Support (Sept/Oct 2017) - Water
535 10 41 00	Prof Svcs - Sewer	430 000 535	Sewer Fund (de	162.60	On-Call GIS Support (Sept/Oct 2017) - Sewer
542 30 41 00	Prof Svcs - Street	101 000 542	City Street Fun	162.60	On-Call GIS Support (Sept/Oct 2017) - Street
558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	162.60	On-Call GIS Support (Sept/Oct 2017) - Planning
<b>15117</b>	<b>11/02/2017</b>	<b>11/14/2017</b>	<b>7381 Shadlow Jr, Daniel</b>	<b>42.28</b>	<b>01-00030.0 - 2154 ORCHARD ST W</b>
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-8.67	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-10.09	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-23.52	
<b>15165</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4058 Shope Concrete Products</b>	<b>918.38</b>	<b>2" Cast Iron Paving Rings (4), 25" Sewer Cover (1), 6" X 24" Grade Ring (1), 6" X 24" Bevelled Sewer Ring Cover (1)</b>
535 50 31 01	Oper Supplies - Sewer Mai	430 000 535	Sewer Fund (de	598.54	2" Cast Iron Paving Rings (4), 25" Sewer Cover (1) - Aloha Manhole
535 50 31 01	Oper Supplies - Sewer Mai	430 000 535	Sewer Fund (de	319.84	6" X 24" Grade Ring (1), 6" X 24" Bevelled Sewer Ring Cover (1) - Aloha/Palm Manhole Raising
<b>15085</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>7308 SiteCrafting Inc</b>	<b>99.00</b>	<b>WordPress Managed Hosting (10/15/17)</b>



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518 81 41 02	Web Design & Maintenanc	001 000 518 General Fund	99.00	WordPress Managed Hosting (Bill Date: 10/15/17) "cityoffircrest.net"	
15086	11/14/2017	11/14/2017	4065	Smith, Alling, P.S.	175.00 Judge Pro Tempore / Michaels
512 50 41 02	Prof Srvs - Pro Temp Judge	001 000 512 General Fund	175.00	Judge Pro Tempre / Michaels (3.50 Hrs) 10/18/17	
15141	11/14/2017	11/14/2017	4065	Smith, Alling, P.S.	150.00 Judge Pro Tempore / Michaels
512 50 41 02	Prof Srvs - Pro Temp Judge	001 000 512 General Fund	150.00	Judge Pro Tempore / Michaels (3.00 Hrs) 11/01/17	
15166	11/14/2017	11/14/2017	4065	Smith, Alling, P.S.	175.00 Judge Pro Tempore / Michaels
512 50 41 02	Prof Srvs - Pro Temp Judge	001 000 512 General Fund	175.00	Judge Pro Tempore / Michaels (3.50 Hrs) 10/25/17	
15111	11/14/2017	11/14/2017	4690	Sound Inspections LLC	1,698.29 10/01/17 - 10/31/17
524 20 41 01	Bldg Inspec/Plan Review	001 000 524 General Fund	1,698.29	10/01/17 - 10/31/17	
15135	11/14/2017	11/14/2017	326	Stahlnecker, Angelie	118.00 Eyewear Reimburse
524 20 20 00	Personnel Benefits - Buildi	001 000 524 General Fund	59.00	Eyewear Reimburse - Stahlnecker (Bldg)	
558 60 20 00	Personnel Benefits - Planni	001 000 558 General Fund	59.00	Eyewear Reimburse - Stahlnecker (Plng)	
15087	11/14/2017	11/14/2017	4084	Staples Business Advantage	139.57 Manila End Tab File Folders, Report Covers, 2018 Calendars
512 50 31 00	Office & Oper Supplies-Co	001 000 512 General Fund	139.57	Manila End Tab Letter Size File Folders (1 Box), 8x11 Monthly Wall Planner (2), 9x11 Appointment Book (1), 24x36 At-A-Glance Yearly Wall Calendar (1), 6x7 Desk Refills (1), Report Covers (12) - Court	
15194	11/14/2017	11/14/2017	4084	Staples Business Advantage	50.06 Astrobright Cardstock, Self Sealing Envelopes
518 10 34 01	Central Office Supplies	001 000 518 General Fund	23.38	Self Sealing 9"x12" Envelopes - Central Supplies	
558 60 31 00	Office & Oper Supplies-Pl	001 000 558 General Fund	26.68	Astrobright "Liftoff Lemon" Cardstock Paper - Planning	
15224	11/14/2017	11/14/2017	4084	Staples Business Advantage	238.07 Dry Erase Markers, 3-Ring Binders, Facial Tissue, Envelopes, Lined Tablets, Post-It Flags, CD-R Spindle Pack, Pastel Paper, Bic Velocity Pens, Verbatim USB Flash Drives
518 10 34 01	Central Office Supplies	001 000 518 General Fund	159.85	Dry Ease Markers, 3-Ring Binders, Facial Tissue, Envelopes, Lined Tablets, Post-It Flags, CD-R Spindle Pack, Pastel Paper - Central Supplies	
521 22 31 00	Office & Oper Supplies - P	001 000 521 General Fund	78.22	Bic Velocity Pens, Verbatim USB Flash Drives - Police	
15177	11/14/2017	11/14/2017	2060	Stenseng, Bjorn	59.00 1 Yr Library 2017

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572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Bjorn Stensberg
<b>15132</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4110 Superior Linen Service</b>	<b>70.30</b>	<b>10/12/17 Exchange Service</b>
576 80 49 00	Miscellaneous - Parks		001 000 576 General Fund	70.30	10/12/17 Exchange Service
<b>15133</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4110 Superior Linen Service</b>	<b>70.30</b>	<b>10/26/17 Exchange Service</b>
576 80 49 00	Miscellaneous - Parks		001 000 576 General Fund	70.30	10/26/17 Exchange Service
<b>15170</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4328 Systems for Public Safety Inc</b>	<b>446.75</b>	<b>#52951D (2011 Crown Victoria) LOF, Light Bulbs, Transmission Fluid, Patch Tire, Paint Wheels</b>
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	446.75	#52951D (2011 Crown Victoria) Lubricate Chassis, Changed Oil & Oil Filter, Light Bulbs, Drained/Replaced Transmission Fluid & Filter, Replaced Air Filter, Patch Tire, Paint Wheels Due To Showing Wear
<b>15171</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4120 Tacoma Daily Index</b>	<b>168.44</b>	<b>Public Hearing - Preliminary Budget</b>
511 60 41 01	Advertising - Legislative		001 000 511 General Fund	168.44	Public Hearing - Preliminary Budget
<b>15172</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4120 Tacoma Daily Index</b>	<b>34.37</b>	<b>City Manager Search "Meet &amp; Greet Reception" (10/04/17)</b>
511 60 41 01	Advertising - Legislative		001 000 511 General Fund	34.37	City Manager Search "Meet & Greet Reception" (10/04/17)
<b>15173</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4120 Tacoma Daily Index</b>	<b>29.22</b>	<b>Special Meeting - City Manager Interviews &amp; Evaluations (10/05/17)</b>
511 60 41 01	Advertising - Legislative		001 000 511 General Fund	29.22	Special Meeting - City Manager Interviews & Evaluations (10/05/17)
<b>15174</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4120 Tacoma Daily Index</b>	<b>42.97</b>	<b>Comprehensive Plan Amendments</b>
511 60 41 01	Advertising - Legislative		001 000 511 General Fund	42.97	Comprehensive Plan Amendments
<b>15209</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4120 Tacoma Daily Index</b>	<b>70.47</b>	<b>Whittier Park Tennis Courts - RFP</b>
576 80 41 01	Advertising - Parks		001 000 576 General Fund	70.47	Whittier Park Tennis Courts - Request For Proposals (10/02/17)
<b>15210</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4120 Tacoma Daily Index</b>	<b>87.66</b>	<b>Community Center &amp; Pool Design - RFQ</b>
576 80 41 01	Advertising - Parks		001 000 576 General Fund	87.66	Community Center & Pool Design - Request For Qualifications (10/03/17)

# ACCOUNTS PAYABLE

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<b>15120</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>100.00 Good-To-Go / Auto Replenish (11/03/17)</b>
	521 22 43 00	Travel - Police	001 000 521	General Fund	100.00 Good-To-Go / Auto Replenish (11/03/17) Used For WSDOT Toll Bridge Crossings, Sticker Pass Additions, SR 167 HOT Lanes
<b>15121</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>189.54 Amazon.Com / APC Back-Up Battery Surge Protectors (Quantity: 3)</b>
	518 81 35 00	Small Tools & Equip - I/S	001 000 518	General Fund	63.18 Amazon.Com / APC Back-Up Battery (SAA No. 1580) - City Manager "Serial No. 481724P36929"
	518 81 35 00	Small Tools & Equip - I/S	001 000 518	General Fund	63.18 Amazon.Com / APC Back-Up Battery (SAA No. 1581) - Computer Room Spare
	518 81 35 00	Small Tools & Equip - I/S	001 000 518	General Fund	63.18 Amazon.Com / APC Back-Up Battery (SAA No. 1582) - Computer Room Spare
<b>15168</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>50.00 PSGA / South Sound Funders Forum Training - Abbie Maenhout</b>
	513 10 49 01	Reg & Tuition - Admin	001 000 513	General Fund	50.00 Puget Sound Grantwriters Association / South Sound Funders Forum Training - Abbie Maenhout (12/01/17) 8am - 11:15am
<b>15203</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>217.25 Target / Goody Bag Supplies, String Lights &amp; Tote</b>
	573 90 49 01	Community Events	001 000 573	General Fund	169.96 Target / Goody Bag Supplies: Nestle Candy, Sweetarts, Dum Dums, Tootsie Pops, Ring Pops, Skittles, Smarties, Hershey Chocolate, Nerds, M&M Candy - Pumpkin Patch
	573 90 49 01	Community Events	001 000 573	General Fund	47.29 Target / String Lights & Basic Storage Tote - Haunted Trails
<b>15088</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4239</b>	<b>Thomson Reuters - West</b>	<b>417.62 2018 Washington Rules Of Court (State, Federal, Keyrules, Local)</b>
	512 50 31 01	Publications - Court Rules	001 000 512	General Fund	417.62 Subscription Product Charges: 2018 Washington Rules Of Court (State, Federal, Keyrules, Local) - Court
<b>15188</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4172</b>	<b>Union 76 Royal</b>	<b>54.80 #62855D (2017 Ford F150 Truck) Gas / Fuel</b>
	548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	54.80 #62855D (2017 Ford F150 Truck) Gas / Fuel - Charged To Wrong Card @Gas Station "Not On Billing Statement" (Parks) 10/31/17
<b>15147</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4178</b>	<b>University Place Refuse Inc</b>	<b>631.53 30 Yard Pick-Up: Garbage (Yard Clean-Up), Yardwaste (Right-Of-Way Debris)</b>

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534 80 47 02	Dumping Fees - Water		425 000 534 Water Fund (de	315.76	30 Yard Pick-Up: Garbage (Yard Clean-Up), Yardwaste (Right-Of-Way Debris) - Water
535 80 47 02	Dumping Fees - Sewer		430 000 535 Sewer Fund (de	315.77	30 Yard Pick-Up: Garbage (Yard Clean-Up), Yardwaste (Right-Of-Way Debris) - Sewer
<b>15134</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4179</b>	<b>Unum Life Insurance Company of America</b>	<b>117.00 Retired Benefits (Sept, Oct, Nov)</b>
521 22 20 02	LEOFF I Long Term Care ]		001 000 521 General Fund	39.00	Retired Benefits (Sept 2017)
521 22 20 02	LEOFF I Long Term Care ]		001 000 521 General Fund	39.00	Retired Benefits (Oct 2017)
521 22 20 02	LEOFF I Long Term Care ]		001 000 521 General Fund	39.00	Retired Benefits (Nov 2017)
<b>15136</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4180</b>	<b>Utilities Underground</b>	<b>36.96 Oct 2017 Locates</b>
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	18.48	Oct 2017 Locates - Water
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	18.48	Oct 2017 Locates - Sewer
<b>15182</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4188</b>	<b>Verizon Wireless LLC</b>	<b>261.74 Share Plan (14 Phones)</b>
513 10 42 00	Communication - Admin		001 000 513 General Fund	14.67	Administration - City Manager
518 30 42 00	Communication - Fac/Equi		001 000 518 General Fund	39.10	Facilities - (3) Staff
521 22 42 00	Communication - Police		001 000 521 General Fund	193.18	Police - Chief, Sergeant, (7) Officers
576 80 42 00	Communication - Parks		001 000 576 General Fund	14.79	Parks - Maintenance Supervisor
<b>15089</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>361</b>	<b>Walston, Vicky</b>	<b>107.50 BIAS Deep Dives "Utility Billing" Training / Meals, Gas Reimburse (City Car #62853D)</b>
534 10 43 00	Travel - Water		425 000 534 Water Fund (de	35.00	BIAS Deep Dives "Utility Billing" Training / Meals - Vicky Walston (10/09/17 - 10/11/17) Spoake, WA
535 10 43 00	Travel - Sewer		430 000 535 Sewer Fund (de	35.00	BIAS Deep Dives "Utility Billing" Training / Meals - Vicky Walston (10/09/17 - 10/11/17) Spoake, WA
548 65 31 05	Non-Dept Gas		501 000 548 Equipment Ren	37.50	BIAS Deep Dives "Utility Billing" Training / Gas - Vicky Walston (10/11/17) Spokane, WA "City Car #62853D (2017 Ford Escape) - Non-Dept"
<b>15197</b>	<b>11/07/2017</b>	<b>11/14/2017</b>	<b>6295</b>	<b>Warwick, Markus</b>	<b>37.26 05-02750.2 - 1023 PANORAMA DR</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-9.73	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-11.20	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-16.33	
<b>15090</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4219</b>	<b>Washington Architectural Hardware</b>	<b>99.09 Soap Dispensers (2) - City Hall Restrooms</b>
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	99.09	Soap Dispensers (2) - City Hall Restrooms
<b>15175</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4231</b>	<b>Water Mgmt Labs Inc</b>	<b>116.00 Nitrate Nitrogen - Well Site Testing</b>
534 80 41 00	Water Testing		425 000 534 Water Fund (de	116.00	Nitrate Nitrogen - Well Site Testing

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<b>15211</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>4243 Western Wash Umpire Assn</b>	<b>1,238.25</b>	<b>Softball Umpire Fees (35 Games)</b>
	571 20 41 02	Umpires - Baseball	001 000 571 General Fund	1,238.25	Softball Umpire Fees (35 Games) / Men's Softball
<b>15184</b>	<b>11/14/2017</b>	<b>11/14/2017</b>	<b>3645 Wright Express FSC, WEX BANK</b>	<b>2,377.42</b>	<b>Gas / Fuel</b>
	548 65 31 05	Non-Dept Gas	501 000 548 Equipment Ren	35.79	Non-Departmental Gas
	548 65 31 06	Facilities Gas	501 000 548 Equipment Ren	47.07	Facilities Gas
	548 65 31 08	Police Gas	501 000 548 Equipment Ren	1,421.76	Police Gas
	548 65 31 11	Parks/Rec Gas	501 000 548 Equipment Ren	82.01	Parks Gas
	548 65 31 12	Street Gas	501 000 548 Equipment Ren	490.60	Street Gas
	548 65 31 14	Wtr/Swr Gas	501 000 548 Equipment Ren	300.19	Wtr / Swr Gas

Report Total: 359,713.48

Fund

001 General Fund	27,281.89
101 City Street Fund	30,319.44
415 Storm Drain	5,067.88
425 Water Fund (department)	15,917.28
430 Sewer Fund (department)	277,738.54
501 Equipment Rental Fund	3,388.45

This report has been reviewed by:

REMARKS:

Signature & Title

Date

**CITY OF FIRCREST**  
**SPECIAL CITY COUNCIL MEETING MINUTES**  
**MONDAY, OCTOBER 9, 2017** **COUNCIL CHAMBERS**  
**6:00 P.M.** **FIRCREST CITY HALL, 115 RAMSDELL STREET**

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

Mayor Matthew Jolibois called the special meeting to order at 6:00 P.M. and led the pledge of allegiance. Councilmembers Blake Surina, Shannon Reynolds, Brett Wittner, Hunter T. George, Denny Waltier, and Jason Medley were present.

**AGENDA MODIFICATIONS**

There were none.

**PRELIMINARY 2018 BUDGET – 2<sup>nd</sup> BUDGET WORK SESSION**

Interim City Manager McDonald presented the highlights of the Enterprise Funds (Street, Stormdrain, Water, and Sewer) and Capital Project Funds. Finance Director Corcoran provided an overview of the impacts to the Enterprise Funds, which included:

- Stormdrain, Water, and Sewer rate increases adopted by ordinance
- Changes in personnel, wages, and salaries
- Creation of Capital Funds for Stormdrain, Water, and Sewer
- Transfers

Public Works Director Wakefield briefed the Council on the budget goals and variances as it related to the following Enterprise funds: Street, Stormdrain, Water, and Sewer. In addition, the operating revenues and expenditures and impact to the fund balance as well as the capital revenues, capital expenditures, and net effect on ending fund balance were included for each of the fund briefings.

There was some discussion regarding the Street expenditures and the operating cost effect on the fund balance; Corcoran explained that operating revenues are remaining flat while expenditures are increasing. McDonald added that the Street Fund is underfunded and strategic measures to reduce drawing down balances and increase revenues should be reviewed. There was further discussion on the background and need of the some projects including street beautification and bay insulation, and the costs and benefits associated with the LED conversion light program. Regarding uncompleted 2017 projects like the Water Main Replacement on Ramsdell Street that are in the 2017 budget but are uncompleted by end of year, Corcoran stated that funds for these projects will be rolled over into the 2018 budget.

Regarding the Water Fund, there was a brief discussion on the high tank painting project and potential city promotion opportunities due to its high visibility. Wakefield stated this project will be vetted out with Council and is subject to the City of Tacoma's sign regulations. There was a brief discussion on whether seasonal water rates were incorporated into the Preliminary 2018 Budget and McDonald responded that the Preliminary 2018 Budget did not include adjusted seasonal rates as the information previously given was for Council consideration.

McDonald indicated that the next budget work session scheduled for October 16, 2017 would cover other significant items and encouraged councilmembers to submit questions ahead of the meeting so that staff could prepare thoughtful responses. McDonald stated that the October 10,

2017 Council meeting includes two public hearings on the Preliminary 2018 Budget. There was a brief discussion on the adopted ordinances as it related to scheduled utility increases. McDonald stated staff would provide additional information on the utility tax revenues at the next scheduled budget session on October 16, 2017.

**EXECUTIVE SESSION**

At 6:55 P.M., Jolibois reported that the Council would convene into Executive Session to evaluate the qualifications of City Manager applicants for public employment pursuant to RCW 42.30.110(1)(g), not to exceed the hour of 8:00 P.M.

The Council reconvened into session at 7:46 P.M.

**ADJOURNMENT**

Reynolds **Moved** to adjourn the meeting at 7:46 P.M., seconded by Waltier. **The Motion Carried Unanimously.**

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Matthew Jolibois  
*Mayor*

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Jessica Nappi  
*City Clerk*

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

Mayor Matthew Jolibois called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers Blake Surina, Shannon Reynolds, Brett Wittner, Denny Waltier, and Jason Medley were present. Councilmember Hunter T. George was absent and excused.

**PRESIDING OFFICER'S REPORT**

**A. Proclamation: Dysautonomia Awareness Month**

Reynolds read a proclamation proclaiming the month of October 2017 as Dysautonomia Awareness Month. **Reynolds Moved to approve the proclamation as written; seconded by Waltier. The Motion Carried Unanimously.**

**B. Presentation: Fircrest Park Fundraising Efforts Update**

Shannon Zook, Optimum Physical Therapy, briefed the Council on the Fircrest Park playground fundraising efforts held on July 28, 2017. Zook stated that the golf tournament at Highlands Golf Course raised approximately \$6,000 to \$7,000, and will coordinate with Parks and Recreation Director Grover on playground equipment. Zook stated he would like to turn this community fundraising effort into an annual event and thanked all the participants.

**CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

Jolibois invited public comment. The following individual provided comment:

- Yolonda Brooks, 6448 19<sup>th</sup> Street W., commented on a potential opportunity for the City of Fircrest to participate in a county-wide effort online permitting process.

**CONSENT CALENDAR**

Jolibois requested the City Clerk read the consent calendar as follows: approval of Voucher No. 210136 through Voucher No. 210204 in the amount of \$59,077.35; approval of Payroll Check No. 12937 in the amount of \$0.00 (stop pay void check No. 12918/reissue 12937); approval of Payroll Check No. 12938 through Payroll Check No. 12945 in the amount of \$90,217.61; approval of Payroll Check No. 12946 through Payroll Check No. 12955 in the amount of \$5,884.23; approval of Payroll Check No. 12956 through Payroll Check No. 12961 in the amount of \$102,076.57; approval of Payroll Check No. 12962 through Payroll Check No. 12962 in the amount of \$737.18; and approval of the September 26, 2017 regular meeting minutes. **Reynolds Moved to approve the consent calendar as read; seconded by Wittner. The Motion Carried Unanimously.**

**COMMITTEE, COMMISSION AND LIAISON REPORTS**

**A. Parks & Recreation**

Surina provided an update on the Community Center and Pool Request for Qualifications, timeline, and potential fundraising opportunities. Surina stated that the Thelma Gilmur Park cleanup is scheduled for the first of Monday the month. Surina thanked Zook for his fundraising efforts and spoke of the renovation project of the Fircrest Park playground. Surina provided an update on the Whittier Park efforts as it relates to moles and the irrigation system and that Parks and Recreation staff is coordinating with the Public Works department to address these issues. Surina stated the Request for Bid Proposals for the Whittier Park Tennis Court resurfacing will be advertised in Spring 2018. Reynolds added that University



of Washington and other partners, including the Tahoma Audubon Society, are participating in a combined fund drive and encouraged individuals to volunteer.

**B. Environment, Planning, Building**

Medley reported no new updates.

At the request of Reynolds, the meeting recessed at 8:46 P.M. for a five minute recess. The Council reconvened at 8:51 P.M.

**C. Finance, IT**

Reynolds reported that the City achieved 50% participation by City insured employees and spouses and has earned the WellCity Award and 2% premium discount.

**D. Administration**

Wittner reported that the City recently held a meet and greet public reception for City Manager final candidates and held interviews on October 5, 2017.

**PUBLIC HEARING**

**A. Preliminary 2018 Budget Revenues**

At 7:15 P.M., Jolibois opened the public hearing and invited public testimony. Finance Director Corcoran stated that the purpose of the public hearing was to receive public comments on the Preliminary 2018 Budget revenues. Corcoran briefed the Council on an overview of revenues and transfers-in on the General Fund, Street Fund, Stormdrain Operating Fund, Sewer Operating Fund, Water Operating Fund, and the new capital funds for Stormdrain, Water, and Sewer. Corcoran stated the total of all funds is \$25,419,540. The following individuals provided comment:

- David Viafore, 1120 Paradise Parkway, commented on the effects of the revenue structure, and made recommendations regarding utility rates increases.
- Ray Clark, 624 Alta Vista Place, commented on the utility rate increases.

There was a brief Council discussion on the effects of the scheduled utility rate increases as adopted by ordinance and options to lessen the impact.

At 7:32 P.M., Jolibois closed the public hearing.

**B. Preliminary 2018 Budget Expenditures**

At 7:32 P.M., Jolibois opened the public hearing and invited public testimony. Corcoran stated that the purpose of the public hearing was to receive public comments on the Preliminary 2018 Budget expenditures. Corcoran briefed the Council on the 2018 budget expenditures, and stated that the total expenditures including ending fund balance for all funds is \$25,419,540. The following individual provided comment:

- David Viafore, 1120 Paradise Parkway, commented on the LED conversion light program, Street Fund beautification project, the grind and overlay of Berkley and Buena Vista capital improvement project, high tank capital improvement project, and cash flow management practice.

There was a brief Council discussion on the proposed budgeted expenditures, high tank lease rental revenues, and the Street Fund net effect on the ending fund balance. At 7:40 P.M., Jolibois closed the public hearing.

**C. Potential annexation of the 62nd Avenue West and 44th Street West Potential Annexation Area**

At 7:40 P.M., Jolibois opened the public hearing and invited public testimony. Planning and Building Administrator Stahlnecker briefed the Council on the proposed annexation of the potential annexation area (PAA) through an interlocal agreement with Pierce County as set forth in Revised Code of Washington (RCW) 35A.14.460. The following individual provided comment:

- Dan Cardwell, Pierce County Long Range Planning Supervisor, thanked the partnership between the City and County, and stated that this proposed annexation will provide residents more efficient services and local representation.

At 7:50 P.M., Jolibois closed the public hearing.

**D. Amendments to Fircrest Comprehensive Plan and Pre-Annexation Designations**

At 7:50 P.M., Jolibois opened the public hearing and invited public testimony. Stahlnecker briefed the Council on the proposed update to the City's Comprehensive Plan by amending the Capital Facilities and Land Use Elements and establishment of a pre-annexation land use designation and zoning classification for the potential annexation area. There were no public comments.

At 7:53 P.M., Jolibois closed the public hearing.

**E. Amendments to Fircrest Municipal Code Title 22, regarding short-term rentals, home occupations, and outdoor storage of vehicles**

At 7:53 P.M., Jolibois opened the public hearing and invited public testimony. Stahlnecker briefed the Council on the proposed amendments to the Fircrest Municipal Code Sections (FMC) 22.58, including short-term rental establishments, home occupations, outdoor storage of vehicles, and Chapter 22.98 Definitions.

The following individuals provided comment and stated their concerns regarding the recreational vehicle parking and outdoor storage proposed code:

- Penny Drost, 944 Alameda Avenue
- Vicki Hudson, 144 Regents Boulevard
- John Westbrook, 1425 Evergreen Place
- Ray Clark, 624 Alta Vista Place
- Evan Lee, 514 Ramsdell Street
- David Westbrook, 306 Columbia Avenue

Stahlnecker provided Council with submitted written comments for the record.

There was a brief Council discussion regarding the background of the request to review the existing recreational vehicle parking and outdoor storage FMC and the limitations of this proposed code as well as proposed parking alternatives for residents. The Council requested staff to separate the proposed ordinance into three separate ordinances to streamline the process for the uncontested proposed code changes while further addressing the recreational vehicle parking and outdoor storage proposed code at the next scheduled Council study session. **Jolibois Moved to continue the public hearing on the October 24, 2017 regular City Council meeting to accept additional comments on the amendments to Fircrest Municipal Code Title 22; seconded by Medley. The Motion Carried Unanimously.**

#### **UNFINISHED BUSINESS**

There was none.

#### **NEW BUSINESS**

##### **A. Ordinance: Salaries of Non-Union Employees, Including Casual and Seasonal Employees**

Corcoran briefed the Council on the proposed ordinance to amend Section 1 of Ordinance No. 1583 and FMC 2.44.050 relating to salaries of non-union City employees and amending Section 2 of Ordinance No. 1583 and FMC 2.44.090 relating to hourly rate of pay for casual and seasonal employees for implementation of January 1, 2018. Corcoran indicated that the proposed ordinance includes a Cost Of Living Adjustment (COLA) for non-represented employees of 3% based on the Consumer Price Index All Urban Consumers (CPI-W) for the year ending June 2017, which is 3%. **Medley Moved adopt Ordinance No. 1600, amending Section 1 of Ordinance No. 1583 and FMC 2.44.050 relating to salaries of non-union City employees and amending Section 2 of Ordinance No. 1583 and FMC 2.44.090 relating to hourly rate of pay for casual and seasonal employees; seconded by Wittner. Jolibois invited councilmember comment; Medley inquired if this item could be deferred. The Motion Carried 5-1 with Medley casting the dissenting vote.**

##### **B. Ordinance: Municipal Court Judge, Chief Examiner, and Information Services Manager Rate of Pay**

**Reynolds Moved to adopt Ordinance No. 1601 amending Section 1 of Ordinance No. 1585 and FMC 2.44.070 reestablishing the Municipal Court Judge monthly rate of pay, the Civil Service Chief Examiner rate of pay, and the Information Services Manager rate of pay; seconded by Waltier. Jolibois invited public comment; none was provided. The Motion Carried 5-1 with Medley casting the dissenting vote.**

##### **C. Ordinance: 2018 Ad Valorem Tax Levy**

Corcoran briefed the Council on the proposed ordinance that would allow the City to levy the necessary amount to fund 2018 City operations by fixing the annual Ad Valorem tax levy. **Reynolds Moved to adopt Ordinance No. 1602, fixing the amount of the annual Ad Valorem tax levy necessary for the Fiscal Year 2018 and repealing Section 1 and 2 of Ordinance No. 1584; seconded by Wittner. Jolibois invited public comment; none was provided. The Motion Carried Unanimously.**

**D. Resolution: 2018 Regular Tax Levy**

Corcoran briefed the Council on the proposed resolution to establish the amount and percentage increase of the 2018 regular property tax levy over the 2017 regular property tax levy. **Reynolds Moved to adopt Resolution No. 1493, establishing the amount and percentage increase of the 2018 regular Property Tax levy over the 2017 regular Property Tax levy; seconded by Wittner.** Jolibois invited public comment; none was provided. **The Motion Carried Unanimously.**

**E. Resolution: 2018 EMS Tax Levy**

Corcoran briefed the Council on the proposed resolution to establish the amount and percentage increase of the 2018 EMS Property Tax levy over the 2017 EMS Property Tax levy. **Reynolds Moved to adopt Resolution No. 1494, establishing the amount and percentage increase of the 2018 EMS Property Tax levy over the 2017 EMS Property Tax levy; seconded by Wittner.** Jolibois invited public comment; none was provided. **The Motion Carried Unanimously.**

**F. Motion: 2018 Regular Property Tax and Regular EMS Levy Certification Forms**

Corcoran briefed the Council on the proposed motion to approve the 2018 levy certification forms. **Reynolds Moved to authorize the City Manager sign the 2018 regular property and EMS levy certification forms; seconded by Wittner.** Jolibois invited public comment; none was provided. **The Motion Carried Unanimously.**

**G. Resolution: Annexation Interlocal Agreement and Memorandum of Understanding**

Stahlnecker briefed the Council on the proposed resolution to annex the potential annexation area through Interlocal Agreement with Pierce County as set forth in RCW 35A.14.460. **Medley Moved to adopt Resolution No. 1495, authorizing the City manager to execute an Interlocal Agreement with Pierce County regarding the annexation of the City's potential annexation area set forth in RCW 35A.14.460 and authorizing the City Manager to enter into a Memorandum of Understanding regarding the transition of governmental services related to said annexation; seconded by Waltier.** Jolibois invited public comment; none was provided. **The Motion Carried Unanimously.**

**CITY MANAGER COMMENTS**

- McDonald advised that the next AWC regional meeting will be held on November 8, 2017 in Federal Way and will cover the 2018 legislative agenda.

**DEPARTMENT HEAD COMMENTS**

None was provided.

**COUNCILMEMBER COMMENTS**

The Council thanked staff and the public for their attendance.

**EXECUTIVE SESSION**

There was none.

**October 10, 2017**

**Fircrest City Council Meeting Minutes – Regular 6**

**ADJOURNMENT**

**Wittner Moved to adjourn the meeting at 9:08 P.M., seconded by Reynolds. The Motion Carried Unanimously.**

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Matthew Jolibois  
*Mayor*

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Jessica Nappi  
*City Clerk*

**CITY OF FIRCREST**  
**SPECIAL CITY COUNCIL MEETING MINUTES**  
**MONDAY, OCTOBER 16, 2017** **COUNCIL CHAMBERS**  
**6:00 P.M.** **FIRCREST CITY HALL, 115 RAMSDELL STREET**

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

Mayor Matthew Jolibois called the special meeting to order at 6:00 P.M. and led the pledge of allegiance. Councilmembers Blake Surina, Shannon Reynolds, Brett Wittner, Hunter T. George, Denny Waltier, and Jason Medley were present.

**AGENDA MODIFICATIONS**

There were none.

**PRELIMINARY 2018 BUDGET – 3<sup>rd</sup> BUDGET WORK SESSION**

Interim City Manager McDonald briefed the Council on 2018 budget related significant items to address. McDonald provided overarching observations on the General Fund, Street Fund, REET funds, and Enterprise funds, stating there are options for the Council to consider regarding increasing revenues to address the property tax limitations and the City's needs such as levy lifts, a metropolitan parks district, and a street improvement district. McDonald stated that the Street Fund needs a long term solution, the REET funds should be considered to service debt in the event of a bond for the Community Center and Pool project, and the capital liability in the Enterprise funds is underfunded to address aging infrastructure. McDonald stated that staff would research whether these measures would compete with the General Fund.

McDonald and staff provided background and alternatives on proposed budget expenditures the Council had previously requested more information on including the Council handheld devices, addition of personnel, police vehicles, and bay insulation capital building improvement project, relocation of the west entrance traffic island, LED Conversion Program, and street beautification. McDonald and staff briefed the Council on the proposed 2018 Parks and Recreation fee adjustments, additional goals to be added to the 2018 budget, impact of the scheduled utility rate increases, and a proposed transfer change to accurately reflect the costs of the Street Light Maintenance program (LED Conversion Program) and the associated net effect benefits. McDonald stated that with the purchase of the proposed two 2018 vehicles, the City would be in compliance with the Police Guild contract, and that the City should consider a ten-year ERR schedule instead of a seven-year schedule.

There was a brief discussion on advantages of Council notebooks versus tablets as well as whether funds for Council devices should be appropriated. There was an additional discussion on the justification and performance measures of the two proposed personnel positions, the part-time Community Events Coordinator and the police sergeant promotion, and whether the west entrance traffic island relocation project still needed to be addressed now that the construction on 27<sup>th</sup> Street was completed. The Council requested more information regarding the Equipment Rental and Replacement Fund and the impact of the two new proposed police vehicles.

Corcoran briefed the Council on the changes to the final 2018 budget, which included the deduction of the special election park bond and personnel manual update, reduced AWC medical rates, updated beginning fund balances, uncompleted projects rollover amounts, and reduced City County Assistance revenue projections. Corcoran stated that the Preliminary 2018 Budget

as Adjusted is anticipated to be adopted at the November 14, 2017 meeting with Council approval. McDonald briefed the Council on the budget schedule with the next budget work session scheduled for October 23, 2017.

Jolibois requested a motion to the extend the special meeting past 8:00 P.M.; **Reynolds Moved to extend the special meeting past the regularly scheduled adjournment time of 8:00 P.M.; seconded by George. The Motion Carried Unanimously.**

Jolibois invited public comment on the Preliminary 2018 Budget. The following individual provided comment:

- David Viafore, 1120 Paradise Parkway, commented on items that may impact the budget for the Council to consider.

### **EXECUTIVE SESSION**

At 7:55 P.M., Jolibois stated that the Council would take a five-minute recess and convene into Executive Session at 8:00 P.M. to evaluate the qualifications of City Manager applicants for public employment pursuant to RCW 42.30.110(1)(g), not to exceed the hour of 8:30 P.M.

The Council reconvened into session at 8:17 P.M.

### **ADJOURNMENT**

Jolibois **Moved to adjourn the meeting at 8:17 P.M., seconded by Waltier. The Motion Carried Unanimously.**

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Matthew Jolibois  
*Mayor*

---

Jessica Nappi  
*City Clerk*

**CITY OF FIRCREST**  
**SPECIAL CITY COUNCIL MEETING MINUTES**  
**MONDAY, OCTOBER 23, 2017** **COUNCIL CHAMBERS**  
**6:00 P.M.** **FIRCREST CITY HALL, 115 RAMSDELL STREET**

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

Mayor Matthew Jolibois called the special meeting to order at 6:00 P.M. and led the pledge of allegiance. Councilmembers Blake Surina, Shannon Reynolds, Brett Wittner, Hunter T. George, Denny Waltier, and Jason Medley were present.

**AGENDA MODIFICATIONS**

There were none.

**PRELIMINARY 2018 BUDGET – 4<sup>th</sup> BUDGET WORK SESSION**

Interim City Manager McDonald provided comments on strategic issues as it relates to the General Fund, property tax limitations, and Enterprise Funds. McDonald stated with limited and depleting revenues, the City should consider strategies to take pressure off the property tax as well as leveraging opportunities as referenced in the Levy Rate Limitations handout. McDonald stated that indexing utility rates is a good operations and maintenance practice, and even though the City has good debt capacity, it still needs a revenue source to service it. McDonald stated that there is a need to build capital reserves and asset management.

Finance Director Corcoran briefed the Council on the adjustments to the Preliminary 2018 Budget handout, which included changes to the revenues, expenditures, and undesignated fund balances of the following funds: all funds, General, Street, Storm, Water, Water Capital, Sewer, Sewer Capital, and ERR. Corcoran stated beginning fund balances and rollover projects in all funds will be reflected in the final adjusted budget for Council adoption. McDonald stated that this is a conservative, maintenance of effort budget while staying within projected revenues and budgeted resources.

There was a brief discussion on the proposed Police Sergeant promotion, with McDonald stating it would be a good business practice to have two sergeants on staff in order to maintain a good level of supervision. There was a discussion on local improvement districts and extending sewers as well as the grind and overlay project of Berkeley and Buena Vista and a comprehensive and coordinated effort as it relates to utilities; McDonald recommended the Council consider this topic for a 2018 work session. Public Works Director Wakefield recommended that the Berkeley and Buena Vista project not be indefinitely delayed as once the road surface fails, the project will turn into a costlier rebuild instead of a grind and overlay project.

After some discussion, the Council achieved a consensus to remove the following items from the Preliminary 2018 Budget:

- West entrance traffic island relocation: \$10,000
- Grind and overlay of Berkeley and Buena Vista: \$65,000
- Street beautification (landscaping services for improving the traffic islands): \$25,000



Medley requested a consensus to remove the proposed \$2,000 appropriation for the Council laptops/tablets; a consensus was not achieved and the item at that amount remained in the preliminary budget.

There was a brief discussion on the ERR schedule on whether the 2018 budget maintains the seven-year schedule or if it changed to the ten-year schedule; McDonald stated the 2018 budget maintains the seven-year schedule and changing the policy to a ten-year schedule would require Council action. Corcoran recommended this topic be discussed at a Council work session in early 2018. Council requested that the discussion to move to a ten-year schedule occur sooner and asked staff to provide a cost/benefit comparison between a seven-year and a ten-year ERR schedule by the next Council meeting; Corcoran stated that would be possible. Council expressed concern regarding no ERR funds were being set aside for the 2009 and 2011 vehicles. After a question regarding the liability of the two 2009 vehicles, McDonald stated that he was concerned with meeting the requirements of the Guild contract and that by purchasing the two vehicles in 2018, the City would be in compliance with the contract.

Jolibois expressed concerned over the conditions of the soccer fields and asked if staff could investigate a maintenance of efforts action plan to aerate, weed, and seed the fields.

**ADJOURNMENT**

**Reynolds Moved to adjourn the meeting at 7:20 P.M., seconded by Waltier. The Motion Carried Unanimously.**

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Matthew Jolibois  
*Mayor*

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Jessica Nappi  
*City Clerk*

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

Mayor Matthew Jolibois called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers Blake Surina, Shannon Reynolds, Brett Wittner, Denny Waltier, and Jason Medley were present. Councilmember Hunter T. George was absent and excused. George arrived at 7:15 P.M.

**PRESIDING OFFICER'S REPORT**

Jolibois recommended the Communications Committee reconvene to discuss the City website and a possible addition of a public forum message board.

**CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

Jolibois invited public comment. There were none.

**COMMITTEE, COMMISSION AND LIAISON REPORTS**

**A. Water, Sewer, Storm**

Waltier reported that there were two water main breaks recently and commended the Public Works crew for their performance. Waltier provided an update on the list station capital projects and reminded residents that their efforts to remove leaves and debris and keeping storm drains clear will help reduce flooding.

**B. Street, Facilities, Equipment**

Jolibois reported no new updates.

**C. Public Safety, Court**

As George was absent, no report was provided.

**D. Pierce County Regional Council**

Reynolds reported no new updates as the Pierce County Regional Council did not hold a meeting.

**CONSENT CALENDAR**

Jolibois requested the City Clerk read the consent calendar as follows: approval of Voucher No. 210205 through Voucher No. 210262 in the amount of \$123,013.95; approval of Payroll Check No. 12963 through Payroll Check No. 12970 in the amount of \$85,599.16; and approval of Payroll Check No. 12971 in the amount of \$261.58. **Medley Moved to approve the consent calendar as read; seconded by Wittner. The Motion Carried Unanimously.**

**PUBLIC HEARING**

At 7:10 P.M., Jolibois stated that the Council would take a five-minute recess and reconvene for the public hearings at 7:15 P.M.

**A. Preliminary 2018 Budget Expenditures**

At 8:08 P.M., Jolibois opened the public hearing and invited public testimony. McDonald briefed the Council on the Preliminary 2018 Budget stating that this is a conservative budget that stays within resources. The following individual provided comment:

- David Viafore, 1120 Paradise Parkway, commented on implementing summer water rates, purchasing police vehicles to meet the Guild contract terms, and freezing the proposed sergeant promotion.

The following Councilmembers provided comment:

- Jolibois commented clarifying that purchasing two police vehicles would meet the terms of the Guild contract and stated the police officers forfeited a small percentage of their wage increases for the inclusion of the take home vehicle policy. Jolibois stated that the cost/benefit analysis of the seven-year versus ten-year Equipment Rental and Replacement schedule should also include the compounding effect of the forfeited wages and looks forward to the analysis results.
- Reynolds and Waltier commented supporting putting a hold on the proposed sergeant promotion until a demonstration of scheduling based on current resources is achieved.
- George and Medley commented supporting meeting the terms of the Guild contract. Medley and Waltier recommended the City explore purchasing used police vehicles if that was an option for cost savings.
- Wittner commented his opposition to purchasing used cars to meet the terms of the Guild contract.

At 8:24 P.M., Jolibois closed the public hearing.

**B. Amendments to FMC Section 22.58, including short-term rental establishments, home occupations, outdoor storage of vehicles and Chapter 22.98 Definitions**

At 7:15 P.M., Jolibois opened the public hearing and invited public testimony. Planning and Building Administrator Stahlnecker stated that this is the continuation of the October 10, 2017 Public Hearing to accept more public comments on the proposed Fircrest Municipal Code Sections 22.58, including short-term rental establishments, home occupations, outdoor storage of vehicles, and Chapter 22.98 Definitions. Stahlnecker submitted five written public comments to the Council. The following individuals provided comment:

- Penny Drost, 944 Alameda Avenue, recommended the City consider implementing a community listening infrastructure with trained, volunteer mediators to facilitate handling non-actionable concerns and complaints.
- The following individuals provided comment stating their opposition to the draft language regarding the recreational vehicle parking and outdoor storage:
  - Ray Clark, 624 Alta Vista Place
  - Judy Clark, 624 Alta Vista Place
  - Rendy Walton, 302 Eldorado Avenue
  - Corbin Walters, 1223 Contra Costa Avenue
  - Lamar Lovelace, 1525 Weathervane Court

Jolibois invited Council comments; the following Councilmembers provided comment:

- Medley commented on behalf of the proponents of the proposed amendments regarding the recreational vehicle parking and outdoor storage and clarified what the proposed language includes and does not include.
- Reynolds, Wittner, George, and Waltier commented on their opposition to the proposed amendments regarding the recreational vehicle parking and outdoor storage, and recommended separating short-term rental establishments, home occupations,

outdoor storage of vehicles into three separate items so that Council can efficiently handle the uncontested items and further address the recreational vehicle parking and outdoor storage proposed amendment.

- Surina proposed the Public Works site as an alternative for outdoor vehicle storage for residents with limitations with the proper legal documentation in place.

At 7:58 P.M., Jolibois closed the public hearing. Stahlnecker provided information on what the current code includes and the Planning Commission recommended changes to the code as well as alternatives. After a brief discussion on what the proposed language of the outdoor storage of vehicles amendment, Stahlnecker stated that the proposed amendments to the short-term rental establishments and home occupations will be included in the November 14, 2017 Council agenda for Council consideration for approval, and that the outdoor storage of vehicles item will be on the November 20, 2017 Council study session for further discussion. City Attorney Smith confirmed that the Council can move forward with taking action on the separated items since they have been subject to the public hearings.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

#### **A. Presentation: Pierce Transit Update**

Pierce Transit Board Commissioner Nancy Henderson updated the Council on Pierce Transit. Henderson briefed the Council on the Pierce County service area, boarding statistics, operating revenues, restored routes and services, and major initiatives. There was a brief question and answer session, which included input from Alexandra Mather from Pierce Transit, regarding the value of transit and restored trolley service. The following individuals provided comment:

- Eric Bergson, 350 Del Monte Avenue
- Brian Rybolt, 1036 Daniels Drive

#### **B. Liquor License Renewal – Sammy’s Pizza**

McDonald recommended approval to register no objections to the liquor license renewal for Sammy’s Pizza at 1039 Regents Boulevard. Jolibois invited public comment; none was provided. **Waltier Moved to register no objections to the liquor license renewal for Sammy’s Pizza; seconded by Medley. The Motion Carried Unanimously.**

#### **C. Liquor License Renewal – Rollin 253**

McDonald recommended approval to register no objections to the liquor license renewal for Rollin 253 at 2101 Mildred Street W. Jolibois invited public comment; none was provided. **Medley Moved to register no objections to the liquor license renewal for Rollin 253; seconded by Wittner. The Motion Carried Unanimously.**

#### **D. Interagency Agreement with WA Traffic Safety Commission**

Police Chief Cheesman briefed the Council on the Interagency Agreement with the Washington Traffic Safety Commission, which would allow the Fircrest Police Department to assist in various patrols. Cheesman stated if approved, the City would receive a grant totaling \$9,800 to participate, which would be allocated towards the officers’ overtime and benefits. Jolibois invited public comment; Judy Clark, 624 Alta Vista Place, inquired

whether these patrols would take away from regular routines; Cheesman responded that this grant money would pay for the officers' overtime and benefits and that these extra patrols would be done within the city limits at no cost of the City. **Reynolds Moved to adopt Resolution No. 1496, a resolution authorizing the City Manager to execute an Interagency Agreement with the Washington Traffic Safety Commission, allowing the Fircrest Police Department to assist in multi-jurisdictional DUI, distracted driving, and seatbelt patrols; seconded by Medley. The Motion Carried Unanimously.**

**E. Amending City Council Rules of Procedures – Consent Calendar**

McDonald briefed the Council on the proposed resolution to amend the Fircrest City Council Rules of Procedures and make revisions to the Consent Calendar under Rule 20, which would add routine matters under the Consent Calendar. McDonald stated that he did not expect action on this item at that time and that this would be an opportunity for Council to review and provide feedback. There was a brief discussion on whether the proposed language to include professional services not in excess of ten thousand dollars should be included. McDonald stated staff would review other options and bring back for Council consideration at a future meeting.

**F. City Manager Employment Agreement**

McDonald briefed the Council on the City Manager Employment Agreement between the City of Fircrest and Scott Pingel. McDonald stated that Pingel has accepted the City's offer of employment and should Council approve the employment agreement, Pingel would start on December 4, 2017. Jolibois invited Councilmember comment; George provided a brief background on Pingel and stated this is a great opportunity for both Pingel and the City. Jolibois invited public comment; none was provided. **Reynolds Moved to approve and authorize the Mayor to execute the City Manager Employment Agreement by and between the City of Fircrest and Scott Pingel; seconded by Medley. The Motion Carried Unanimously.**

**CITY MANAGER COMMENTS**

- McDonald provided an update to the Community Center and Pool RFQ, stating that the addition of a financial analyst to the team may be limiting to the number of responses. McDonald stated he anticipates bringing a proposal to amend the RFQ back to Council to encourage more responses as well as an engagement letter for bond underwriter services.
- McDonald requested that the October 30, 2017 budget study session be canceled; **George Moved to cancel the October 30, 2017 special meeting; seconded by Reynolds. The Motion Carried Unanimously.**
- McDonald stated that with the purchase of the two 2018 police vehicles, the City will be in compliance with the Guild contract, and requested approval from the Council to place the order to purchase the vehicles now as they can take several months to be delivered. Jolibois requested a consensus allowing the City Manager to order two police vehicles for a 2018 delivery date; a consensus was achieved.

**DEPARTMENT HEAD COMMENTS**

- Cheesman reported that the Police Department conducted lockdown drills at the schools and did an inventory of lights citywide and is coordinating with Public Works to repair the six non-LED lights that were out. Cheesman stated there will be extra patrols on

Halloween night, Officer Gollinger's six month probationary period will end soon, and the Department's new hire Officer will start November 1, 2017. Cheesman reported on the copper wire theft at Whittier and will investigate on placing cameras at that location.

**COUNCILMEMBER COMMENTS**

The Council thanked the public for their attendance and Prothman Company for their recruitment efforts. Additional comments included:

- George commented on the public process.
- Wittner encouraged residents to attend the Haunted Trails event.

Bonnie Blair, 521 Monterey Lane, commented on Council's use of abbreviations.

**EXECUTIVE SESSION**

There was none.

**ADJOURNMENT**

George Moved to adjourn the meeting at 9:08 P.M, seconded by Wittner. The Motion Carried Unanimously.

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Matthew Jolibois  
*Mayor*

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Jessica Nappi  
*City Clerk*

**PUBLIC HEARING:** 2017 Comprehensive Plan Amendments and Pre-Annexation  
ITEM 8A. Designations

**FROM:** Angelie Stahlnecker, Planning/Building Administrator

Reviewed by: BMC City Manager DFC Finance Director BTC City Attorney

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**RECOMMENDED MOTION:** 2<sup>nd</sup> Public Hearing.

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**PROPOSAL:** The City of Fircrest proposes to update the City's Comprehensive Plan by amending the Capital Facilities and Land Use Elements and establishing a pre-annexation land use designation and zoning classification for the potential annexation area. These are included as Exhibits A-D of the attachment.

**FISCAL IMPACT:** The proposed amendments will have no direct fiscal impact and is for planning purposes, and does not commit the City to fund the proposed projects. However, the amended six-year capital improvement schedules identify projected timing and possible funding sources for specific capital projects during 2018-2023. Inclusion in the six-year schedule is required for many grants and loans.

**ADVANTAGE:** The proposed amendments will update the Comprehensive Plan to ensure consistency with the Growth Management Act, the Puget Sound Regional Council, and the Pierce County Countywide Planning Policies.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** None known.

**HISTORY:** The City prepared an *Environmental Checklist* and issued a *Determination of Environmental Nonsignificance* on August 25, 2017. The environmental determination was issued with a 14-day comment/appeal period ending on September 8, 2017. The City received no comments or notice of appeal.

The City submitted a *60-day Notice of Intent to Adopt a Plan Amendment* to the Washington State Department of Commerce on August 25, 2017. The state agency comment period ended on October 24, 2017. No comments received.

The Planning Commission held a public hearing on September 5, 2017. The City Council held its first of two required public hearings on October 10, 2017. No comments were received.

**ATTACHMENT:** Planning Commission Recommendation, Resolution 17-08

**CITY OF FIRCREST PLANNING COMMISSION  
RESOLUTION NO. 17-08  
Case No. 17-09**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE  
CITY OF FIRCREST, WASHINGTON, RECOMMENDING  
ADOPTION OF AMENDMENTS TO THE CAPITAL FACILITIES  
AND LAND USE ELEMENTS OF THE CITY OF FIRCREST  
COMPREHENSIVE PLAN, AND ESTABLISHMENT OF A PRE-  
ANNEXATION LAND USE DESIGNATION AND ZONING  
CLASSIFICATION FOR THE POTENTIAL ANNEXATION AREA.**

**WHEREAS**, the Fircrest Planning Commission is authorized, under Section 23.08.110 FMC, to study, promulgate, develop and update coordinated plans, including a Comprehensive Plan, for the physical development of the city as deemed necessary in the interest of the public health, safety, morals and the general welfare of the community; and to such end it may make recommendations to the City Council regarding the regulations of and restrictions on the use of land, the location, construction and use of buildings, and other related matters which are or might properly be incorporated into city ordinances dealing with zoning, building, plats and subdivisions, parks and annexation; and

**WHEREAS**, the City is required to periodically review and update its Comprehensive Plan, as needed, to ensure consistency with the Growth Management Act, Puget Sound Regional Council VISION 2040 Growth Strategy, and the Pierce County Countywide Planning Policies; and

**WHEREAS**, RCW 35A.14.330 and .340 give cities authority to establish pre-annexation land use planning and zoning for areas that the city reasonably expects to annex in the future; and

**WHEREAS**, the City submitted a *Notice of Intent to Adopt* to the Washington State Department of Commerce on August 25, 2017, which was issued to state agencies for a 60-day comment period as required pursuant to RCW 36A.70 RCW; and

**WHEREAS**, the City issued a *Determination of Nonsignificance/Incorporation by Reference of Environmental Documents, Adoption of Existing Environmental Documents* for the 2017 Amendments to the Fircrest Comprehensive Plan on August 25, 2017 with a 14-day comment period ending September 8, 2017, and no adverse comments were received prior to the Planning Commission's review of this matter; and

**WHEREAS**, the Planning Commission conducted a public hearing on September 5, 2017 to accept public testimony and comment; and

**WHEREAS**, the Planning Commission adopted the following findings in support of approval of the proposed amendments, in consideration of the factors listed in Sections 22.78.004 and 23.06.070 FMC, prior to final action:



- 1 a) The proposed capital facilities amendments are consistent with Capital Facilities  
2 Goal CF1, to provide and maintain adequate public facilities to meet the needs of  
3 existing and new development, and Goal CF4, to provide needed public facilities  
4 within the City's ability to fund or within the City's authority to require others to  
5 provide.  
6 b) The proposed capital facility amendments address capital improvements that are  
7 fully contained within Fircrest jurisdiction and are not inconsistent with plans for  
8 adjacent jurisdictions or countywide planning policies.  
9 c) The proposed text amendments do not conflict with existing elements or policies.  
10 d) Establishment of a pre-annexation land use designation and zoning classification for  
11 the potential annexation area will be consistent with the goals, objectives and  
12 policies of the comprehensive plan and the Pierce County Countywide Planning  
13 Policies that have prioritized annexation of unincorporated "islands."  
14 e) The proposed pre-annexation land use designation and zoning classification for the  
15 potential annexation area will match the designation and classification to the north  
16 and west.  
17 f) The potential annexation area for which the pre-annexation land use designation  
18 and zoning classification are proposed is suited for the uses allowed in the proposed  
19 Low Density Residential designation and Residential-4 zoning classification.  
20 g) Establishment of a pre-annexation land use designation and zoning classification  
21 for the potential annexation area is in the public interest.

22 **THEREFORE BE IT RESOLVED** that the Planning Commission of the City of Fircrest  
23 hereby recommends to the City Council the following:

24 **Section 1.** Establish a pre-annexation land use designation of "Low Density Residential"  
25 for the City of Fircrest's Potential Annexation Area, as identified on the Land Use  
26 Designations map of the Fircrest Comprehensive Plan in Exhibit "A".

27 **Section 2.** Establish a pre-annexation zoning classification of "Residential-4 (R-4)" for the  
28 City of Fircrest's Potential Annexation Area, as identified on the Zoning Map in Exhibit  
29 "B".

30 **Section 3.** Amend the Comprehensive Plan Capital Facilities Element by incorporating  
the revised 6-year capital improvement plans as described in Exhibit "C".

**Section 4.** Amend the Comprehensive Plan Land Use Element by incorporating a new  
section titled, Potential Annexation Area, as described in Exhibit "D".

**MOVED AND ADOPTED** by the Planning Commission of the City of Fircrest on the 5th  
day of September, 2017 by the following vote:

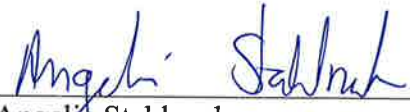
AYES: (5) McVay, McGinnis, Patjens, Halgren, Michaelsen


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APPROVED:

  
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Karen Patjens  
Chair, Fircrest Planning Commission

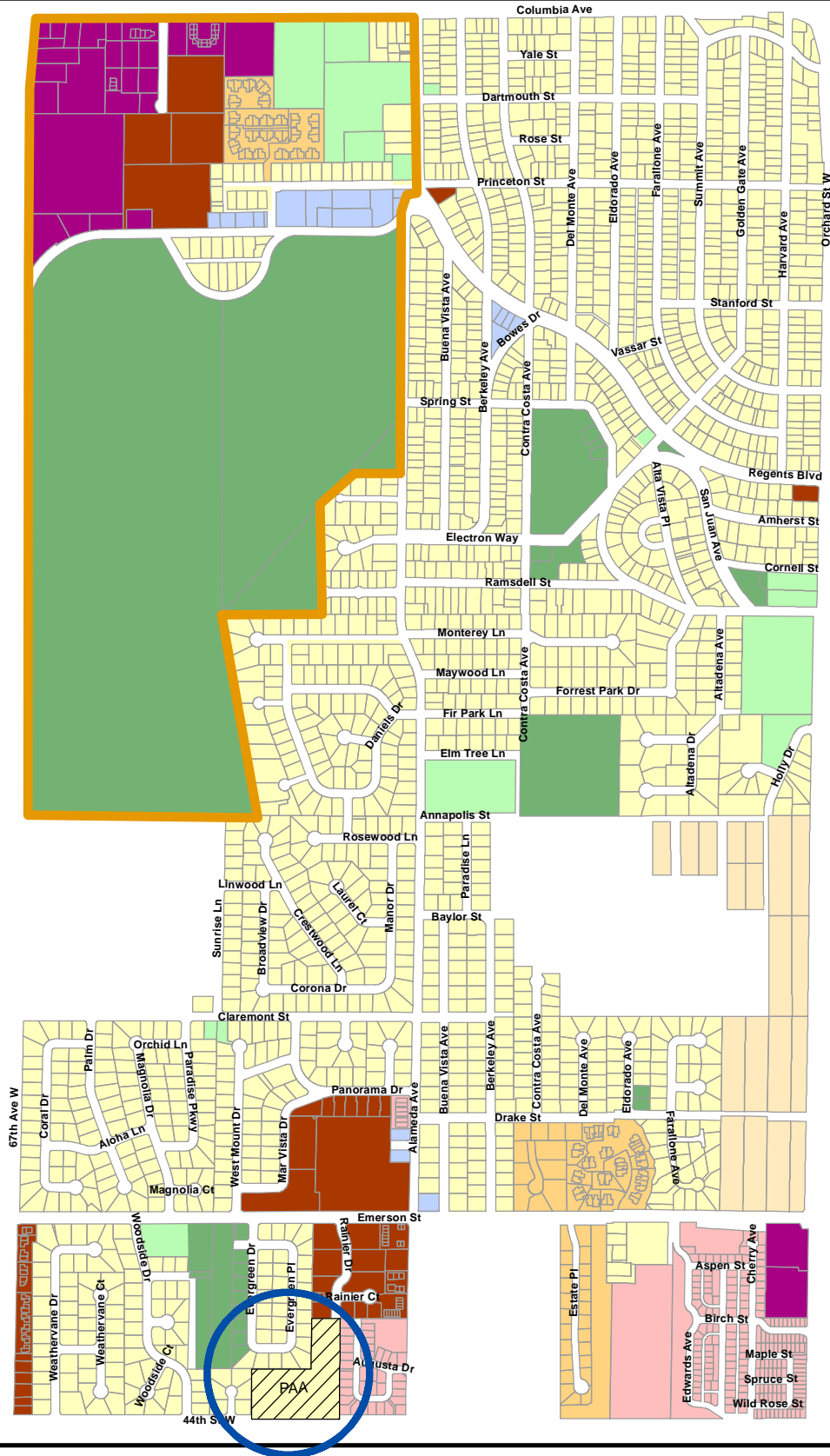
ATTEST:

  
\_\_\_\_\_  
Angeli Stahlnecker  
Planning/Building Administrator












  
\_\_\_\_\_  
Date

# Exhibit A

## Proposed Land Use Map



## Land Use Designations

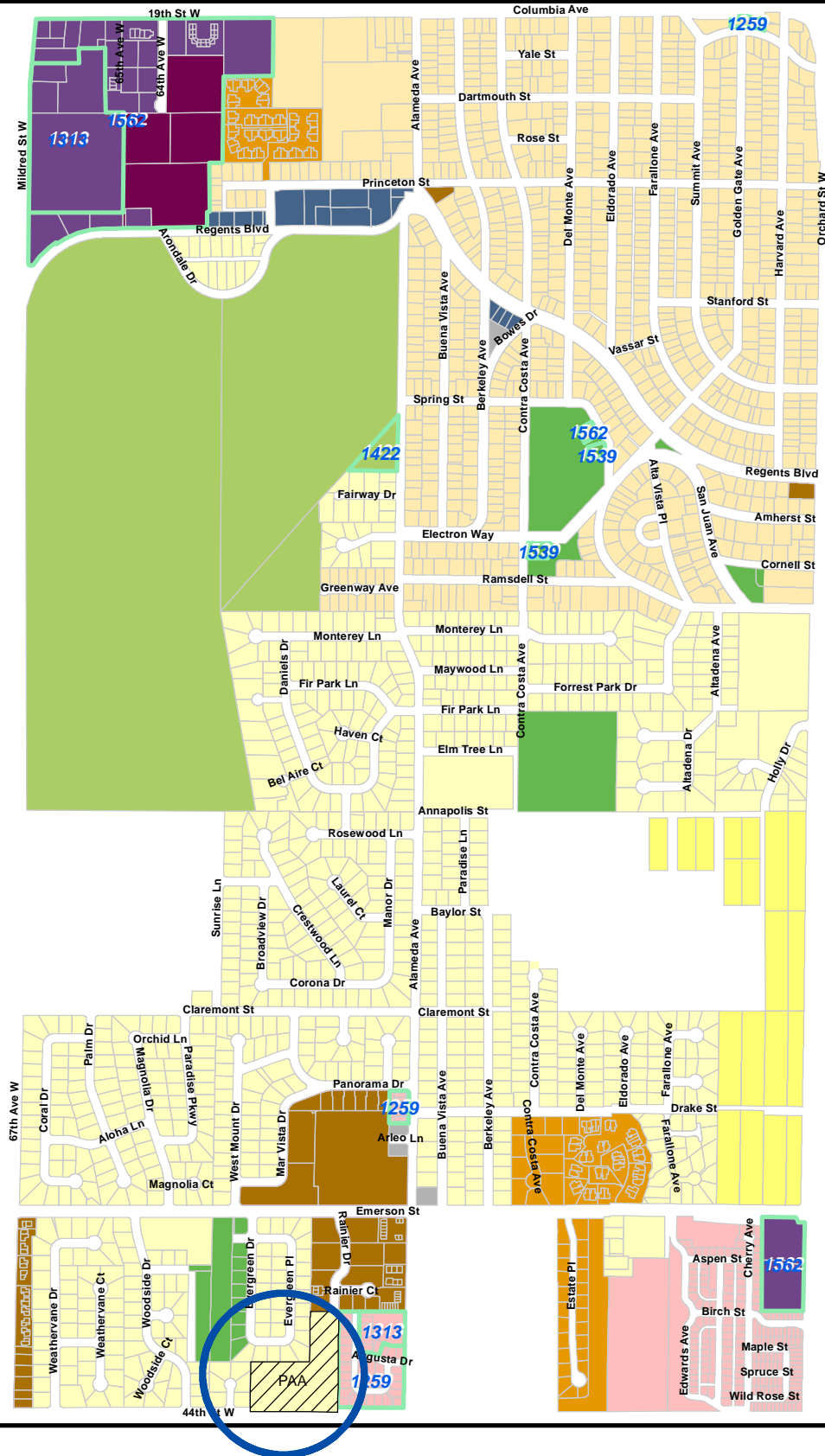
-  Low Density Residential
  Neighborhood Commercial
  Potential Annexation Area  
 LDR - Conservation
  Commercial Mixed Use
  Center of Local Importance  
 Medium Density Residential
  Parks, Recreation, and Open Space  
 MDR - Traditional Community Design
  Public & Quasi-Public Facilities  
 High Density Residential
- Note: This map is for reference only.

Note: This map is for reference only.

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# Exhibit B Proposed Zoning Map



## Zoning Classification

- |      |             |                      |
|------|-------------|----------------------|
| R-4  | R-10        | PROS                 |
| R-4C | R-20        | Neighborhood Office  |
| R-6  | R-30        | Neighborhood Com     |
| R-8  | Golf Course | Commercial Mixed Use |

- |                          |                         |
|--------------------------|-------------------------|
| Proposed Annexation Area | 1422 - March 27, 2007   |
| 1259 - November 1, 2000  | 1539 - October 2, 2013  |
| 1313 - July 17, 2002     | 1562 - October 13, 2015 |

Note: This map is for reference only.

1:13,200



## Exhibit C

### Amendments to the Comprehensive Plan Capital Facilities Element

**Transportation Facility Improvements**

Revenues	2017	2018	2019	2020	2021	2022	2023	TOTAL	2024-2036	20 Year Total
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified</i>										
Light Funds from the sale of the Light Utility	50,000	50,000	50,000	<u>50,000</u>	0	0	0	200,000	0	200,000
Property Tax										
Real Estate Excise Tax- To be used as deemed necessary by the City Council to fund improvements	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000	700,000	1,050,000
State/Federal Grant	<del>539,000</del> <u>309,000</u>	<del>1,592,000</del> <u>956,000</u>	<del>560,000</del> <u>880,000</u>	<del>624,000</del> <u>560,000</u>	<del>648,000</del> <u>624,000</u>	<del>320,000</del> <u>648,000</u>	<u>320,000</u>	4,297,000	1,760,000	6,057,000
Local Match Funds for Grants – From REET or Rate Revenue	31,000	<del>248,000</del> <u>148,000</u>	<del>140,000</del> <u>100,000</u>	<del>156,000</del> <u>140,000</u>	<del>102,000</del> <u>156,000</u>	<del>80,000</del> <u>102,000</u>	<u>80,000</u>	757,000	440,000	1,197,000
Utility Funds for grind and overlay with utility work									500,000	500,000
Developer Contributions									1,000,000	1,000,000
<b>Total Revenues</b>	<b>440,000</b>	<b>1,204,000</b>	<b>1,080,000</b>	<b>800,000</b>	<b>830,000</b>	<b>800,000</b>	<b>450,000</b>	<b>5,604,000</b>	<b>4,400,000</b>	<b>10,004,000</b>

Capital Appropriations	2017	2018	2019	2020	2021	2022	2023	TOTAL	2024-2036	20 Year Total
1. Major Pavement Patching: Citywide	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000	700,000	1,050,000
2. Alameda Avenue: Regents Blvd to Columbia St/South 19 <sup>th</sup>	<del>230,000</del>		<u>230,000</u>					230,000		230,000
3. Alameda Avenue: Regents Blvd to Spring Street (sidewalks on one side and reconstruction roadway)		<u>1,104,000</u>						1,104,000		1,104,000
4. Alameda Avenue: Spring Street to Greenway to Regents Blvd (sidewalks on one side and reconstruction of roadway)		<u>1,840,000</u>	<u>750,000</u>					750,000		750,000
5. Alameda Avenue: Emerson to Rosewood Ln (curb, gutter, sidewalk on east side, bike lane designation)			<u>450,000</u>	<u>450,000</u>				450,000		450,000
6. Alameda Avenue: 42nd to Emerson (curb, gutter, and sidewalk on west side, and bike lane designation)			<u>250,000</u>	<u>250,000</u>				250,000		250,000
7. 44th Street: 67th Ave to 62nd Ave (curb gutter and sidewalk on north side)				<u>400,000</u>	<u>400,000</u>			400,000		400,000
8. Regents: Alameda Ave to 67 <sup>th</sup> Ave (grind and overlay)					<u>750,000</u>	<u>750,000</u>		750,000		750,000
9. Emerson Street: Alameda Avenue to Woodside Drive (planter strip and sidewalk on south side)				<u>380,000</u>	<u>380,000</u>			380,000		380,000
10. Emerson – Woodside to 67 <sup>th</sup> (Retaining walls and entry islands)						<u>400,000</u>	<u>400,000</u>	400,000		400,000

10. Traffic Signal Safety Improvement Program – signalization Improvements	340,000							340,000		340,000
11. LED Street Light Replacement	50,000	50,000	50,000	<u>50,000</u>				200,000		200,000
12. Grind and Overlay: Various City Streets									1,500,000	1,500,000
13. Sidewalk Gap Completion and Replacement									950,000	950,000
14. Regents Blvd. and Alameda Avenue ( <i>channelization and restriping for bike lanes shared facilities</i> )									250,000	250,000
15. New development roadway improvements									1,000,000	1,000,000
<b>Total Capital Appropriations</b>	<b>440,000</b>	<b>1,204,000</b>	<b>1,080,000</b>	<b>800,000</b>	<b>830,000</b>	<b>800,000</b>	<b>450,000</b>	<b>5,604,000</b>	<b>4,400,000</b>	<b>10,004,000</b>

**Sewer Facility Improvements**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Sewer Rate Revenue	371,000	346,000	341,000	471,000	271,000	446,000	325,550	2,571,550
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								0
Public Works Trust Fund Loan								0
Washington State Department of Ecology Loan								0
Capital Contributions - Tap Fees	4,000	4,000	4,000	4,000	4,000	4,000	4,000	28,000
Bond Issue								
<b>Total Revenues</b>	<b>375,000</b>	<b>350,000</b>	<b>345,000</b>	<b>475,000</b>	<b>275,000</b>	<b>450,000</b>	<b>329,550</b>	<b>2,599,550</b>

<b>Capital Appropriations</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
1. Drake Street Lift station upgrades		300,000						300,000
2. Alameda Lift station upgrades	350,000							350,000
3. 44 <sup>th</sup> (Fordham) lift station upgrades			75,000					75,000
4. Estate Place Lift station roadway/generator/control panel			100,000					100,000
5. Condition 4 repair evaluation	25,000							25,000
6. Crestwood Lane (Cond 4)		50,000						50,000
7. 200 Block Alameda; 45th St Ct (Cond. 4)			170,000					170,000
8. 1000 Block Fairway/Electron (Cond. 4)				475,000				475,000
9. 900 Block Alameda (Cond. 4)					275,000			275,000
10. 400 Block Contra Costa (Cond. 4)						450,000		450,000
11. 300 Block Contra Costa (Cond. 4)							175,000	175,000
12. 200 Block Contra Costa (Cond. 4)							154,550	154,550
<b>Total Capital Appropriations</b>	<b>375,000</b>	<b>350,000</b>	<b>345,000</b>	<b>475,000</b>	<b>275,000</b>	<b>450,000</b>	<b>329,550</b>	<b>2,599,550</b>



**Stormwater Management Facility Improvements**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Rate Revenues	20,000	20,000	20,000	20,000	20,000	20,000	20,000	140,000
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								
WSDOE grants monies	225,000	225,000	225,000	225,000	225,000	108,750		1,233,750
Local Match Funds for Grants – From REET or Rate Revenue	75,000	75,000	75,000	75,000	75,000	36,250		411,250
<b>Total Revenues</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>165,000</b>	<b>20,000</b>	<b>1,785,000</b>

<b>Capital Appropriations</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
1. Upgrades to existing stormwater conveyance and treatment system	20,000	20,000	20,000	20,000	20,000	20,000	20,000	140,000
2. Storm Water Quality outfall projects, SQ1 to SQ11 (2 per yr.)	300,000	300,000	300,000	300,000	300,000	145,000		1,645,000
<b>Total Capital Appropriations</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>165,000</b>	<b>20,000</b>	<b>1,785,000</b>

**Water Facility Improvements**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Rate Revenues	421,000	196,000	271,000	86,000	86,000	41,000	41,000	1,142,000
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								
Capital Contributions - Tap Fees	4,000	4,000	4,000	4,000	4,000	4,000	4,000	28,000
Bond Issue								
Local Match Funds for Grants – From REET or Rate Revenue								
<b>Total Revenues</b>	<b>425,000</b>	<b>200,000</b>	<b>275,000</b>	<b>90,000</b>	<b>90,000</b>	<b>45,000</b>	<b>45,000</b>	<b>1,170,000</b>

<b>Capital Appropriations</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
1. 8" Water Main on Ramsdell Ave from Alta Vista to Contra Costa	425,000							425,000
2. Recoat exterior of the "High Tank" reservoir		200,000						200,000
3. 12" Water Main on Summit Ave from Princeton St to Columbia St			275,000					275,000
4. 8" Water Main on Farallone from Stanford Street to Golden Gate Avenue				45,000				45,000
5. 8" Water Main on Eldorado Avenue from Princeton St to Columbia St				45,000				45,000
6. 8" Water Main Replacement of Old & Undersized Mains					90,000	45,000	45,000	180,000
<b>Total Capital Appropriations</b>	<b>425,000</b>	<b>200,000</b>	<b>275,000</b>	<b>90,000</b>	<b>90,000</b>	<b>45,000</b>	<b>45,000</b>	<b>1,170,000</b>

## Parks and Recreation Improvements

Revenues	2017	2018	2019	2020	2021	2022	2023	TOTAL
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
State/Federal Grants	<del>532,800</del> <u>215,000</u>			<del>540,000</del>				
General Fund								
General Obligation Bonds		<u>3,500,000</u>	<del>3,062,200</del> <u>1,520,000</u>	<del>23,291,000</del> <u>11,900,000</u>		<del>167,000</del>		16,920,000
Donations								
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								
Local Match Funds for Grants (44 <sup>th</sup> & Alameda fund)	<del>59,200</del>	<u>135,000</u>		<del>60,000</del>	<u>60,000</u>	<u>50,000</u>		\$245,000
<b>Total Revenues</b>		<b>3,635,000</b>	<b>1,520,000</b>	<b>11,900,000</b>	<b>60,000</b>	<b>50,000</b>		<b>17,165,000</b>

Capital Appropriations	2017	2018	2019	2020	2021	2022	2023	TOTAL
<del>1. Fircrest Park Parking and Pathways</del>	<del>377,000</del>							<del>\$377,000</del>
<del>2. Tot Lot Paved Paths and Parking (grant 2017)</del>	<del>215,000</del>							<del>\$215,000</del>
<del>1. Fircrest Park Pool Replacement</del>		<del>3,500,000</del>		<del>13,000,000</del>				<del>\$3,500,000</del>
<del>2. Whittier Park Irrigation Improvements</del>		<del>20,000</del>						<del>\$20,000</del>
3. Whittier Park Tennis Court Resurface		<u>35,000</u>						<u>\$35,000</u>
4. Fircrest Park Storage Garage/Restroom		<u>30,000</u>						<u>\$30,000</u>
<del>3. Tot Lot Restroom Shelter</del>		<u>0</u>	<del>324,000</del>					<del>0\$324,000</del>
<del>4. Tot Lot Improvements</del>		<u>0</u>	<del>218,200</del>					<del>0\$218,200</del>
5. Fircrest Park Playground Development		<u>50,000</u>	<del>1,200,000</del>					<u>\$50,000</u> <del>1,200,000</del>
6. Fircrest Park Sports Fields Improvements			1,320,000					\$1,320,000
7. Fircrest Park Lighting & Electrical Upgrade			<u>200,000</u>					<u>\$200,000</u>
8. Recreation Center Renovation/Replacement				<u>9,500,000</u>				<u>\$9,500,000</u>
9. Whittier Park Drainage Improvements				<del>600,000</del> <u>1,800,000</u>				<u>\$1,800,000</u> <del>600,000</del>
<del>8. Masko Park Misc. Improvements</del>				<u>0</u> <del>131,000</del>				<u>\$131,000</u>

10. Whittier Park Lighting and Electrical				600,000				\$600,000
11. Alice Peers Park Reader Board				<del>60,000</del>	<u>60,000</u>			\$60,000
<del>11. Maske Park Landscape &amp; Irrigation</del>						<del>130,000</del>		<del>\$130,000</del>
<del>12. Concrete Stair/Walk Connections to City Hall</del>						<del>37,000</del>		<del>\$37,000</del>
12. Fox Property Development						<u>50,000</u>		<u>\$50,000</u>
<b>Total Capital Appropriations</b>	<b>\$592,000</b>	<b><u>\$3,635,000</u></b>	<b><u>\$1,520,000</u></b> <b><u>3,062,200</u></b>	<b><u>\$11,900,000</u></b> <b><u>23,891,000</u></b>	<b><u>\$60,000</u></b>	<b>\$167,000</b>		<b><u>17,165,000</u></b> <b><u>\$27,712,200.00</u></b>

# Exhibit D

## Amendments to the Comprehensive Plan Land Use Element

### *Add section to Land Use Element*

Introduction

State Planning Context

Regional Planning Context Local Planning Context Goals and Policies

Land Use Designations

Lands Useful for Public Purposes

Population, Housing and Employment Targets

Critical Areas and Natural Resource Lands

**Potential Annexation Area**

Planned Land Use in Adjacent Jurisdictions

### *New section:*

#### **POTENTIAL ANNEXATION AREA**

The Growth Management Act requires that counties coordinate with cities to establish urban growth areas (UGA), which are lands currently developed or planned to be developed to urban densities with urban services. Pierce County, through the Pierce County Countywide Planning Policies, has identified potential annexation areas for cities within the urban growth areas. Fircrest's potential annexation area (PAA) is located on the southern boundary of the city, 62nd Avenue West and 44th Street West. The area is identified on Figure LU-1 as PAA and designated Low Density Residential.

**NEW BUSINESS:** 2017 Comprehensive Plan Amendments and Pre-Annexation  
**ITEM 10A. Designations**

**FROM:** Angelie Stahlnecker, Planning/Building Administrator

Reviewed by: Blue City Manager DA Finance Director gsc City Attorney

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**RECOMMENDED MOTION:** I move to adopt Ordinance No. \_\_\_\_\_, amending Ordinance 1582, Section 1 and F.M.C. 23.04.020 amending the City of Fircrest Comprehensive Plan.

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**PROPOSAL:** The City of Fircrest proposes to update the City's Comprehensive Plan by amending the Capital Facilities and Land Use Elements and establishing a pre-annexation land use designation and zoning classification for the potential annexation area. These are included as Exhibits A-D associated with Public Hearing agenda item 8A.

**FISCAL IMPACT:** The proposed amendments will have no direct fiscal impact and is for planning purposes and does not commit the City to fund the proposed projects. However, the amended six-year capital improvement schedules identify projected timing and possible funding sources for specific capital projects during 2018-2023. Inclusion in the six-year schedule is required for many grants and loans.

**ADVANTAGE:** The proposed amendments will update the Comprehensive Plan to ensure consistency with the Growth Management Act, the Puget Sound Regional Council, and the Pierce County Countywide Planning Policies.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** None known.

**HISTORY:** The City prepared an *Environmental Checklist* and issued a *Determination of Environmental Nonsignificance* on August 25, 2017. The environmental determination was issued with a 14-day comment/appeal period ending on September 8, 2017. The City received no comments or notice of appeal.

The City submitted a *60-day Notice of Intent to Adopt a Plan Amendment* to the Washington State Department of Commerce on August 25, 2017. The state agency comment period ended on October 24, 2017. No comments received.

The Planning Commission held a public hearing on September 5, 2017. The City Council held a public hearing at the October 10, 2017 and November 14, 2017 regular meetings.

**ATTACHMENT:** [Ordinance](#)

**CITY OF FIRCREST  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF FIRCREST,  
WASHINGTON, AMENDING ORDINANCE 1582, SECTION 1  
AND FMC 23.04.020 AMENDING THE CITY OF FIRCREST  
COMPREHENSIVE PLAN.**

**WHEREAS**, the Fircrest Planning Commission is authorized, under Section 23.08.110 FMC, to study, promulgate, develop and update coordinated plans, including a Comprehensive Plan, for the physical development of the city as deemed necessary in the interest of the public health, safety, morals and the general welfare of the community; and to such end it may make recommendations to the City Council regarding the regulations of and restrictions on the use of land, the location, construction and use of buildings, and other related matters which are or might properly be incorporated into city ordinances dealing with zoning, building, plats and subdivisions, parks and annexation; and

**WHEREAS**, the City is required to periodically review and update its Comprehensive Plan, as needed, to ensure consistency with the Growth Management Act, Puget Sound Regional Council VISION 2040 Growth Strategy, and the Pierce County Countywide Planning Policies; and

**WHEREAS**, RCW 35A.14 give cities authority to establish pre-annexation land use planning and zoning for areas that the city reasonably expects to annex in the future; and

**WHEREAS**, the City submitted a *Notice of Intent to Adopt* to the Washington State Department of Commerce on August 25, 2017, which was issued to state agencies for a 60-day comment period as required pursuant to RCW 36A.70 RCW; and

**WHEREAS**, the City issued a *Determination of Nonsignificance/Incorporation by Reference of Environmental Documents, Adoption of Existing Environmental Documents* for the 2017 Amendments to the Fircrest Comprehensive Plan on August 25, 2017 with a 14-day comment period ending September 8, 2017, and no adverse comments were received prior to the Planning Commission's review of this matter; and

**WHEREAS**, the Planning Commission conducted a public hearing on September 5, 2017 to accept public testimony and comment; and

**WHEREAS**, the Planning Commission adopted the following findings in support of approval of the proposed amendments, in consideration of the factors listed in Sections 22.78.004 and 23.06.070 FMC, prior to final action:

- a) The proposed capital facilities amendments are consistent with Capital Facilities Goal CF1, to provide and maintain adequate public facilities to meet the needs of existing and new development, and Goal CF4, to provide needed public facilities within the City's ability to fund or within the City's authority to require others to provide.
- b) The proposed capital facility amendments address capital improvements that are fully contained within Fircrest jurisdiction and are not inconsistent with plans for adjacent jurisdictions or countywide planning policies.
- c) The proposed text amendments do not conflict with existing elements or policies.

- 1 d) Establishment of a pre-annexation land use designation and zoning classification for  
2 the potential annexation area will be consistent with the goals, objectives and  
3 policies of the comprehensive plan and the Pierce County Countywide Planning  
4 Policies that have prioritized annexation of unincorporated “islands.”  
5 e) The proposed pre-annexation land use designation and zoning classification for the  
6 potential annexation area will match the designation and classification to the north  
7 and west.  
8 f) The potential annexation area for which the pre-annexation land use designation  
9 and zoning classification are proposed is suited for the uses allowed in the proposed  
10 Low Density Residential designation and Residential-4 zoning classification.

11 Establishment of a pre-annexation land use designation and zoning classification for the  
12 potential annexation area is in the public interest.

13 **WHEREAS**, the City Council conducted a public hearing on October 10, 2017 and  
14 November 14, 2017 as required RCW 35A.14, to accept public testimony and comment  
15 on the proposed amendments. Now, Therefore,

16 **THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS**  
17 **FOLLOWS:**

18 **Section 1.** Ordinance 1582, §1, and FMC 23.04.020 are hereby amended to read as  
19 follows:

20 The 2017 amendments to the Fircrest Comprehensive Plan as shown in Exhibit  
21 “A” through “D” attached to Ordinance No. \_\_\_\_\_, and incorporated in this  
22 section by reference, are hereby adopted pursuant to the Growth Management  
23 Act, Chapter 36.70A RCW, and codified within this title.

24 **Section 2.** Severability. If any section, sentence, clause or phrase of this title shall be  
25 held to be invalid or unconstitutional by a court of competent jurisdiction, such  
26 invalidity or unconstitutionality shall not affect the validity or constitutionality of any  
27 other section, sentence, clause or phrase of this title.

28 **Section 3.** Publication and Effective Date. A summary of this ordinance consisting of  
29 its title shall be published in the official newspaper of the city. This ordinance shall be  
30 effective five (5) days after such publication.



**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON**, at a regular meeting thereof this 14<sup>th</sup> day of November 2017.

**APPROVED:**

\_\_\_\_\_  
Matthew Jolibois, Mayor

**ATTEST:**

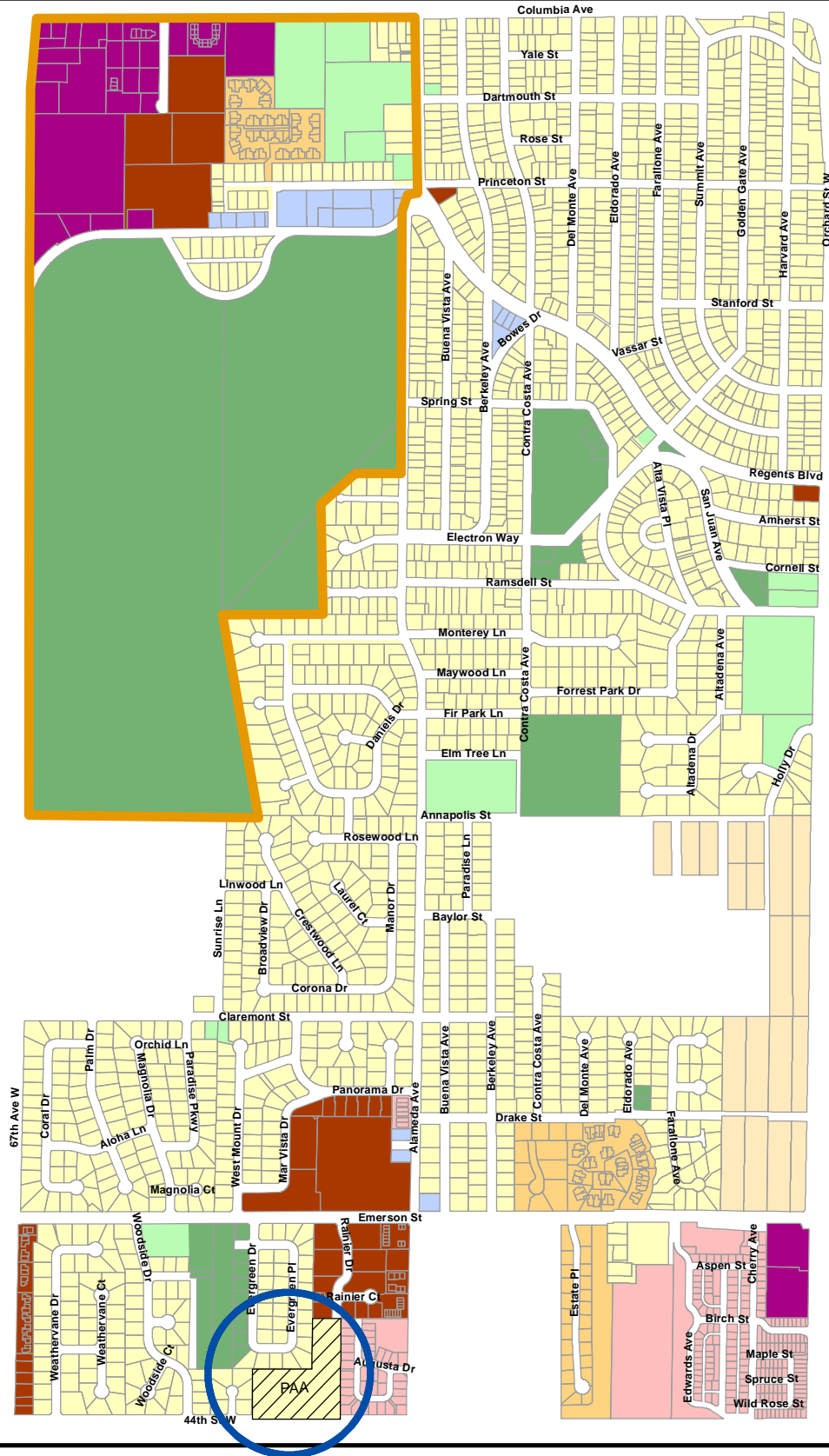
\_\_\_\_\_  
Jessica Nappi, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney

**DATE OF PUBLICATION:  
EFFECTIVE DATE:**

# Exhibit A Proposed Land Use Map



## Land Use Designations

- |                                    |                                   |                            |
|------------------------------------|-----------------------------------|----------------------------|
| Low Density Residential            | Neighborhood Commercial           | Potential Annexation Area  |
| LDR - Conservation                 | Commercial Mixed Use              | Center of Local Importance |
| Medium Density Residential         | Parks, Recreation, and Open Space |                            |
| MDR - Traditional Community Design | Public & Quasi-Public Facilities  |                            |
| High Density Residential           |                                   |                            |

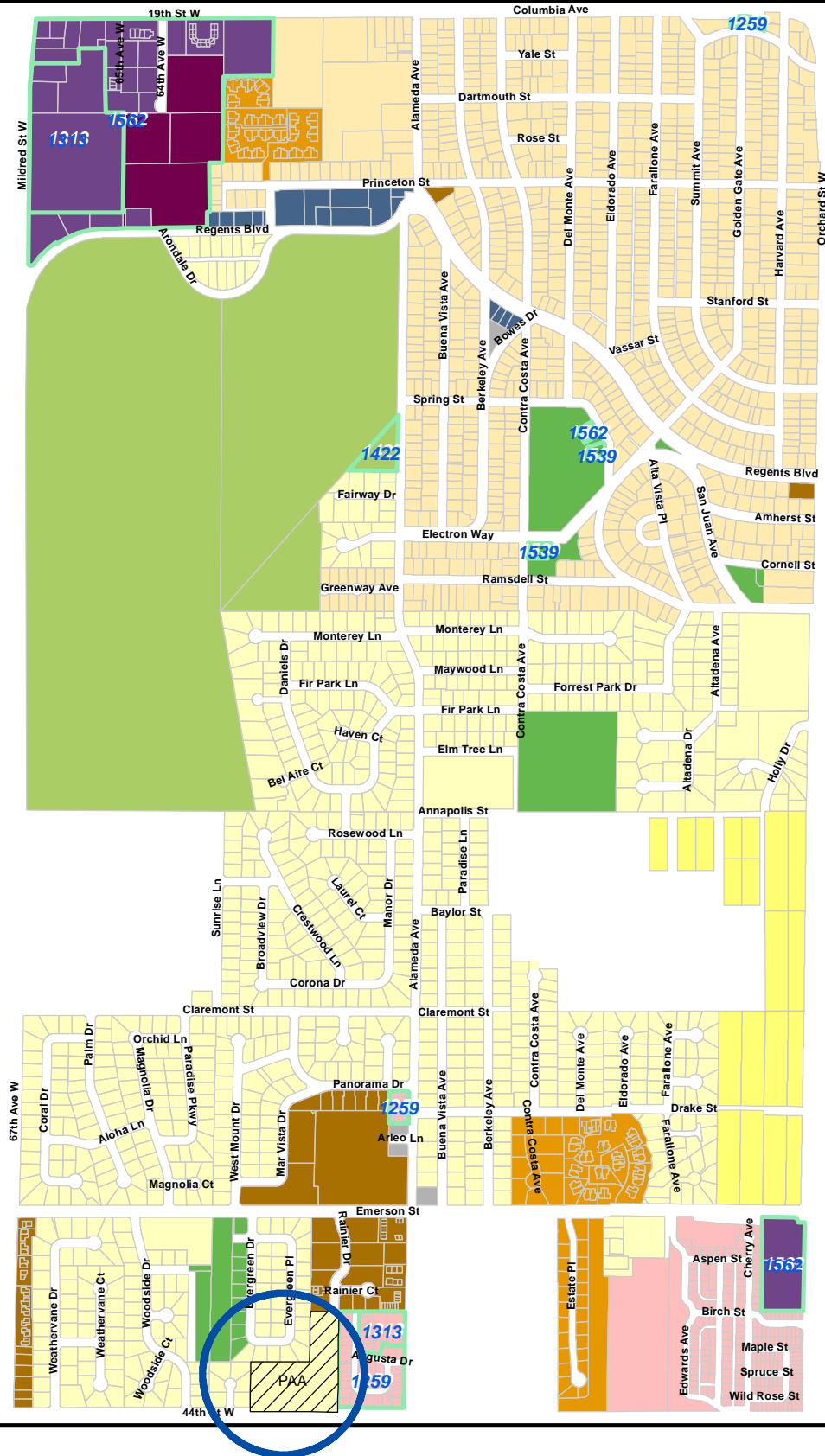
Note: This map is for reference only.

1:13,200



# Exhibit B

## Proposed Zoning Map



## Zoning Classification

R-4
  R-10
  PROS

R-4C
  R-20
  Neighborhood Office

R-6
  R-30
  Neighborhood Com

R-8
  Golf Course
  Commercial Mixed Use

☒ Proposed Annexation Area
 ☐ 1422 - March 27, 2007  
☐ 1259 - November 1, 2000
 ☐ 1539 - October 2, 2013  
☐ 1313 - July 17, 2002
 ☐ 1562 - October 13, 2015

Note: This map is for reference only.

1:13,200



## Exhibit C

Amendments to the Comprehensive Plan  
Capital Facilities Element  
November 14, 2017

**Transportation Facility Improvements**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>	<b>2024-2036</b>	<b>20 Year Total</b>
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified</i>										
Light Funds from the sale of the Light Utility	50,000	50,000	50,000	50,000	0	0	0	200,000	0	200,000
Property Tax										
Real Estate Excise Tax- To be used as deemed necessary by the City Council to fund improvements	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000	700,000	1,050,000
State/Federal Grant	309,000	956,000	880,000	560,000	624,000	648,000	320,000	4,297,000	1,760,000	6,057,000
Local Match Funds for Grants – From REET or Rate Revenue	31,000	148,000	100,000	140,000	156,000	102,000	80,000	757,000	440,000	1,197,000
Utility Funds for grind and overlay with utility work									500,000	500,000
Developer Contributions									1,000,000	1,000,000
<b>Total Revenues</b>	<b>440,000</b>	<b>1,204,000</b>	<b>1,080,000</b>	<b>800,000</b>	<b>830,000</b>	<b>800,000</b>	<b>450,000</b>	<b>5,604,000</b>	<b>4,400,000</b>	<b>10,004,000</b>

<b>Capital Appropriations</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>	<b>2024-2036</b>	<b>20 Year Total</b>
1. Major Pavement Patching: Citywide	50,000	50,000	50,000	50,000	50,000	50,000	50,000	350,000	700,000	1,050,000
2. Alameda Avenue: Regents Blvd to Columbia St/South 19 <sup>th</sup>			230,000					230,000		230,000
3. Alameda Avenue: Regents Blvd to Spring Street (sidewalks on one side and reconstruction roadway)		1,104,000						1,104,000		1,104,000
4. Alameda Avenue: Spring Street to Greenway (sidewalks on one side and reconstruction of roadway)			750,000					750,000		750,000
5. Alameda Avenue: Emerson to Rosewood Ln (curb, gutter, sidewalk on east side, bike lane designation)				450,000				450,000		450,000
6. Alameda Avenue: 42nd to Emerson (curb, gutter, and sidewalk on west side, and bike lane designation)				250,000				250,000		250,000
7. 44th Street: 67th Ave to 62nd Ave (curb gutter and sidewalk on north side)					400,000			400,000		400,000
8. Regents: Alameda Ave to 67 <sup>th</sup> Ave (grind and overlay)						750,000		750,000		750,000
9. Emerson Street: Alameda Avenue to Woodside Drive (planter strip and sidewalk on south side)					380,000			380,000		380,000
10. Emerson – Woodside to 67 <sup>th</sup> (Retaining walls and entry islands)							400,000	400,000		400,000

10. Traffic Signal Safety Improvement Program – signalization Improvements	340,000							340,000		340,000
11. LED Street Light Replacement	50,000	50,000	50,000	50,000				200,000		200,000
12. Grind and Overlay: Various City Streets									1,500,000	1,500,000
13. Sidewalk Gap Completion and Replacement									950,000	950,000
14. Regents Blvd. and Alameda Avenue ( <i>channelization and restriping for bike lanes shared facilities</i> )									250,000	250,000
15. New development roadway improvements									1,000,000	1,000,000
<b>Total Capital Appropriations</b>	<b>440,000</b>	<b>1,204,000</b>	<b>1,080,000</b>	<b>800,000</b>	<b>830,000</b>	<b>800,000</b>	<b>450,000</b>	<b>5,604,000</b>	<b>4,400,000</b>	<b>10,004,000</b>

**Sewer Facility Improvements**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Sewer Rate Revenue	371,000	346,000	341,000	471,000	271,000	446,000	325,550	2,571,550
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								0
Public Works Trust Fund Loan								0
Washington State Department of Ecology Loan								0
Capital Contributions - Tap Fees	4,000	4,000	4,000	4,000	4,000	4,000	4,000	28,000
Bond Issue								
<b>Total Revenues</b>	<b>375,000</b>	<b>350,000</b>	<b>345,000</b>	<b>475,000</b>	<b>275,000</b>	<b>450,000</b>	<b>329,550</b>	<b>2,599,550</b>

<b>Capital Appropriations</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
1. Drake Street Lift station upgrades		300,000						300,000
2. Alameda Lift station upgrades	350,000							350,000
3. 44 <sup>th</sup> (Fordham) lift station upgrades			75,000					75,000
4. Estate Place Lift station roadway/generator/control panel			100,000					100,000
5. Condition 4 repair evaluation	25,000							25,000
6. Crestwood Lane (Cond 4)		50,000						50,000
7. 200 Block Alameda; 45th St Ct (Cond. 4)			170,000					170,000
8. 1000 Block Fairway/Electron (Cond. 4)				475,000				475,000
9. 900 Block Alameda (Cond. 4)					275,000			275,000
10. 400 Block Contra Costa (Cond. 4)						450,000		450,000
11. 300 Block Contra Costa (Cond. 4)							175,000	175,000
12. 200 Block Contra Costa (Cond. 4)							154,550	154,550
<b>Total Capital Appropriations</b>	<b>375,000</b>	<b>350,000</b>	<b>345,000</b>	<b>475,000</b>	<b>275,000</b>	<b>450,000</b>	<b>329,550</b>	<b>2,599,550</b>

**Stormwater Management Facility Improvements**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Rate Revenues	20,000	20,000	20,000	20,000	20,000	20,000	20,000	140,000
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								
WSDOE grants monies	225,000	225,000	225,000	225,000	225,000	108,750		1,233,750
Local Match Funds for Grants – From REET or Rate Revenue	75,000	75,000	75,000	75,000	75,000	36,250		411,250
<b>Total Revenues</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>165,000</b>	<b>20,000</b>	<b>1,785,000</b>

<b>Capital Appropriations</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
1. Upgrades to existing stormwater conveyance and treatment system	20,000	20,000	20,000	20,000	20,000	20,000	20,000	140,000
2. Storm Water Quality outfall projects, SQ1 to SQ11 (2 per yr.)	300,000	300,000	300,000	300,000	300,000	145,000		1,645,000
<b>Total Capital Appropriations</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>320,000</b>	<b>165,000</b>	<b>20,000</b>	<b>1,785,000</b>



**Water Facility Improvements**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
Rate Revenues	421,000	196,000	271,000	86,000	86,000	41,000	41,000	1,142,000
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								
Capital Contributions - Tap Fees	4,000	4,000	4,000	4,000	4,000	4,000	4,000	28,000
Bond Issue								
Local Match Funds for Grants – From REET or Rate Revenue								
<b>Total Revenues</b>	<b>425,000</b>	<b>200,000</b>	<b>275,000</b>	<b>90,000</b>	<b>90,000</b>	<b>45,000</b>	<b>45,000</b>	<b>1,170,000</b>

<b>Capital Appropriations</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
1. 8" Water Main on Ramsdell Ave from Alta Vista to Contra Costa	425,000							425,000
2. Recoat exterior of the "High Tank" reservoir		200,000						200,000
3. 12" Water Main on Summit Ave from Princeton St to Columbia St			275,000					275,000
4. 8" Water Main on Farallone from Stanford Street to Golden Gate Avenue				45,000				45,000
5. 8" Water Main on Eldorado Avenue from Princeton St to Columbia St				45,000				45,000
6. 8" Water Main Replacement of Old & Undersized Mains					90,000	45,000	45,000	180,000
<b>Total Capital Appropriations</b>	<b>425,000</b>	<b>200,000</b>	<b>275,000</b>	<b>90,000</b>	<b>90,000</b>	<b>45,000</b>	<b>45,000</b>	<b>1,170,000</b>

**Parks and Recreation Improvements**

<b>Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
<i>The following revenue sources may be available to the City to be used for part or all of the Capital Appropriations identified.</i>								
State/Federal Grants	215,000							
General Fund								
General Obligation Bonds		3,500,000	1,520,000	11,900,000				16,920,000
Donations								
Real Estate Excise Tax - To be used as deemed necessary by the City Council to fund improvements								
Local Match Funds for Grants (44 <sup>th</sup> & Alameda fund)		135,000			60,000	50,000		\$245,000
<b>Total Revenues</b>		<b>3,635,000</b>	<b>1,520,000</b>	<b>11,900,000</b>	<b>60,000</b>	<b>50,000</b>		<b>17,165,000</b>

<b>Capital Appropriations</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>TOTAL</b>
1. Fircrest Park Pool Replacement		3,500,000						\$3,500,000
2. Whittier Park Irrigation Improvements		20,000						\$20,000
3. Whittier Park Tennis Court Resurface		35,000						\$35,000
4. Fircrest Park Storage Garage/Restroom		30,000						\$30,000
5. Fircrest Park Playground Development		50,000						\$50,000
6. Fircrest Park Sports Fields Improvements			1,320,000					\$1,320,000
7. Fircrest Park Lighting & Electrical Upgrade			200,000					\$200,000
8. Recreation Center Renovation/Replacement				9,500,000				\$9,500,000
9. Whittier Park Drainage Improvements				1,800,000				\$1,800,000
10. Whittier Park Lighting and Electrical				600,000				\$600,000
11. Alice Peers Park Reader Board					60,000			\$60,000
12. Fox Property Development						50,000		\$50,000
<b>Total Capital Appropriations</b>		<b>\$3,635,000</b>	<b>\$1,520,000</b>	<b>\$11,900,000</b>	<b>\$60,000</b>	<b>\$167,000</b>		<b>17,165,000</b>

# Exhibit D

## Amendments to the Comprehensive Plan Land Use Element

Introduction

State Planning Context

Regional Planning Context Local Planning Context Goals and Policies

Land Use Designations

Lands Useful for Public Purposes

Population, Housing and Employment Targets

Critical Areas and Natural Resource Lands

Potential Annexation Area

Planned Land Use in Adjacent Jurisdictions

*New section:*

### **POTENTIAL ANNEXATION AREA**

The Growth Management Act requires that counties coordinate with cities to establish urban growth areas (UGA), which are lands currently developed or planned to be developed to urban densities with urban services. Pierce County, through the Pierce County Countywide Planning Policies, has identified potential annexation areas for cities within the urban growth areas. Fircrest's potential annexation area (PAA) is located on the southern boundary of the city, 62nd Avenue West and 44th Street West. The area is identified on Figure LU-1 as PAA and designated Low Density Residential.

**NEW BUSINESS:** Amendments to F.M.C. Section 22.58.011 Bed and Breakfast  
ITEM 10B. Establishments, Incorporating Short-Term Rentals

**FROM:** Angelie Stahlnecker, Planning/Building Administrator

Reviewed by: Bhe City Manager QAC Finance Director STC City Attorney

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**RECOMMENDED MOTION:** I move to adopt Ordinance No. \_\_\_\_\_, amending F.M.C. Chapter 22.58.011 Bed and Breakfast Establishments incorporating short-term rentals.

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**PROPOSAL:** The City of Fircrest proposes to amend Fircrest Municipal Code Section 22.58.011 Bed and Breakfast Establishments.

**FISCAL IMPACT:** None known.

**ADVANTAGE:** Proposed code amendments would provide a process for licensing and regulating short-term rentals.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** Maintain the current code leaving short-term rentals unregulated.

**HISTORY:** At the April 17, 2017 study session, the City Council directed staff to review the proposed regulations. The Planning Commission held study sessions on June 6, 2017 and July 10, 2017 and a public hearing on August 15, 2017.

The City issued a *Determination of Nonsignificance* on July 20, 2017 with a 14-day comment/appeal period ending on August 3, 2017. No comments or appeals were received. The City submitted a *Notice of Proposed Amendment* to the Washington State Department of Commerce on July 18, 2017 with a 60-day review. No comments were received.

The City Council held public hearings at the October 10 and 24, 2017 regular meetings.

**ATTACHMENTS:** [Ordinance \(redline\)](#)  
[Ordinance](#)

**CITY OF FIRCREST  
ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
WASHINGTON, AMENDING ORDINANCE 1246 SECTION 15 AND  
FMC 22.58.011 BED AND BREAKFAST ESTABLISHMENTS  
INCORPORATING SHORT-TERM RENTALS.**

**WHEREAS**, the City has identified code amendments based on concerns discussed at the April 17, 2017 City Council study session; and

**WHEREAS**, the Planning Commission held study sessions on June 6, 2017 and July 10, 2017; and

**WHEREAS**, the City submitted a Notice of Intent to Adopt to the Washington State Department of Commerce on July 18, 2017, which was issued to state agencies for a 60-day comment period as required pursuant to RCW 36A.70 RCW, and no adverse comments were received; and

**WHEREAS**, the City issued a Determination of Nonsignificance on July 20, 2017 with a 14-day comment period ending August 3, 2017, and no adverse comments were received; and

**WHEREAS**, the Planning Commission conducted a public hearing on August 15, 2017 to accept public testimony and comment on the proposed amendments; and

**WHEREAS**, the Planning Commission adopted the following findings in support of approval of the proposed amendments, in consideration of the criteria listed in Section 22.78.004 FMC, prior to final action:

(a) The proposed amendment is consistent with the goals, objectives and policies of the comprehensive plan, in particular:

Policy H1.1 Effectively implement zoning regulations, including design standards and guidelines, to help support the stability of established residential neighborhood.

Policy LU5.6 The character of existing single-family residential neighborhoods should be preserved and enhanced.

Policy LU5.9 To expand local economic opportunities for Fircrest's residents, home occupations that are compatible with the surrounding residential area shall be encouraged.

**WHEREAS**, the City Council conducted a public hearings on October 10 and October 24, 2017 to accept public testimony and comment on the proposed amendments; Now, Therefore,

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS FOLLOWS:**

**Section 1.** Ordinance 1246 §15 and FMC 22.58.011 are hereby amended to read as follows:

22.58.011 ~~Bed and breakfast~~Short-term rental establishments.

(a) Purpose and Intent. purpose of this section is to:

(1) Provide property owners and residents with an opportunity to use their homes to engage in small-scale business activities.

(2) Protect neighborhood character and stability.

(3) Establish criteria and standards for the use of residential structures as short-term rentals.

(b) Permit Requirements. A short-term rental establishment may be carried on upon the issuance of a business license pursuant to Chapter 5.04 FMC and the issuance of a short-term rental permit by the director.

(c) Submittal Requirements. Application for a short-term rental permit shall be made upon forms provided by the director, accompanied by a filing fee in accordance with the planning services fee schedule established by council resolution. The application shall be signed by the owner of the property on which the short-term rental activity will occur. The application shall also be signed by the business operator if that person is different from the property owner. The director may require the submittal of a site plan of the premises, floor plans of the residence or accessory building in which the use or activity will take place, and other documentation deemed necessary to process the application. The plans shall clearly indicate the area where the use or activity will take place and any structural alterations intended to accommodate the use or activity.

(d) Short-term Rental Types Defined. The following definitions apply to the short-term rental types allowed through the provisions of this section:

(1) "Room Rental Establishment" means a lodging use, where individual rooms within a single dwelling unit are provided for less than 30 consecutive days for a fee by pre-arrangement. This shall include bed and breakfasts establishments.

(2) "Dwelling Unit Rental" means a dwelling unit, typically rented in its entirety, for less than 30 consecutive days for a fee by pre-arrangement.

(e) Processing Requirements.

(1) The director shall approve a proposed ~~A bed and breakfast~~short-term rental establishment, which complies with all the performance standards set forth in this section, except as provided in (e)(2). The director may impose conditions of approval to ensure that the activity is conducted in a manner consistent with the standards and purpose and intent of this section. ~~(B&B) is permitted in specified zoning districts subject to conditional use permit approval in accordance with Chapter 22.68 FMC and administrative design review approval in accordance with Chapter 22.66 FMC.~~

(2) A proposed room rental establishment providing more than two bedrooms available for rent is subject to conditional use permit approval in accordance with Chapter 22.68 FMC. A B&B shall be established and operated in conformance with the following standards and criteria:

~~(a)~~(f) Room Rental Establishment Standards.

~~(b) The parcel upon which the B&B is to be established, and the structure, in which it will be operated, shall generally conform to all standards of the applicable zoning district.~~

(1) ~~The B&B~~Room rentals shall be an incidental or secondary use to the primary use, which is considered to be the principal residential dwelling unit.

~~(c) The exterior appearance of the structure housing the B&B shall not be altered from its original single-family character.~~

~~(1)~~(2) The owner/lessee of the structure ~~housing the B&B~~ shall operate the establishment and reside on-site.

1 ~~(2)(3)~~ Service shall be limited to the rental of bedrooms. Meal service shall be limited  
2 to the provision of breakfast or light snacks for registered guests.

3 (4) A maximum of four bedrooms or suites may be made available for rent. There  
4 shall be no expansion in the number of guest rooms beyond the number approved.

5 ~~(3)(5)~~ No separate or additional kitchens for guests are permitted. Limited cooking  
6 facilities shall be allowed inside guestrooms, or inside other rooms that are used solely  
7 by guests, such as small microwaves, and refrigerators.

8 ~~(4)(6)~~ Receptions, private parties or similar activities, for which a fee is paid or which  
9 are allowable as a condition of room rental, may be permitted upon a determination by  
10 the planning commission that such activities will not significantly impact the adjoining  
11 neighborhood.

12 ~~(d) The parcel upon which the B&B is to be established shall not qualify for city~~  
13 ~~approval of an accessory dwelling unit or home occupation in addition to the B&B.~~

14 ~~(e) No B&B shall be located closer than 200 feet to another B&B, as measured in a~~  
15 ~~straight line from property line to property line.~~

16 ~~(f) A city business license shall be obtained annually in accordance with Chapter~~  
17 ~~5.04 FMC. The B&B shall be exempt from the home occupation requirements of FMC~~  
18 ~~22.58.013.~~

19 ~~Signage shall be limited to one nameplate sign not exceeding one and one half square~~  
20 ~~feet in area mounted on an exterior wall of the structure housing the B&B.~~

21 (7) One off-street parking space shall be provided on-site for each rental bedroom.  
22 The number of required off-street spaces may be reduced by the number of spaces  
23 available on the street frontage adjoining the parcel upon which the **B&Broom rental** is  
24 to be established, if the **planning commission decision-maker** determines that sufficient  
25 on-street parking will exist to satisfy parking demand in the neighborhood once the  
26 **B&Broom rental** has been established. Any additional off-street parking provided in  
27 conjunction with the **B&Broom rental** shall, to the extent possible, be located to the  
28 side or rear of the structure housing the **B&Broom rental** in order to minimize visual  
29 impacts on the streetscape. Off-street parking shall be designed to reduce impacts on  
30 adjoining properties through the installation of vegetative screening and/or fencing.  
31 The parking surface and additional driveway surface required to provide access to the  
32 parking area shall be constructed of ~~a permeable-, porous or pervious pavers to achieve~~  
Low Impact Development objectives and surface such as interlocking paving blocks  
(cement or plastic) or other porous pavement which minimizes impervious surface and  
achieves a superior appearance when compared with conventional asphalt or concrete  
pavement. For additional off-street parking standards, see Chapter 22.60 FMC. (Ord.  
1246 § 15, 2000).

(8) Certification by the building official that the residence complies with fire and life  
and fire safety aspects is required. Inspection fee may apply.

(g) Dwelling Unit Rental.

(1) The number of persons per sleeping area shall comply with the International  
Building Code.

(2) Two off-street parking spaces shall be provided on-site.

(h) Other Regulations.

(1) Proof of ownership or approval of property owner is required.

(2) The room rental shall be exempt from the home occupation requirements of FMC  
22.58.013.

(1)(3) The exterior appearance of the structure shall maintain its original character.

(4) Signage shall comply with Chapter 22.26 FMC, Sign Regulations.

(5) Permits shall lapse and become void if the establishment ceases operation for twelve consecutive months, applicant named on the permit moves from or sells the site, or the applicant fails to maintain a valid business license.

**Section 2.** Severability. If any section, sentence, clause or phrase of this title shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this title.

**Section 3.** Publication and Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the city. This ordinance shall be effective five (5) days after such publication.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 14<sup>th</sup> day of November, 2017.

APPROVED:

\_\_\_\_\_  
Matthew Jolibois, Mayor

ATTEST:

\_\_\_\_\_  
Jessica Nappi, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael B. Smith, City Attorney

Publication Date:

Effective Date:



**CITY OF FIRCREST  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AMENDING ORDINANCE 1246 SECTION 15 AND FMC 22.58.011  
BED AND BREAKFAST ESTABLISHMENTS INCORPORATING  
SHORT-TERM RENTALS.**

**WHEREAS**, the City has identified code amendments based on concerns discussed at the April 17, 2017 City Council study session; and

**WHEREAS**, the Planning Commission held study sessions on June 6, 2017 and July 10, 2017; and

**WHEREAS**, the City submitted a *Notice of Intent to Adopt* to the Washington State Department of Commerce on July 18, 2017, which was issued to state agencies for a 60-day comment period as required pursuant to RCW 36A.70 RCW, and no adverse comments were received; and

**WHEREAS**, the City issued a *Determination of Nonsignificance* on July 20, 2017 with a 14-day comment period ending August 3, 2017, and no adverse comments were received; and

**WHEREAS**, the Planning Commission conducted a public hearing on August 15, 2017 to accept public testimony and comment on the proposed amendments; and

**WHEREAS**, the Planning Commission adopted the following findings in support of approval of the proposed amendments, in consideration of the criteria listed in Section 22.78.004 FMC, prior to final action:

(a) The proposed amendment is consistent with the goals, objectives and policies of the comprehensive plan, in particular:

Policy H1.1 Effectively implement zoning regulations, including design standards and guidelines, to help support the stability of established residential neighborhood.

Policy LU5.6 The character of existing single-family residential neighborhoods should be preserved and enhanced.

Policy LU5.9 To expand local economic opportunities for Fircrest's residents, home occupations that are compatible with the surrounding residential area shall be encouraged.

**WHEREAS**, the City Council conducted a public hearings on October 10 and October 24, 2017 to accept public testimony and comment on the proposed amendments. Now, Therefore,

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS FOLLOWS:**

**Section 1.** Ordinance 1246 §15 and FMC 22.58.011 are hereby amended to read as follows:

1 **22.58.011 Short-term rental establishments.**

2 (a) Purpose and Intent. purpose of this section is to:

3 (1) Provide property owners and residents with an opportunity to use their homes to  
engage in small-scale business activities.

4 (2) Protect neighborhood character and stability.

5 (3) Establish criteria and standards for the use of residential structures as short-term  
rentals.

6 (b) Permit Requirements. A short-term rental establishment may be carried on upon  
the issuance of a business license pursuant to Chapter 5.04 FMC and the issuance of a  
short-term rental permit by the director.

7 (c) Submittal Requirements. Application for a short-term rental permit shall be made  
upon forms provided by the director, accompanied by a filing fee in accordance with the  
planning services fee schedule established by council resolution. The application shall  
be signed by the owner of the property on which the short-term rental activity will occur.  
9 The application shall also be signed by the business operator if that person is different  
10 from the property owner. The director may require the submittal of a site plan of the  
premises, floor plans of the residence or accessory building in which the use or activity  
11 will take place, and other documentation deemed necessary to process the application.  
The plans shall clearly indicate the area where the use or activity will take place and any  
12 structural alterations intended to accommodate the use or activity.

13 (d) Short-term Rental Types Defined. The following definitions apply to the short-term  
rental types allowed through the provisions of this section:

14 (1) "Room Rental Establishment" means a lodging use, where individual rooms within  
a single dwelling unit are provided for less than 30 consecutive days for a fee by pre-  
15 arrangement. This shall include bed and breakfast establishments.

16 (2) "Dwelling Unit Rental" means a dwelling unit, typically rented in its entirety, for  
less than 30 consecutive days for a fee by pre-arrangement.

17 (e) Processing Requirements.

18 (1) The director shall approve a proposed short-term rental establishment, which  
complies with all the performance standards set forth in this section, except as provided  
in (e)(2). The director may impose conditions of approval to ensure that the activity is  
19 conducted in a manner consistent with the standards and purpose and intent of this  
section.

20 (2) A proposed room rental establishment providing more than two bedrooms available  
for rent is subject to conditional use permit approval in accordance with Chapter 22.68  
21 FMC.

22 (f) Room Rental Establishment Standards.

23 (1) Room rentals shall be an incidental or secondary use to the primary use, which is  
considered to be the principal residential dwelling unit.

24 (2) The owner/lessee of the structure shall operate the establishment and reside on-  
site.

25 (3) Service shall be limited to the rental of bedrooms. Meal service shall be limited  
to the provision of breakfast or light snacks for registered guests.

26 (4) A maximum of four bedrooms or suites may be made available for rent. There shall  
be no expansion in the number of guest rooms beyond the number approved.

27 (5) No separate or additional kitchens for guests are permitted. Limited cooking  
28 facilities shall be allowed inside guestrooms, or inside other rooms that are used solely  
by guests, such as small microwaves, and refrigerators.

29 (6) Receptions, private parties or similar activities, for which a fee is paid or which  
are allowable as a condition of room rental, may be permitted upon a determination by  
30

the planning commission that such activities will not significantly impact the adjoining neighborhood.

(7) One off-street parking space shall be provided on-site for each rental bedroom. The number of required off-street spaces may be reduced by the number of spaces available on the street frontage adjoining the parcel upon which the room rental is to be established, if the decision-maker determines that sufficient on-street parking will exist to satisfy parking demand in the neighborhood once the room rental has been established. Any additional off-street parking provided in conjunction with the room rental shall, to the extent possible, be located to the side or rear of the structure housing the room rental in order to minimize visual impacts on the streetscape. Off-street parking shall be designed to reduce impacts on adjoining properties through the installation of vegetative screening and/or fencing. The parking surface and additional driveway surface required to provide access to the parking area shall be constructed of permeable, porous or pervious pavers to achieve Low Impact Development objectives and a superior appearance when compared with conventional asphalt or concrete pavement. For additional off-street parking standards, see Chapter 22.60 FMC. (Ord. 1246 § 15, 2000).

(8) Certification by the building official that the residence complies with fire and life safety aspects is required. Inspection fee may apply.

(g) Dwelling Unit Rental.

(1) The number of persons per sleeping area shall comply with the International Building Code.

(2) Two off-street parking spaces shall be provided on-site.

(h) Other Regulations.

(1) Proof of ownership or approval of property owner is required.

(2) The room rental shall be exempt from the home occupation requirements of FMC 22.58.013.

(3) The exterior appearance of the structure shall maintain its original character.

(4) Signage shall comply with Chapter 22.26 FMC, Sign Regulations.

(5) Permits shall lapse and become void if the establishment ceases operation for twelve consecutive months, applicant named on the permit moves from or sells the site, or the applicant fails to maintain a valid business license.

**Section 2. Severability.** If any section, sentence, clause or phrase of this title shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this title.

**Section 3. Publication and Effective Date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the city. This ordinance shall be effective five (5) days after such publication.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON**, at a regular meeting thereof this 14<sup>th</sup> day of November, 2017.

**APPROVED:**

\_\_\_\_\_  
Matthew Jolibois, Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Nappi, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney

**DATE OF PUBLICATION:  
EFFECTIVE DATE:**

**NEW BUSINESS:** Amendments to F.M.C. Sections 22.58.013 Home Occupations and  
ITEM 10C. Chapter 22.98 Definitions

**FROM:** Angelie Stahlnecker, Planning/Building Administrator

Reviewed by: Blue City Manager OAC Finance Director BTZ City Attorney

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**RECOMMENDED MOTION:** I move to adopt Ordinance No. \_\_\_\_\_, amending F.M.C.  
Chapter 22.58.013 Home Occupations and amending FMC Chapter 22.98 Definitions

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**PROPOSAL:** The City of Fircrest proposes to amend Fircrest Municipal Code sections  
22.58.013 Home Occupations and Chapter 22.98 Definitions.

**FISCAL IMPACT:** None known.

**ADVANTAGE:** Proposed code amendments would better address current trends in technology  
and employment patterns as well as address concerns raised by the Council and the community.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** Maintain the current code and not address changes in home business trends.

**HISTORY:** At the April 17, 2017 study session, the City Council directed staff to review the  
proposed regulations. The Planning Commission held study sessions on June 6, 2017 and July 10,  
2017 and a public hearing on August 15, 2017.

The City issued a *Determination of Nonsignificance* on July 20, 2017 with a 14-day  
comment/appeal period ending on August 3, 2017. No comments or appeals were received. The  
City submitted a *Notice of Proposed Amendment* to the Washington State Department of  
Commerce on July 18, 2017 with a 60-day review. No comments were received.

The City Council held a public hearing at the October 10 and 24, 2017 regular meetings.

**ATTACHMENTS:** [Ordinance \(redline\)](#)  
[Ordinance](#)

**CITY OF FIRCREST  
ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
WASHINGTON, AMENDING ORDINANCE 1512 SECTION 4 AND  
FMC 22.58.013 HOME OCCUPATIONS.**

**WHEREAS**, the City has identified code amendments based on concerns discussed at the April 17, 2017 City Council study session; and

**WHEREAS**, the Planning Commission held study sessions on June 6, 2017 and July 10, 2017; and

**WHEREAS**, the City submitted a Notice of Intent to Adopt to the Washington State Department of Commerce on July 18, 2017, which was issued to state agencies for a 60-day comment period as required pursuant to RCW 36A.70 RCW, and no adverse comments were received; and

**WHEREAS**, the City issued a Determination of Nonsignificance on July 20, 2017 with a 14-day comment period ending August 3, 2017, and no adverse comments were received; and

**WHEREAS**, the Planning Commission conducted a public hearing on August 15, 2017 to accept public testimony and comment on the proposed amendments; and

**WHEREAS**, the Planning Commission adopted the following findings in support of approval of the proposed amendments, in consideration of the criteria listed in Section 22.78.004 FMC, prior to final action:

(a) The proposed amendment is consistent with the goals, objectives and policies of the comprehensive plan, in particular:

Policy H1.1 Effectively implement zoning regulations, including design standards and guidelines, to help support the stability of established residential neighborhood.

Policy LU5.6 The character of existing single-family residential neighborhoods should be preserved and enhanced.

Policy LU5.9 To expand local economic opportunities for Fircrest's residents, home occupations that are compatible with the surrounding residential area shall be encouraged.

**WHEREAS**, the City Council conducted a public hearings on October 10 and October 24, 2017 to accept public testimony and comment on the proposed amendments; Now, Therefore,

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS  
FOLLOWS:**

**Section 1.** Ordinance 1512 §4 and FMC 22.58.013 are hereby amended to read as follows:

1 **22.58.013 Home occupations.**

2 (a) Purpose and Intent. It is the purpose and intent of this section to:

3 (1) Protect residential areas from potential adverse impact of activities defined as home occupations;

4 (2) Permit-Allow residents of the community a broad choice in the use of their homes as a place of livelihood and for the production or supplementing of personal and family income; and

5 (3) Establish criteria and standards for the use of residential structures for home occupations.

6 (b) Permit Requirement. A home occupation may be carried on upon the issuance of a business license pursuant to Chapter 5.04 FMC and the issuance of a home occupation permit by the director.

7 (c) Submittal Requirements. Application for a home occupation permit shall be made upon forms provided by the director, accompanied by a filing fee in accordance with the planning services fee schedule established by council resolution. The application shall be signed by the owner of the property on which the home occupation activity will occur. The application shall also be signed by the business operator if that person is different from the property owner. The director may require the submittal of a site plan of the premises, floor plans of the residence or accessory building in which the use or activity will take place, and other documentation deemed necessary to process the application. The plans shall clearly indicate the area where the use or activity will take place and any structural alterations intended to accommodate the use or activity.

8 (d) Categories of Home Occupation.

9 (1) Type I home occupations are those activities, categorized below, which comply with all performance standards set forth in subsection (f) of this section.

10 (A) Type I-A includes home offices, internet businesses, and similar activities that have no traffic or product pickup or deliveries.

11 (A)(B) Type I-B includes instruction, counseling, sales, services, and other activities that have customer traffic and/or product pickup or deliveries.

12 (2) Type II home occupations are those activities which do not comply with one or more of the performance standards governing Type I home occupations as set forth in subsection (f) of this section but which do comply with the performance standards governing Type II home occupations as set forth in subsection (g) of this section.

13 (e) Processing Requirements.

14 (1) The director shall approve a proposed home occupation, which complies with all Type I standards set forth in subsection (f) of this section. The director may impose conditions of approval to ensure that the business activity is conducted in a manner consistent with the standards and purpose and intent of this section.

15 (2) A proposed home occupation which has been determined by the director to not comply with one or more Type I standards set forth in subsection (f) of this section may be permitted subject to conditional use permit approval by the planning commission in accordance with Chapter 22.68 FMC, if the home occupation complies with the Type II standards set forth in subsection (g) of this section.

16 (f) Type I Home Occupation Standards.

17 (1) Only residents of the premises on which the home occupation is located shall carry on the home occupation.

18 (2) The home occupation shall be carried on entirely within a residence and/or detached accessory building. The home occupation shall occupy not more than 25 percent of the total floor area of the habitable portion of a residence. In no event shall such occupancy exceed 400 square feet.

(3) Any extension of the home occupation to the outdoors, including, but not limited to, paving of yards for parking, outdoor storage or activity, and indoor storage or activity visible from outdoors (e.g., in an open garage) is prohibited, except that vegetables, fruits, flowers and other agricultural products may be grown on the premises if production does not exceed what would normally be consumed on the premises.

(4) The home occupation shall not result in the elimination of required on-site parking.

(5) The home occupation shall be conducted in such a manner as to give no outward appearance nor manifest any characteristics of a business in terms of deliveries, parking, customer trips and other activities, that would infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.

(6) The home occupation shall not result in structural alteration to the interior or exterior of the structure that changes its residential character.

(7) No equipment shall be used and no activities shall be conducted which would result in noise, vibration, smoke, dust, odors, heat, glare or other conditions exceeding in duration or intensity than those normally produced by residential use. Normal residential use shall be construed as including the above impacts only on an occasional weekend or evening basis (e.g., in connection with a hobby or home/yard maintenance), and not on a daily basis.

(8) The home occupation shall not include: (A) automobile, truck or heavy equipment repair; (B) body work or painting; (C) outdoor storage of used parts of vehicles and used machinery in an inoperable condition; or (D) outside storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials.

(9) The home occupation shall not include parking or storage of heavy equipment, including trucks of over one ton load capacity or commercial vehicles in excess of 10,000 gross vehicle weight (GVW), within a public right-of-way or on private property outside of ~~unless within~~ a fully enclosed building.

(10) Persons in building trades and similar fields using their homes or apartments as offices for business activities conducted off the residential premises may have other employees or independent contractors; provided, that such employees or independent contractors do not perform labor or personal services on the residential premises, park on or near the residential premises, or check in at the residential premises during the course of business.

(11) The home occupation may include limited on-premises sales of products or stock-in-trade, provided the applicant can clearly demonstrate that such sales will not be inconsistent with other Type I standards. Examples of allowable on-premises sales include cosmetics or similar products associated with a business where most products are delivered to a customer's address, hair care products associated with a barber/beauty shop and instructional materials pertinent to the home occupation, e.g., music books. The display or storage of products or stock-in-trade outside a residence or in a window is prohibited, except that vegetables, fruits, flowers and other agricultural products grown on the premises may be offered for sale out-of-doors during the growing season.

(12) Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. Utility consumption shall not exceed normal residential usage.

(13) The home occupation shall not generate significantly greater traffic volume than would normally be expected in the particular residential zone or neighborhood in which the home occupation is conducted. Generally, delivery and pickup of materials to and from the premises by a commercial vehicle should not exceed two trips per



1 week. For the purpose of this section, commercial vehicles shall not exceed a gross  
2 vehicle weight of 20,000 pounds. Also, generally, traffic generated by a home  
3 occupation should not exceed four round trips per day.

4 ~~(14) If the home occupation is the type in which classes are held or instruction given,~~  
5 ~~there shall be no more than two students allowed in any one class or instruction period.~~

6 ~~(15)(14) Signage shall be limited to one nonilluminated nameplate not exceeding~~  
7 ~~one and one-half square feet in area mounted to an exterior wall or window of the~~  
8 ~~dwelling. Signage shall be consistent with the provisions of Chapter 22.26 FMC.~~

9 (g) Type II Home Occupation Standards.

10 (1) The home occupation will not harm the character of the surrounding  
11 neighborhood.

12 (2) The home occupation will not include storage, use or operation of building  
13 materials, machinery, commercial vehicles or tools, unless:

14 (A) The activity is wholly enclosed within a structure or building;

15 (B) The activity would not result in noise, vibration, smoke, dust, odors, heat, glare or  
16 other conditions exceeding in duration or intensity those normally produced by  
17 residential use. Normal residential use shall be construed as including the above  
18 impacts only on an occasional weekend or evening basis (e.g., in connection with a  
19 hobby or home/yard maintenance), and not on a daily basis.

20 (3) The home occupation will not create a condition which injures or endangers the  
21 comfort, repose, health and safety of persons on abutting properties or streets.

22 (4) The home occupation will not generate excessive traffic or necessitate excessive  
23 parking beyond that normally associated with residential use in the neighborhood in  
24 which the home occupation is located.

25 (5) The home occupation will include no more than two nonresident employees  
26 working on-site when nonresident employees are involved. The home occupation may  
27 have additional employees or independent contractors; provided, that such employees  
28 or independent contractors do not perform labor or personal services on the residential  
29 premises, park on or near the residential premises, or physically check in at the  
30 residential premises during the course of business.

31 (6) The home occupation will not include the outdoor display and sale of products or  
32 stock in trade, unless the applicant can demonstrate that such on-premises sales will  
not result in noncompliance with other applicable standards governing Type I and  
Type II home occupations; ~~and.~~

~~(7) The home occupation will comply with Chapter 22.26 FMC, Sign Regulations.~~

(h) Other Regulations.

(1) Home occupations shall comply with all other local, state or federal regulations  
pertinent to the activity pursued, and the requirements or permission granted or  
implied by this section shall not be construed as an exemption from these regulations.

(2) Home occupation permits are issued to an individual applicant and shall not be  
transferred or otherwise assigned to any other person. The permit will automatically  
expire when the applicant named on the permit application moves from the site or  
moves the business from the site. The home occupation shall also automatically expire  
if the permittee fails to maintain a valid business license or the business license is  
suspended or revoked. The home occupation shall not be transferred to any site other  
than that described on the application form.

(3) Two or more home occupation permits may be issued for the same location if it is  
determined that the sum of the businesses still meets the requirements of this chapter.

~~(2)(4) The home occupation will comply with Chapter 22.26 FMC, Sign Regulations.~~

(i) Exemptions. The following activities shall be exempt from the provisions of this  
section:

(1) Garage sales, yard sales, bake sales, occasional parties for the sale or distribution of goods or services, and other like uses; provided, that any such garage sales and yard sales involve only the sale of household goods, none of which were purchased for the purpose of resale. If the collective total of all such sales and/or parties exceeds four events or 12 days in any calendar year, then such sales and/or parties shall be considered a home occupation; ~~and~~

(2) Family day-care facilities licensed by the Washington State Department of Social and Health Services-; and

(3) Telecommuting, remote work and other alternative work options; provided in which the resident is an employee of an off-site company, a business license is not required, and the work does not require deliveries or customers visiting the home.

(j) Permit Fee Exemptions. Nonprofit organizations as defined by FMC 5.04.100c must apply for a home occupation permit but are exempt from a home occupation permit fee. Nonprofit organizations that are categorized as Type II home occupations are not exempt from the conditional use permit fee.

**Section 2.** Severability. If any section, sentence, clause or phrase of this title shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this title.

**Section 3.** Publication and Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the city. This ordinance shall be effective five (5) days after such publication.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 14<sup>th</sup> day of November, 2017.

APPROVED:

\_\_\_\_\_  
Matthew Jolibois, Mayor

ATTEST:

\_\_\_\_\_  
Jessica Nappi, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael B. Smith, City Attorney

Publication Date:

Effective Date:

**CITY OF FIRCREST  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
WASHINGTON, AMENDING ORDINANCE 1512 SECTION 4 AND  
FMC 22.58.013 HOME OCCUPATIONS.**

**WHEREAS**, the City has identified code amendments based on concerns discussed at the April 17, 2017 City Council study session; and

**WHEREAS**, the Planning Commission held study sessions on June 6, 2017 and July 10, 2017; and

**WHEREAS**, the City submitted a Notice of Intent to Adopt to the Washington State Department of Commerce on July 18, 2017, which was issued to state agencies for a 60-day comment period as required pursuant to RCW 36A.70 RCW, and no adverse comments were received; and

**WHEREAS**, the City issued a Determination of Nonsignificance on July 20, 2017 with a 14-day comment period ending August 3, 2017, and no adverse comments were received; and

**WHEREAS**, the Planning Commission conducted a public hearing on August 15, 2017 to accept public testimony and comment on the proposed amendments; and

**WHEREAS**, the Planning Commission adopted the following findings in support of approval of the proposed amendments, in consideration of the criteria listed in Section 22.78.004 FMC, prior to final action:

(a) The proposed amendment is consistent with the goals, objectives and policies of the comprehensive plan, in particular:

Policy H1.1 Effectively implement zoning regulations, including design standards and guidelines, to help support the stability of established residential neighborhood.

Policy LU5.6 The character of existing single-family residential neighborhoods should be preserved and enhanced.

Policy LU5.9 To expand local economic opportunities for Fircrest's residents, home occupations that are compatible with the surrounding residential area shall be encouraged.

**WHEREAS**, the City Council conducted a public hearings on October 10 and October 24, 2017 to accept public testimony and comment on the proposed amendments. Now, Therefore,

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS  
FOLLOWS:**

**Section 1.** Ordinance 1512 §4 and FMC 22.58.013 are hereby amended to read as follows:

**22.58.013 Home occupations.**

(a) Purpose and Intent. It is the purpose and intent of this section to:

(1) Protect residential areas from potential adverse impact of activities defined as home occupations;

(2) Allow residents of the community a broad choice in the use of their homes as a place of livelihood and for the production or supplementing of personal and family income; and

(3) Establish criteria and standards for the use of residential structures for home occupations.

(b) Permit Requirement. A home occupation may be carried on upon the issuance of a business license pursuant to Chapter 5.04 FMC and the issuance of a home occupation permit by the director.

(c) Submittal Requirements. Application for a home occupation permit shall be made upon forms provided by the director, accompanied by a filing fee in accordance with the planning services fee schedule established by council resolution. The application shall be signed by the owner of the property on which the home occupation activity will occur. The application shall also be signed by the business operator if that person is different from the property owner. The director may require the submittal of a site plan of the premises, floor plans of the residence or accessory building in which the use or activity will take place, and other documentation deemed necessary to process the application. The plans shall clearly indicate the area where the use or activity will take place and any structural alterations intended to accommodate the use or activity.

(d) Categories of Home Occupation.

(1) Type I home occupations are those activities, categorized below, which comply with all performance standards set forth in subsection (f) of this section.

(A) Type I-A includes home offices, internet businesses, and similar activities that have no traffic or product pickup or deliveries.

(B) Type I-B includes instruction, counseling, sales, services, and other activities that have customer traffic and/or product pickup or deliveries.

(2) Type II home occupations are those activities which do not comply with one or more of the performance standards governing Type I home occupations as set forth in subsection (f) of this section but which do comply with the performance standards governing Type II home occupations as set forth in subsection (g) of this section.

(e) Processing Requirements.

(1) The director shall approve a proposed home occupation, which complies with all Type I standards set forth in subsection (f) of this section. The director may impose conditions of approval to ensure that the business activity is conducted in a manner consistent with the standards and purpose and intent of this section.

(2) A proposed home occupation which has been determined by the director to not comply with one or more Type I standards set forth in subsection (f) of this section may be permitted subject to conditional use permit approval by the planning commission in accordance with Chapter 22.68 FMC, if the home occupation complies with the Type II standards set forth in subsection (g) of this section.

(f) Type I Home Occupation Standards.

(1) Only residents of the premises on which the home occupation is located shall carry on the home occupation.

(2) The home occupation shall be carried on entirely within a residence and/or detached accessory building. The home occupation shall occupy not more than 25 percent of the total floor area of the habitable portion of a residence. In no event shall such occupancy exceed 400 square feet.

(3) Any extension of the home occupation to the outdoors, including, but not limited to, paving of yards for parking, outdoor storage or activity, and indoor storage or activity visible from outdoors (e.g., in an open garage) is prohibited, except that vegetables, fruits, flowers and other agricultural products may be grown on the premises if production does not exceed what would normally be consumed on the premises.

(4) The home occupation shall not result in the elimination of required on-site parking.

(5) The home occupation shall be conducted in such a manner as to give no outward appearance nor manifest any characteristics of a business in terms of deliveries, parking, customer trips and other activities, that would infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.

(6) The home occupation shall not result in structural alteration to the interior or exterior of the structure that changes its residential character.

(7) No equipment shall be used and no activities shall be conducted which would result in noise, vibration, smoke, dust, odors, heat, glare or other conditions exceeding in duration or intensity than those normally produced by residential use. Normal residential use shall be construed as including the above impacts only on an occasional weekend or evening basis (e.g., in connection with a hobby or home/yard maintenance), and not on a daily basis.

(8) The home occupation shall not include: (A) automobile, truck or heavy equipment repair; (B) body work or painting; (C) outdoor storage of used parts of vehicles and used machinery in an inoperable condition; or (D) outside storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials.

(9) The home occupation shall not include parking or storage of heavy equipment, including trucks of over one ton load capacity or commercial vehicles in excess of 10,000 gross vehicle weight (GVW), within a public right-of-way or on private property outside of a fully enclosed building.

(10) Persons in building trades and similar fields using their homes or apartments as offices for business activities conducted off the residential premises may have other employees or independent contractors; provided, that such employees or independent contractors do not perform labor or personal services on the residential premises, park on or near the residential premises, or check in at the residential premises during the course of business.

(11) The home occupation may include limited on-premises sales of products or stock-in-trade, provided the applicant can clearly demonstrate that such sales will not be inconsistent with other Type I standards. Examples of allowable on-premises sales include cosmetics or similar products associated with a business where most products are delivered to a customer's address, hair care products associated with a barber/beauty shop and instructional materials pertinent to the home occupation, e.g., music books. The display or storage of products or stock-in-trade outside a residence or in a window is prohibited, except that vegetables, fruits, flowers and other agricultural products grown on the premises may be offered for sale out-of-doors during the growing season.

(12) Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises. Utility consumption shall not exceed normal residential usage.

(13) The home occupation shall not generate significantly greater traffic volume than would normally be expected in the particular residential zone or neighborhood in which the home occupation is conducted. Generally, delivery and pickup of materials to and from the premises by a commercial vehicle should not exceed two trips per week. For the purpose of this section, commercial vehicles shall not exceed a gross vehicle weight

of 20,000 pounds. Also, generally, traffic generated by a home occupation should not exceed four round trips per day.

(14) If the home occupation is the type in which classes are held or instruction given, there shall be no more than two students allowed in any one class or instruction period.

(g) Type II Home Occupation Standards.

(1) The home occupation will not harm the character of the surrounding neighborhood.

(2) The home occupation will not include storage, use or operation of building materials, machinery, commercial vehicles or tools, unless:

(A) The activity is wholly enclosed within a structure or building;

(B) The activity would not result in noise, vibration, smoke, dust, odors, heat, glare or other conditions exceeding in duration or intensity those normally produced by residential use. Normal residential use shall be construed as including the above impacts only on an occasional weekend or evening basis (e.g., in connection with a hobby or home/yard maintenance), and not on a daily basis.

(3) The home occupation will not create a condition which injures or endangers the comfort, repose, health and safety of persons on abutting properties or streets.

(4) The home occupation will not generate excessive traffic or necessitate excessive parking beyond that normally associated with residential use in the neighborhood in which the home occupation is located.

(5) The home occupation will include no more than two nonresident employees working on-site when nonresident employees are involved. The home occupation may have additional employees or independent contractors; provided, that such employees or independent contractors do not perform labor or personal services on the residential premises, park on or near the residential premises, or physically check in at the residential premises during the course of business.

(6) The home occupation will not include the outdoor display and sale of products or stock in trade, unless the applicant can demonstrate that such on-premises sales will not result in noncompliance with other applicable standards governing Type I and Type II home occupations.

(h) Other Regulations.

(1) Home occupations shall comply with all other local, state or federal regulations pertinent to the activity pursued, and the requirements or permission granted or implied by this section shall not be construed as an exemption from these regulations.

(2) Home occupation permits are issued to an individual applicant and shall not be transferred or otherwise assigned to any other person. The permit will automatically expire when the applicant named on the permit application moves from the site or moves the business from the site. The home occupation shall also automatically expire if the permittee fails to maintain a valid business license or the business license is suspended or revoked. The home occupation shall not be transferred to any site other than that described on the application form.

(3) Two or more home occupation permits may be issued for the same location if it is determined that the sum of the businesses still meets the requirements of this chapter.

(4) The home occupation will comply with Chapter 22.26 FMC, Sign Regulations.

(i) Exemptions. The following activities shall be exempt from the provisions of this section:

(1) Garage sales, yard sales, bake sales, occasional parties for the sale or distribution of goods or services, and other like uses; provided, that any such garage sales and yard sales involve only the sale of household goods, none of which were purchased for the purpose of resale. If the collective total of all such sales and/or parties exceeds four

1 events or 12 days in any calendar year, then such sales and/or parties shall be considered  
2 a home occupation;

3 (2) Family day-care facilities licensed by the Washington State Department of Social  
4 and Health Services; and

5 (3) Telecommuting, remote work and other alternative work options; provided in  
6 which the resident is an employee of an off-site company, a business license is not  
7 required, and the work does not require deliveries or customers visiting the home.

8 (j) Permit Fee Exemptions. Nonprofit organizations as defined by FMC 5.04.100c  
9 must apply for a home occupation permit but are exempt from a home occupation permit  
10 fee. Nonprofit organizations that are categorized as Type II home occupations are not  
11 exempt from the conditional use permit fee.

12 **Section 2.** Severability. If any section, sentence, clause or phrase of this title shall be  
13 held to be invalid or unconstitutional by a court of competent jurisdiction, such  
14 invalidity or unconstitutionality shall not affect the validity or constitutionality of any  
15 other section, sentence, clause or phrase of this title.

16 **Section 3.** Publication and Effective Date. A summary of this ordinance consisting of  
17 its title shall be published in the official newspaper of the city. This ordinance shall be  
18 effective five (5) days after such publication.

19 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**  
20 **WASHINGTON,** at a regular meeting thereof this 14<sup>th</sup> day of November, 2017.

21 **APPROVED:**

22 \_\_\_\_\_  
23 Matthew Jolibois, Mayor

24 **ATTEST:**

25 \_\_\_\_\_  
26 Jessica Nappi, City Clerk

27 **APPROVED AS TO FORM:**

28 \_\_\_\_\_  
29 Michael B. Smith, City Attorney

30 **DATE OF PUBLICATION:**  
31 **EFFECTIVE DATE:**  
32

**NEW BUSINESS: Adoption of Preliminary 2018 Budget as Adopted  
ITEM 10D.****FROM:** Colleen Corcoran, Finance DirectorReviewed by: Blye City Manager CC Finance Director BT City Attorney

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**RECOMMENDED MOTION:** I move to adopt Ordinance No. \_\_\_\_\_, adopting the annual budget of the City of Fircrest for the Fiscal Year 2018.

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**PROPOSAL:** The Council is being asked to adopt an ordinance adopting the annual budget for Fiscal Year 2018.**FISCAL IMPACT:** The total of the 2018 Budget, including estimated revenues, expenditures and fund balances, is \$26,341,532.**ADVANTAGE:** The City will be in compliance with RCW 35.33.075.**DISADVANTAGES:** None known.**ALTERNATIVES:** None known.**HISTORY:** On September 12, 2017, the Preliminary Budget was presented to Council. Council budget work sessions were held on October 2, 9, 16 and 23, 2017. A Public Hearing for revenue sources was held on October 10, 2017. Public Hearings to receive comments on the 2018 Budget were held on October 10 and 24, 2017. The following resolutions and ordinances related to the 2018 Budget were authorized and adopted on October 10, 2017:

- Salaries of Non-Union Employees, Including Casual and Seasonal Employees
- Municipal Court Judge, Chief Examiner, and Information Services Manager Rate of Pay
- 2018 Ad Valorem Tax Levy
- 2018 Regular Property Tax Levy
- 2018 EMS Tax Levy
- 2018 Regular Property Tax and Regular EMS Levy Certification Forms

**ATTACHMENTS:** Ordinance

Final Adjustments to the Preliminary 2018 Budget Memo



**CITY OF FIRCREST  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON, ADOPTING THE ANNUAL BUDGET OF THE CITY OF  
FIRCREST FOR THE FISCAL YEAR 2018.**

**WHEREAS**, the Preliminary Budget of the City of Fircrest for the year 2018 was timely submitted; and

**WHEREAS**, Public Hearings on the proposed Budget were advertised and held on October 10, 2017 and October 24, 2017; and

**WHEREAS**, pursuant to said hearings and Council deliberations, certain changes were made in the preliminary budget. Now, Therefore,

**THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS  
FOLLOWS:**

**Section 1.** That the budget document on file with the City Clerk entitled "City of Fircrest 2018 Annual Budget" is hereby adopted by reference as though fully set forth.

**Section 2.** The 2018 Budget and totals of the estimated revenues, expenditures and fund balances for each separate fund, and the aggregate totals are as follows:

<b>FUND</b>	<b>REVENUE</b>	<b>EXPENDITURES</b>
001 General	\$7,970,305	\$7,970,305
101 Street	1,083,906	1,083,906
105 Police Investigation	11,643	11,643
150 Cumulative Reserve	3,530,763	3,530,763
310 Real Estate Excise Tax	1,406,000	1,406,000
415 Storm Drain	1,148,509	1,148,509
416 Storm Capital	530,000	530,000
425 Water	1,856,475	1,856,475
426 Water Capital	629,000	629,000
430 Sewer	4,661,235	4,661,235
432 Sewer Capital	1,760,000	1,760,000
501 Equipment Replacement	<u>1,753,696</u>	<u>1,753,696</u>
<b>TOTAL ALL FUNDS</b>	<b>\$26,341,532</b>	<b>\$26,341,532</b>

**Section 3.** A complete copy of the final budget for 2018 as adopted, together with a copy of this adopting ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Municipal Research Services Center (MRSC).

**Section 4.** This ordinance shall take effect five days after its passage, approval and publication as provided by law.

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**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 14<sup>th</sup> day of November, 2017.

**APPROVED:**  
  
\_\_\_\_\_  
Matthew Jolibois, Mayor

**ATTEST:**  
  
\_\_\_\_\_  
Jessica Nappi, City Clerk

**APPROVED AS TO FORM:**  
  
\_\_\_\_\_  
Michael B. Smith, City Attorney

**DATE OF PUBLICATION:**  
**EFFECTIVE DATE:**

**To:** Mayor and Councilmembers  
**From:** Colleen Corcoran, Finance Director  
**CC:** Bill McDonald, Interim City Manager  
**Date:** November 14, 2017  
**Re:** 2018 Budget Changes from Preliminary-Final

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### **ADJUSTMENTS TO THE 2018 BUDGET**

Attached are spreadsheets showing how the 2018 Preliminary Budget has been adjusted. Following are the explanations for each change.

#### **All Funds**

- Personnel Benefits in all departments have been decreased to match the actual medical premium rates. The Preliminary Budget used an estimate of 10%. The actual rate increase was 7.2%.
- Beginning Fund Balances and rollover projects have been adjusted based on year-end estimates.

#### **General Fund Adjustments**

##### **Revenue**

- General Property Tax – increased based on levy rate +\$3,821
- EMS Property Tax – increased based on levy rate +\$613
- City County Assistance – decreased based on new estimate from State (\$12,460)
- Swimming Instructions – increased rates non-resident swim lessons +\$1,980
- Space & Facilities Rental – increased rates for Fun Days and Holiday Bazaar booths +\$850

##### **Expenditures**

- Legislative – lower estimate on laptops/tablets for Council (\$2,000)
- Legislative – remove cost for Park Bond ballot measure (\$8,000)
- Personnel – remove cost for updating Personnel Policies and Procedures manual (\$5,000)
- Police – Promote Officer to Sergeant +\$2,255
- Police – Vacant Officer position hired at higher step +\$3,830
- All Department – decrease medical rates (\$8,565)
- Non Departmental – increase property tax transfer due to levy rate increase +\$477
- Non Departmental – increase transfer to Street Light Maintenance +\$57,740

## **Street Fund Adjustments**

### **Revenue**

- Transfer In - increase transfer in from property tax +\$477
- Transfer In-Light - increase transfer in for Street Light Maintenance +\$57,740
- Transfer In-from REET 1 – removed capital improvements (\$75,000)
- Transfer In-REET 2 – rollover for Emerson Sidewalk Grant match +\$7,280
- Grant Revenue – rollover for Emerson Sidewalk grant +\$24,600
- Grant Revenue – rollover for Traffic Safety grant \$292,560

### **Expenditures**

- All Department – decrease medical rates (\$655)
- Beautification – removed landscape improvements (\$25,000)
- Project Engineering – rollover for Traffic Signal grant project +\$5,000
- Capital Improvements – remove traffic island relocation (\$10,000)
- Capital Improvements – remove Berkeley and Buena Vista overlay (\$65,000)
- Capital Improvements – rollover Emerson Sidewalk project +\$31,900
- Capital Improvements – rollover Traffic Safety grant project +\$287,560

## **Storm Fund Adjustments**

### **Revenues**

- DOE-NPDES Grant – rollover NPDES compliance +\$12,000

### **Expenditures**

- Decrease medical rates (\$785)
- Professional Services – rollover NPDES compliance +\$12,000

## **Water Fund Adjustments**

### **Revenue**

- Beginning Fund Balance – increased due to rollover of Ramsdell project +\$410,999

### **Expenditures**

- Decrease medical rates (\$1,670)
- Transfer to Water Capital Fund – increased due to rollover of Ramsdell project \$411,000

## **Water Capital Fund Adjustments**

### **Revenues**

- Transfer In – increase due to rollover of Ramsdell project \$411,000

### **Expenditures**

- Decrease medical rates (\$45)
- Project Engineering – increase due to rollover Ramsdell project \$31,000
- Capital Improvements - increase due to rollover Ramsdell project \$380,000

## **Sewer Fund Adjustments**

### **Revenues**

- Beginning Fund Balance – decrease due to Budget Adjustment (\$250,000)

### **Expenditures**

- Decrease medical rates (\$965)
- Transfer to Sewer Capital Fund – decrease due to Budget Adjustment (\$250,000)
- Budget Adjustment included increased costs for sewer treatment and project engineering for the Ramsdell water main project

## **Sewer Capital Fund Adjustments**

### **Revenues**

- Transfer In – decrease due to available fund balance due to Budget Adjustment (\$250,000)

### **Expenditures**

- Decrease medical rates (\$145)

## **ERR Fund Adjustments**

### **Expenditures**

- Decrease medical rates (\$20)

## **REET Fund Adjustments**

### **Revenues**

- Beginning Fund Balance REET 1 – increase due to no capital transfer out +\$50,000 and additional revenue +\$30,000
- Beginning Fund Balance REET 2 – increase due to rollover for Emerson project +\$7,280 and additional revenue +\$30,000

### **Expenditures**

- Transfer Out REET 1 – remove traffic island relocation (\$10,000)
- Transfer Out REET 1 – remove Berkeley and Buena Vista overlay (\$65,000)
- Transfer Out REET 2 – rollover of Emerson project +\$7,280

**General Fund  
Adjustments to the 2018 Preliminary Budget**

	<b>2018 <u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b>2018 <u>Adjusted</u></b>
Designated/Light	773,178		773,178
Designated/44th & Alameda	575,575		575,575
Undes Beginning Fund Balance	<u>1,537,309</u>		<u>1,537,309</u>
<b>Total Beginning Fund Balance</b>	<b>2,886,062</b>	<b>0</b>	<b>2,886,062</b>
 Taxes	 3,214,658		
General Property Taxes		3,821	
EMS Property Taxes		613	
Total Taxes			3,219,092
Licenses & Permits	542,100		542,100
Intergovernmental Revenues	219,045		
City County Assistance		(12,460)	
Total Intergovernmental Revenues			206,585
Charges for Goods & Services	717,733		
Swimming Instructions		1,980	
Total Charges for Goods & Services			719,713
Fines & Forfeits	203,500		203,500
Miscellaneous	192,403		
Space & Facilities Rental		850	
Total Miscellaneous			193,253
 <b>Total Operating Revenue</b>	 <b>5,089,439</b>	 <b>(5,196)</b>	 <b>5,084,243</b>
 <b>TOTAL GENERAL FUND RESOURCES</b>	 <b>7,975,501</b>	 <b>(5,196)</b>	 <b>7,970,305</b>
 Legislative	 83,225		
Small Tools & Minor Equipment		(2,000)	
Special Elections & Voter Reg		(8,000)	
Total Legislative			73,225
Judicial	272,725		
Personnel Benefits		(790)	
Total Judicial			271,935
Administration	286,315		
Personnel Benefits		(1,080)	
Total Administration			285,235
Finance	306,776		
Personnel Benefits		(760)	
Total Finance			306,016
Legal	138,475		138,475
Other Employee Benefits	1,550		1,550
Non-Departmental	122,339		
Personnel Benefits		(200)	
Total Non Departmental			122,139
Personnel	53,210		
Personnel Benefits		(195)	
Professional Services		(5,000)	
Total Personnel			48,015

**General Fund  
Adjustments to the 2018 Preliminary Budget**

	<b><u>2018 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2018 Adjusted</u></b>
Facilities	423,227		
Personnel Benefits		(300)	
Total Facilities			422,927
Information Systems	56,219		56,219
Civil Service Commission	5,500		5,500
Police	1,515,288		
Salaries & Wages		5,275	
Personnel Benefits		(3,145)	
Total Police			1,517,418
Fire/EMS	641,736		641,736
Jail	30,500		30,500
Building Inspection	103,625		
Personnel Benefits		(50)	
Total Building Inspection			103,575
Emergency Management	13,516		
Personnel Benefits		(25)	
Total Emergency Management			13,491
Physical Environment	14,407		14,407
Planning	81,542		
Personnel Benefits		(50)	
Total Planning			81,492
Health	2,200		2,200
Recreation	293,050		
Personnel Benefits		(675)	
Total Recreation			292,375
Participant Recreation	32,575		32,575
Library	14,000		14,000
Community Events	20,150		20,150
Swimming Pool	147,335		
Personnel Benefits		(85)	
Total Swimming Pool			147,250
Parks	222,498		
Personnel Benefits		(400)	
Total Parks			222,098
Total	4,881,983	(17,480)	4,864,503
Operating Transfer/Street Beautification	10,000		10,000
Operating Transfer/Property Tax	195,977	477	196,454
<b>Total Operating Cost</b>	<b>5,087,960</b>	<b>(17,003)</b>	<b>5,070,957</b>
Revenue over (Under) Operating Expenses	1,479	11,807	13,286

**General Fund  
Adjustments to the 2018 Preliminary Budget**

	<b><u>2018 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2018 Adjusted</u></b>
Facilities	13,000		13,000
Police	7,000		7,000
Parks	115,000		115,000
<b>Total Capital</b>	<b>135,000</b>	<b>0</b>	<b>135,000</b>
Transfer to Street Lt. Maint. From Desg Lt.	60,000	57,740	117,740
<b>Total Transfers Out</b>	<b>60,000</b>	<b>57,740</b>	<b>117,740</b>
Undes Ending Fund Balance	246,788	11,807	258,595
Reserved for Cash Flow	1,272,000		1,272,000
Designated/Light	713,178	(57,740)	655,438
Designated/44th & Alameda	460,575		460,575
<b>Total Ending Fund Balance</b>	<b>2,692,541</b>	<b>(45,933)</b>	<b>2,646,608</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>7,975,501</b>	<b>(5,196)</b>	<b>7,970,305</b>



**Street Fund  
Adjustments to the 2018 Preliminary Budget**

	<b>2018 Preliminary</b>	<b>Adjustment</b>	<b>2018 Adjusted</b>
Beginning Fund Balance	183,392		183,392
<b>Total Beginning Fund Balance</b>	<b>183,392</b>	<b>0</b>	<b>183,392</b>
Preliminary Operating Revenues	176,880		176,880
Preliminary Operating Transfers In	<u>205,977</u>	<u>477</u>	<u>206,454</u>
<b>Total Operating Revenue</b>	<b>382,857</b>	<b>477</b>	<b>383,334</b>
Total Transfer In for Capital from Light Money	60,000	57,740	117,740
Total Transfer In for Capital from REET 1	150,000	(75,000)	75,000
Total Transfer In for Capital from REET 2	0	7,280	7,280
Total Grant Revenue	<u>0</u>	<u>317,160</u>	<u>317,160</u>
<b>Total Revenue for Capital</b>	<b>210,000</b>	<b>307,180</b>	<b>517,180</b>
<b>TOTAL STREET FUND RESOURCES</b>	<b>776,249</b>	<b>307,657</b>	<b>1,083,906</b>
Street Maintenance	316,504		
Personnel Benefits		(320)	
Total Street Maintenance			316,184
Street Light Maintenance	84,955		
Personnel Benefits		(215)	
Total Street Light Maintenance			84,740
Street Beautification	95,035		
Personnel Benefits		(120)	
Beautification Improvments		(25,000)	
Total Street Beautification			69,915
<b>Total Operating Cost</b>	<b>496,494</b>	<b>(25,655)</b>	<b>470,839</b>
<b>Revenue over (Under) Operating Expenses</b>	<b>(113,637)</b>	<b>26,132</b>	<b>(87,505)</b>
Capital Expenditures	<u>194,750</u>	<u>249,460</u>	<u>444,210</u>
<b>Excess revenue over (under) operating and Capital</b>	<b>(98,387)</b>	<b>76,572</b>	<b>(21,815)</b>
Undesignated Ending Fund Balance	85,005	83,852	168,857
<b>Total Ending Fund Balance</b>	<b>85,005</b>	<b>83,852</b>	<b>168,857</b>
<b>TOTAL STREET FUND BUDGET</b>	<b>776,249</b>	<b>307,657</b>	<b>1,083,906</b>

**Storm Fund  
Adjustments to 2018 Preliminary Budget**

	<b><u>2018 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2018 Adjusted</u></b>
Beginning Fund Balance	653,509		653,509
Preliminary Operating Revenues	483,000	12,000	495,000
<b>TOTAL STORM FUND RESOURCES</b>	<b>1,136,509</b>	<b>12,000</b>	<b>1,148,509</b>
Preliminary Operating Expenses	463,075		
Personnel Benefits		(785)	
Professional Services		12,000	
Total Operating Expenses			474,290
Excess of revenues over(under) operating expenses	19,925	12,785	20,710
Transfer to Storm Capital Fund	530,000		530,000
<b>Revenue over (Under) Operating Expenses w/Xfer</b>	<b>(510,075)</b>	<b>12,785</b>	<b>(509,290)</b>
<b>Undesignated Ending Fund Balance</b>	<b>143,434</b>	<b>12,785</b>	<b>144,219</b>
<b>TOTAL STORM FUND BUDGET</b>	<b>1,136,509</b>	<b>12,000</b>	<b>1,148,509</b>

**STORM CAPITAL FUND**  
**Adjustments to 2018 Preliminary Budget**

	<b><u>2018 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2018 Adjusted</u></b>
Beginning Fund Balance	0		0
Capital Contributions	0		0
Transfer In	530,000		530,000
<b>TOTAL STORM CAPITAL FUND RESOURCES</b>	<b>530,000</b>	<b>0</b>	<b>530,000</b>
Capital Expenses	26,750		
<b>Total Expenditures</b>	<b>26,750</b>	<b>0</b>	<b>26,750</b>
<b>Excess over (under) including capital</b>	<b>503,250</b>	<b>0</b>	<b>503,250</b>
<b>Undesignated Ending Fund Balance</b>	<b>503,250</b>	<b>0</b>	<b>503,250</b>
<b>TOTAL STORM CAPITAL FUND BUDGET</b>	<b>530,000</b>	<b>0</b>	<b>530,000</b>

**Water Fund**  
**Adjustments to 2018 Preliminary Budget**

	<b><u>2018 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2018 Adjusted</u></b>
Beginning Fund Balance	393,676	410,999	804,675
Preliminary Operating Revenues	1,051,800		1,051,800
<b>TOTAL WATER FUND RESOURCES</b>	<b>1,445,476</b>	<b>410,999</b>	<b>1,856,475</b>
Preliminary Operating Expenses	986,813		
Personnel Benefits		(1,670)	
Total Operating Expenses			985,143
Revenue over (Under) Operating Expenses	64,987	1,670	66,657
Transfer to Water Capital	210,000	411,000	621,000
<b>Excess revenue over (under) including Xfer</b>	<b>(145,013)</b>	<b>(409,330)</b>	<b>(554,343)</b>
<b>Undesignated Ending Fund Balance</b>	<b>248,663</b>	<b>1,669</b>	<b>250,332</b>
<b>TOTAL WATER FUND BUDGET</b>	<b>1,445,476</b>	<b>410,999</b>	<b>1,856,475</b>

**WATER CAPITAL FUND**  
**Adjustments to 2018 Preliminary Budget**

	<u>2018 Preliminary</u>	<u>Adjustment</u>	<u>2018 Adjusted</u>
Beginning Fund Balance	0		0
Capital Contributions	8,000		8,000
Transfer In	210,000	411,000	621,000
<b>TOTAL WATER CAPITAL FUND RESOURCES</b>	<b>218,000</b>	<b>411,000</b>	<b>629,000</b>
Capital Expenses	182,830		
Benefits		(45)	
Project Engineering		31,000	
Improvements		380,000	
<b>Total Expenditures</b>	<b>182,830</b>	<b>410,955</b>	<b>593,785</b>
<b>Excess over (under) including capital</b>	<b>35,170</b>	<b>45</b>	<b>35,215</b>
<b>Undesignated Ending Fund Balance</b>	<b>35,170</b>	<b>45</b>	<b>35,215</b>
<b>TOTAL WATER CAPITAL FUND BUDGET</b>	<b>218,000</b>	<b>411,000</b>	<b>629,000</b>

**Sewer Fund  
Adjustments to 2018 Preliminary Budget**

	<b><u>2018 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2018 Adjusted</u></b>
Beginning Fund Balance	2,279,035	(250,000)	2,029,035
Preliminary Operating Revenues	2,632,200		2,632,200
<b>TOTAL SEWER FUND RESOURCES</b>	<b>4,911,235</b>	<b>(250,000)</b>	<b>4,661,235</b>
Preliminary Operating Expenses	2,011,792		
Personnel Benefits		(965)	
Total operating Expenses			2,010,827
<b>Revenue over (Under) Operating Expenses</b>	<b>620,408</b>	<b>965</b>	<b>621,373</b>
Debt Service	315,520		315,520
Transfer to Sewer Capital	2,000,000	(250,000)	1,750,000
<b>Excess revenue over (under) with debt &amp; xfer</b>	<b>(1,695,112)</b>	<b>965</b>	<b>(1,444,147)</b>
<b>Undesignated Ending Fund Balance</b>	<b>583,923</b>	<b>965</b>	<b>584,888</b>
<b>TOTAL SEWER FUND BUDGET</b>	<b>4,911,235</b>	<b>(250,000)</b>	<b>4,661,235</b>

**SEWER CAPITAL FUND**  
**Adjustments to 2018 Preliminary Budget**

	<u>2018 Preliminary</u>	<u>Adjustment</u>	<u>2018 Adjusted</u>
Beginning Fund Balance	0		0
Capital Contributions	10,000		10,000
Transfer In	2,000,000	(250,000)	1,750,000
<b>TOTAL SEWER CAPITAL FUND RESOURCES</b>	<b>2,010,000</b>	<b>(250,000)</b>	<b>1,760,000</b>
Capital Expenses	742,760		
Benefits		(145)	
<b>Total Expenditures</b>	<b>742,760</b>	<b>(145)</b>	<b>742,615</b>
<b>Excess over (under) including capital</b>	<b>1,267,240</b>	<b>(249,855)</b>	<b>1,017,385</b>
<b>Undesignated Ending Fund Balance</b>	<b>1,267,240</b>	<b>(249,855)</b>	<b>1,017,385</b>
<b>TOTAL SEWER CAPITAL FUND BUDGET</b>	<b>2,010,000</b>	<b>(250,000)</b>	<b>1,760,000</b>

**ERR Fund  
Adjustments to 2018 Preliminary Budget**

	<b><u>2018 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2018 Adjusted</u></b>
Beginning Fund Balance	1,395,580		1,395,580
Preliminary Operating Revenues	156,865		156,865
Total Transfer In for Capital Replacement	201,251		201,251
<b>TOTAL ERR FUND RESOURCES</b>	<b>1,753,696</b>	<b>0</b>	<b>1,753,696</b>
Preliminary Operating Expenses	148,008	(20)	147,988
<b>Revenue over (Under) Operating Expenses</b>	<b>8,857</b>	<b>20</b>	<b>8,877</b>
Capital Expenses	213,224		213,224
<b>Excess over (under) including capital</b>	<b>(3,116)</b>	<b>20</b>	<b>(3,096)</b>
<b>Undesignated Ending Fund Balance</b>	<b>1,392,464</b>	<b>20</b>	<b>1,392,484</b>
<b>TOTAL ERR FUND BUDGET</b>	<b>1,753,696</b>	<b>0</b>	<b>1,753,696</b>



**REET Fund**  
**Adjustments to 2018 Preliminary Budget**

		<b>2018</b>	<b>Adjustment</b>	<b>2018</b>
		<b><u>Preliminary</u></b>		<b><u>Adjusted</u></b>
Beginning Fund Balance 1st		<b>236,323</b>	<b>79,977</b>	<b>316,300</b>
Beginning Fund Balance 2nd		<b>847,821</b>	<b>37,279</b>	<b>885,100</b>
	TOTAL	1,084,144	117,256	1,201,400
Preliminary Operating Revenues 1st 1/4		100,600		100,600
Preliminary Operating Revenues 2nd 1/4		104,000		104,000
	TOTAL	204,600		204,600
<b>TOTAL REET FUND RESOURCES</b>		<b>1,288,744</b>	<b>117,256</b>	<b>1,406,000</b>
Preliminary Expenses				
Transfer Out from REET (1st 1/4)		150,000	(75,000)	75,000
Transfer Out from REET (2nd 1/4)		<u>0</u>	<u>7,280</u>	<u>7,280</u>
	TOTAL	150,000	(67,720)	82,280
<b>Ending Fund Balance 1st</b>		186,923	154,977	341,900
<b>Ending Fund Balance 2nd</b>		<u>951,821</u>	<u>29,999</u>	<u>981,820</u>
	TOTAL	1,138,744	184,976	1,323,720
<b>TOTAL REET FUND BUDGET</b>		<b>1,288,744</b>	<b>117,256</b>	<b>1,406,000</b>

**Cumulative Reserve Fund  
Adjustments to 2018 Preliminary Budget**

	<b>2018 <u>Preliminary</u></b>	<b><u>Adjustment</u></b>	<b>2018 <u>Adjusted</u></b>
Beginning Fund Balance General	3,000,000		3,000,000
Beginning Fund Balance Street	150,000		150,000
Beginning Fund Balance Water	11,513		11,513
Beginning Fund Balance Sewer	<u>369,250</u>		<u>369,250</u>
TOTAL	3,530,763	0	3,530,763
 <b>TOTAL Cumulative Reserve Fund Resources</b>	 <b>3,530,763</b>	 <b>0</b>	 <b>3,530,763</b>
 Ending Fund Balance General	 3,000,000		 3,000,000
Ending Fund Balance Street	150,000		150,000
Ending Fund Balance Water	11,513		11,513
Ending Fund Balance Sewer	<u>369,250</u>		<u>369,250</u>
TOTAL	3,530,763	0	3,530,763
 <b>TOTAL Cumulative Reserve Fund Budget</b>	 <b>3,530,763</b>	 <b>0</b>	 <b>3,530,763</b>

**Police Investigation Fund  
Adjustments to 2018 Preliminary Budget**

	<b><u>2018 Preliminary</u></b>	<b><u>Adjustment</u></b>	<b><u>2018 Adjusted</u></b>
Beginning Fund Balance	11,603		11,603
Preliminary Operating Revenues	40		40
<b>TOTAL POLICE INVESTIGATION FUND RESOURCES</b>	<b>11,643</b>	<b>0</b>	<b>11,643</b>
Preliminary Operating Expenses	11,643		11,643
<b>Undesignated Ending Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POLICE INVESTIGATION FUND BUDGET</b>	<b>11,643</b>	<b>0</b>	<b>11,643</b>

**NEW BUSINESS:** Amending City Council Rules of Procedures – Consent Calendar  
**ITEM 10E.**

**FROM:** Bill McDonald, Interim City Manager

Reviewed by: Buc City Manager Dee Finance Director PRC City Attorney

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, which modifies the City Council Rules of Procedures as it relates to the Consent Calendar.

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**PROPOSAL:** Council is being asked to adopt the attached resolution, which would amend the Fircrest City Council Rules of Procedures and make revisions to the Consent Calendar under Rule 20. Currently, Rule 20. G. Consent Calendar states:

- (1) The City Manager shall set the following items of business on the Consent Calendar:*
- a) Approval of vouchers/payroll warrants*
  - b) Approval of minutes,*
  - c) Setting public hearings*

Staff proposes to revise the Consent Calendar and add routine matters in an effort to move through the meeting in an efficient manner. The proposed revision states:

- (1) The City Manager shall set the following items of business on the Consent Calendar. Consent calendar items shall consist of non-controversial routine matters, such as, but not limited to, the following:*
- Approval of vouchers/payroll warrants;*
  - Approval of minutes;*
  - Setting of public hearings;*
  - Routine resolutions, including contracts if already funded in the adopted budget;*
  - Communications requiring no action (e.g. liquor license renewals); and*
  - Treasurer's report and financial reports.*

*Items may be placed on the consent calendar at the discretion of the City Manager and may be removed from the consent calendar on the request of any one Council member. Items not removed shall be adopted by general consent without discussion. Removed items shall be placed later on the agenda. Any document associated with the adopted consent calendar shall become part of the minutes.*

**FISCAL IMPACT:** None known.

**ADVANTAGE:** The Council could conduct its meetings in a more efficient manner while still providing the public with the opportunity to participate meaningfully in the discussion of City business. Any one member of the Fircrest City Council may remove an item from the consent calendar for further discussion, inquiry, and/or subsequent vote.

**DISADVANTAGES:** None.

**ALTERNATIVES:** Council could recommend not approving the revisions.

**HISTORY:** This item was discussed at the October 24, 2017 regular Council meeting.

**ATTACHMENT:** [Resolution](#)

**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AMENDING THE ORDER OF  
BUSINESS OF THE CITY OF FIRCREST CITY COUNCIL AS IT  
RELATES TO THE CONSENT CALENDAR.**

**WHEREAS**, the City Council of the City of Fircrest adopted Resolution No. 441 on June 26, 1990, which constituted the City Council's Rules of Procedures; and

**WHEREAS**, the Fircrest City Council has made revisions to the City Council's Rules of Procedures in years past (Resolution Nos. 528, 760, 1027, and 1076) in the public interest to provide a more effective means of conducting the business of the City; and

**WHEREAS**, Rule 42 of the Fircrest City Council Rules of Procedures, dated February 10, 2009, provides that the rules may be amended, or new rules adopted, by a majority vote of the Council; and

**WHEREAS**, in an effort to employ a method to move through routine matters in an efficient manner by modifying the manner in which the Fircrest City Council conducts its meetings and be more efficient while still providing the public with the opportunity to participate meaningfully in the discussion of City business; and

**WHEREAS**, the Fircrest City Council has been advised on the process of being able to approve certain routine matters, as identified below and as may be amended from time to time, efficiently and without discussion in the form of a consent; and

**WHEREAS**, discussion and a more formal agenda process is not necessary for the adoption of these certain routine matters; and

**WHEREAS**, any member of the Fircrest City Council may remove an item from the consent calendar for further discussion, inquiry, and/or subsequent vote. Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** The following revisions shall be made to Rule 20 G. Consent Calendar:

(1) The City Manager shall set the following items of business on the Consent Calendar. Consent calendar items shall consist of non-controversial routine matters, such as, but not limited to, the following:

- Approval of vouchers/payroll warrants;
- Approval of minutes;
- Setting of public hearings;
- Routine resolutions, including contracts if already funded in the adopted budget;
- Communications requiring no action (e.g. liquor license renewals); and
- Treasurer's report and financial reports.

Items may be placed on the consent calendar at the discretion of the City Manager and may be removed from the consent calendar on the request of

any one Council member. Items not removed shall be adopted by general consent without discussion. Removed items shall be placed later on the agenda. Any document associated with the adopted consent calendar shall become part of the minutes.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 14<sup>th</sup> day of November 2017.

**APPROVED:**

\_\_\_\_\_  
Matthew Jolibois, Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Nappi, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney

**NEW BUSINESS:**     **Steilacoom Sleigh Contract**  
**ITEM 10F.**

**FROM:**                   **John Cheeseman, Police Chief**

Reviewed by:     Bhuc City Manager     W Finance Director     CAF City Attorney

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**RECOMMENDED MOTION:**     **I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute an Equipment Use and Hold Harmless Agreement between the Town of Steilacoom and the City of Fircrest for the use of the Holiday Sleigh.**

---

**PROPOSAL:** The City Council is being asked to authorize the City Manager to execute an Equipment Use and Hold Harmless Agreement with the Town of Steilacoom for use of the Holiday Sleigh.

**FISCAL IMPACT:** Minimal.

**ADVANTAGE:** This is a great event for our community and our employees.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** Not execute the agreement and forego the use of the holiday sleigh.

**HISTORY:** The Town of Steilacoom owns a motorized vehicle that can be best described as a Holiday Sleigh. The City has utilized the sleigh for 17 years with much success and has been very well received in the community. During this event, City employees, and volunteers have dressed up in costumes of elves, reindeers, a snowman, and even Mr. and Mrs. Claus, and we ride the "sleigh" throughout Fircrest. We hand out holiday wishes, donated toys, and candy canes to our residents.

In addition to the Tree Lighting Ceremony, we will also be traveling throughout our community on December 19<sup>th</sup> and 20<sup>th</sup>. We have pre-arranged and announced stops along our journey which affords our residents a chance to talk with and take a picture with Santa and all his helpers. For those who would like a photo with Santa, professional photographer Richard Trask will be taking pictures and we will send a picture to the family through their e-mail all at no cost. The Police Chief has coordinated our dates with the Fire Department and they will be joining us on our journey.

The Santa sleigh tour brings City employees and citizens together and it promotes team building. This event is done with all volunteers, including the decorating and cleaning of the sleigh.

**ATTACHMENTS:** [Resolution](#)  
[Equipment Use and Hold Harmless Agreement](#)

CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO SIGN AN EQUIPMENT USE AND HOLD  
HARMLESS AGREEMENT BETWEEN THE TOWN OF  
STEILACOOM AND THE CITY OF FIRCREST FOR THE USE OF A  
MOTORIZED HOLIDAY SLEIGH.

**WHEREAS**, RCW 39.34.030 authorizes municipal corporations to enter into agreements  
with one another for joining cooperative action; and

**WHEREAS**, the parties to this agreement each have the need of the use of the Holiday  
Sleigh; and

**WHEREAS**, the parties to this agreement believe it is in the best interest of both to enter  
into a joint agreement to share the use of the Holiday Sleigh. Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** The City Manager is hereby authorized and directed to enter into an Interlocal  
Agreement between the Town of Steilacoom and the City of Fircrest for the use of the  
Holiday Sleigh.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 14<sup>th</sup> day of November  
2017.

**APPROVED:**

\_\_\_\_\_  
Matthew Jolibois, Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Nappi, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney



CITY OF FIRCREST

OCT 13 2017

RECEIVED

**EQUIPMENT USE AND HOLD HARMLESS AGREEMENT**

This agreement is made and entered into by Fircrest, hereafter referred to as user, and the Town of Steilacoom, hereafter referred to as owner.

**RECITALS**

1. The Town of Steilacoom owns a motorized vehicle best described as a holiday season sleigh which it uses in various Town holiday activities; and
2. Fircrest wishes to use the Town of Steilacoom holiday season sleigh for holiday activities in Fircrest; and
3. The Town of Steilacoom is willing to allow Fircrest to make use of its holiday season sleigh on certain terms and conditions; and
4. The parties set forth below the terms and conditions on which such use shall be permitted.

**AGREEMENT**

- A. Owner agrees to allow user to use its holiday season sleigh, and user agrees to use owner's holiday season sleigh according to and in compliance with the terms and conditions set forth below.
- B. Owner shall reserve the right to first choice for all dates and times of use of the holiday season sleigh. User shall be entitled to use the holiday season sleigh at all other times not previously scheduled for use by owner. User shall make all requests for use of the holiday season sleigh in writing directed to the Town Administrator.
- C. User agrees to allow only validly licensed and insured drivers to operate the holiday season sleigh.
- D. Before user makes any use of the holiday season sleigh, user shall provide to owner a certificate of vehicle liability insurance of a minimum of \$1,000,000.00 demonstrating that user has hired and non-owned auto coverage. Further, user agrees that its vehicle insurance coverage shall be the primary insurance in respect to owner. Any insurance, self-insurance, or insurance pool coverage maintained by owner shall be in excess of the user's insurance and shall not contribute with it. User also agrees to pay owner's physical damage deductible for any damage to the vehicle while in user's care and control pursuant to this agreement.
- E. User indemnifies, defends and holds harmless, owner, its officers, officials, employees, volunteers, successors and assigns from any and all claims, injuries, damages, losses, suits, actions or liabilities for injury or death of any person, or for the loss or damage to property which arises out of user's use of the owner's holiday season sleigh, or from any activity, work or thing done, permitted or allowed by user in or about the holiday season sleigh, except for injuries and damages caused by the sole negligence of the owner.
- F. User shall be fully financially responsible for all costs of use, operation and maintenance of the holiday season sleigh while it is in the user's care and control pursuant to this agreement.
- G. This agreement constitutes the full and entire agreement of the parties. Any changes, additions or other modifications of this agreement shall be in writing and signed by both parties.
- H. If any provision of this agreement shall be found by a court of competent jurisdiction to be invalid and/or unenforceable, the remainder of this agreement shall be given full force and effect by the parties.
- I. This agreement covers the period December 1, 2017 through December 31, 2017.

Fircrest:

By: \_\_\_\_\_  
City Manager

Town of Steilacoom

By:   
Mayor

Date: \_\_\_\_\_

Date: 10/3/2017

**NEW BUSINESS:** South Sound 911 Dispatch and Information Services Contract  
**ITEM 10G.**

**FROM:** John Cheeseman, Police Chief

Reviewed by: Bh City Manager QA Finance Director BT City Attorney

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute an agreement with South Sound 911 for Public Safety Communications and Information Services.

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**PROPOSAL:** Council is being asked to adopt a resolution with South Sound 911, which would allow the Fircrest Police Department continued access to South Sound 911 Records Management Core Technology and Radio Communication Services to the Fircrest Police Department.

This includes SS 911 IT support and network system support. This would allow access to the Records Management System, Enforcer, and other police programs. SS 911 staff support the Fircrest Police Department with upgrades and maintain our police computers at no additional cost.

**FISCAL IMPACT:** The Preliminary 2018 Budget includes the cost for SS 911 services of \$101,938. This includes \$74,098 for Dispatch and \$27,840 for Information Services. This service is fully funded in the Preliminary 2018 Budget. The cost allocations for SS 911 member and partner agencies have been off-set by the support of the 1/10<sup>th</sup> of 1% Sales Tax revenue that was approved by voters, resulting in a decreased cost to the City.

**ADVANTAGE:** The Law Enforcement Support Agency (LESA) ceased operation in December 2012 and has been replaced by South Sound 911. South Sound 911 is the only organization available that can provide these vital services to the Fircrest Police Department.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** None that are feasible.

**HISTORY:** The City had a contract with LESA from 1974 to 2012 for dispatch and information services. LESA was replaced by South Sound 911 on January 1, 2013.

**ATTACHMENTS:** Resolution  
Agreement

**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AN AGREEMENT WITH SOUTH  
SOUND 911 TO PROVIDE PUBLIC SAFETY  
COMMUNICATIONS AND LAW ENFORCEMENT  
INFORMATION SERVICES IN 2018.**

**WHEREAS**, the Fircrest Police Department will be more efficient and effective by using the South Sound 911 communications services and records management systems; and

**WHEREAS**, South Sound 911 currently does provide communications services and records management services to the City of Fircrest Police Department; and

**WHEREAS**, the City has ongoing need of such services. Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** The City Manager is hereby authorized and directed to execute the agreement with South Sound 911 for services to the City of Fircrest Police Department.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 14<sup>th</sup> day of  
November 2017.

**APPROVED:**

\_\_\_\_\_  
Matthew Jolibois, Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Nappi, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney

**2018 Allocation Term Sheet  
For  
Public Safety Communications and Information Services  
Between  
South Sound 911 and Fircrest Police Department**

**INFORMATION SERVICES:**

**Number of Commissioned Officers:** 8

**Agency Population:** \_\_\_\_\_

**COMMUNICATIONS SERVICES:**

**Percent Increase from 2017:** 2.5%

Service	Annual Cost
Information Services:	
Records Management – Core Technology	\$25,050
Records Management – Full Service	\$
Records Management – Warrant Services	\$
Total Information Services	\$25,050
Communications	\$74,100
Total Agency Allocation	\$99,150

**SOUTH SOUND 911**

**FIRCREST POLICE DEPARTMENT**

\_\_\_\_\_  
Andrew E. Neiditz  
Executive Director

Date

\_\_\_\_\_  
Print Name:  
Print Title:

Date

Approved as to Budget:

Address:

\_\_\_\_\_  
Janet Caviezel  
Assistant Director, Administration

Approved as to Form:

\_\_\_\_\_  
Peter Beckwith  
General Counsel

## **Information Services**

### **1. South Sound 911 Services**

#### **A. Service Options:**

- i. Core Technology which includes RMS modules such as Field Based Reporting, Supervisor Review Queues, Electronic Distribution and others used by Patrol, Investigations and Police Administration.
- ii. Full Service which include Archiving, Data Entry, Distribution and Statistical Reporting, public counter for citizens and businesses to obtain public disclosure documents, fingerprint services, concealed pistol licenses and process pistol transfers.
- iii. Warrant Service which includes the entry, confirmation, maintenance and validation of any Warrants or Orders.

### **2. Responsibilities**

- A. Law Enforcement Agency shall comply with the standard operating procedures for information services as may be established from time to time by SS911.
- B. Law Enforcement Agency is responsible for maintaining its equipment. Any phone line or device charges for SS911 to share data shall be the responsibility of Law Enforcement Agency.
- C. SS911 has sole authority to determine which of its information, data bases and/or computer systems will be subject to access by Law Enforcement Agency.
- D. Data or information generated by Law Enforcement Agency in the possession of SS911 is the property of Law Enforcement Agency. SS911 may use this information for the benefit of SS911 law enforcement operations. At Law Enforcement Agency's request, SS911 will maintain and archive this information but SS911 will retain all control as to the methods used for retention, archiving and retrieval of such information.
- E. SS911 shall maintain control over its personnel, including all policies and procedures relating to personnel.
- F. The Parties agree that they will act in strict accordance with the provisions of the Criminal Records Privacy Act, RCW 10.97, the Public Disclosure Act, RCW 42.56, and all other laws and regulations that govern the use and dissemination of information accessed, stored, or utilized in connection with this agreement. SS911 will comply with the Washington State Archives Records Management Retentions Schedule in conjunction with Law Enforcement Agency. Any modification or variance to this standardized retention will be the responsibility of the Law Enforcement Agency. The parties will ensure that their officers, employees, and agents comply with such laws and regulations, take steps to physically secure information and access to information, properly dispose of information through approved methods of physical destruction, and limit access to information to those persons who are authorized by law to do so.
- G. SS911 is authorized to audit Law Enforcement Agency's use of the services, and further, is authorized to immediately disconnect or terminate Law Enforcement Agency's use of services in the event of any violation.

## **Communications Services**

### **1. South Sound 911 Services**

- A. Receive and accept emergency and routine police calls from within the boundaries of areas served by Law Enforcement Agency.
- B. Handle calls according to the procedures established by SS911.
- C. Maintain radio and support communications with Law Enforcement Agency from the time of the initial call and provide additional assistance as needed within customary support as provided by SS911.
- D. Record and maintain a record of radio and telephone communications relating to all emergency incidents as required by SS911.
- E. The services to be provided by SS911 shall be provided twenty-four (24) hours per day; seven (7) days per week, during the term of this agreement.

### **2. Responsibilities**

- A. Law Enforcement Agency shall comply with the standard operating procedures for services as may be established from time to time by SS911.
- B. Law Enforcement Agency is responsible for maintaining its equipment. Any phone line or device charges for SS911 to share data shall be the responsibility of Law Enforcement Agency.
- C. Law Enforcement Agency shall provide and maintain, at its expense, a licensed operational radio base transmitter with appropriate controls and the designated telephone communication line to SS911.
- D. Any changes to unit identification system by must be mutually agreed upon by the parties.



**NEW BUSINESS:** Combined Communication Network Contract  
**ITEM 10H.**

**FROM:** Bill McDonald, Interim City Manager

Reviewed by: Blm City Manager WA Finance Director BT City Attorney

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute a Memorandum of Understanding between the Pierce Transit-Pierce County Combined Communication Network (CCN) and the City of Fircrest for the purpose of allowing the City of Fircrest use of the CCN Radio System.

---

**PROPOSAL:** The CCN system is incorporated into the South Sound 911 system but owned by the Pierce County-Pierce Transit. The MOU describes the duties of CCN and of the City as a user. This is an essential system for police and fire agencies, and is heavily subsidized by South Sound 911. The City has been allowed to operate without a user agreement, which is not in the best interest of either party. By this action, the City will have an executed agreement with CCN for the 2018 calendar year.

**FISCAL IMPACT:** The assessment for use of the system for 2018 is \$31.50 per month for each radio being used by the City. This amount is a uniform rate set by South Sound 911. Offset by the Proposition 1 Sales Tax and the E-911 excise tax subsidy, the actual cost to the City in 2018 is \$7,560 for the 20 radios owned by the City ( $20 \times \$31.50 \times 12 = \$7,560$ ).

**ADVANTAGE:** The CCN systems, including the 700 MHz Radio network, have provided true interoperability with surrounding police and fire agencies. This translates into increased safety for our officers and more reliable service for our citizens.

**DISADVANTAGES:** None are identifiable at this time.

**ALTERNATIVES:** The City of Fircrest could not find a cost competitive alternative.

**HISTORY:** Before South Sound 911, the City used Pierce County Radio Communication for communication infrastructure. As CCN is now a part of the South Sound 911 infrastructure, the City is still able to use the system and a large part of the cost is absorbed by South Sound 911.

**ATTACHMENTS:** [Resolution](#)  
[Memorandum of Understanding](#)

**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON AUTHORIZING THE CITY  
MANAGER TO SIGN A MEMORANDUM OF UNDERSTANDING  
WITH THE PIERCE TRANSIT - PIERCE COUNTY COMBINED  
COMMUNICATIONS NETWORK (CCN).**

**WHEREAS**, for many years, the City of Fircrest has utilized Pierce County communication infrastructure which has now partnered with Pierce Transit to form the Combined Communications Network (CCN), which is established for City and County radio coverage; and

**WHEREAS**, the City of Fircrest has a need to use the Pierce Transit – Pierce County CCN; and

**WHEREAS**, the City of Fircrest recognizes its obligation to pay for the use of the system in accordance with the schedule of rates placed in effect by the CCN. Now, Therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

**Section 1.** The City Manager is hereby authorized and directed to execute a Memorandum of Understanding between the Pierce Transit – Pierce County Combined Communications Network (CCN) and the City of Fircrest for the purpose of allowing the City of Fircrest use of the CCN Radio System.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 14<sup>th</sup> day of  
November 2017.

**APPROVED**

\_\_\_\_\_  
Matthew Jolibois, Mayor

**ATTEST:**

\_\_\_\_\_  
Jessica Nappi, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney



# **Memorandum of Understanding**

## **Between**

**PIERCE TRANSIT-PIERCE COUNTY COMBINED COMMUNICATIONS NETWORK (CCN)**

## **And**

**CITY OF FIRCREST**

This Memorandum of Understanding (MOU) is made by and between Pierce Transit-Pierce County Combined Communications Network (hereinafter “CCN”) and City of Fircrest (hereinafter “Subscriber Agency”) to memorialize their mutual understanding regarding access to the Single County-Wide Communication System, (hereinafter “SCWCS”), for use of its approved mobile and portable radios and associated approved equipment from January 1, 2018 through December 31, 2018.

## **OVERVIEW**

The SCWCS consists of, but is not limited to, the following Subsystems associated to the 700, 410 VHF, and UHF systems:

P25 Master Site	Microwave	Fiber
Networking	Radio Infrastructure	Recording
Key Management	Wireless Data	Spectrum Assets

## **1. RECITALS**

- 1.1 The Subscriber Agency desires to access the SCWCS for public safety, first responder, and public service communications using its approved mobile and portable radios and associated approved equipment, on a non-exclusive shared basis with Pierce Transit and Pierce County (the “CCN Parties”), and other Subscribers of the system;
- 1.2 The CCN desires to provide the Subscriber Agency access to the SCWCS for such use under the terms and conditions provided herein; and
- 1.3 The Subscriber Agency agrees to compensate the CCN for its share of access to and use of the SCWCS through payment of a Subscriber Agency Fee, as determined by CCN.
- 1.4 NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, to be kept, performed, and fulfilled by the respective parties hereto, and other good consideration, it is mutually agreed as follows:

## **2. CCN RESPONSIBILITIES**

- 2.1 The SCWCS coverage reliability target area is designed to deliver a high Digital Audio Quality (DAQ) and will be maintained with current industry standards as established by manufacturers certified design, but 100 percent coverage is not guaranteed and will vary from location to

location. The CCN will provide, install, test, maintain, upgrade and replace the SCWCS, and perform its System Administrator responsibilities, and take reasonable steps to meet Original Equipment Manufacturer (OEM) design and maintenance requirements, and security requirements. CCN operation and administration of the SCWCS will be in compliance with the FCC Rules.

- 2.2 Infrastructure Upgrades, Maintenance and Enhancements: The CCN will provide the Subscriber Agency notice of any planned upgrades, maintenance or enhancements of the SCWCS. As a part of this notice, the CCN will advise Subscriber Agency of potential system outages and/or impacts that will affect the Subscriber Agency's access to and use of the system.

### **3. SUBSCRIBER AGENCY RESPONSIBILITIES**

- 3.1 Subscriber Agency acknowledges and agrees that its access to and use of the SCWCS is on a non-exclusive, shared basis with other Subscriber Agencies of the system, including the CCN Parties. Subscriber Agency agrees that it will operate its equipment so as not to cause undue interference with any other Subscriber Agency of the SCWCS.
- 3.2 It is the responsibility of the Subscriber Agency to perform its own communications coverage study to ensure that the Subscriber Agency is fully aware of the coverage within its operational area. Therefore, the Subscriber Agency is accepting the SCWCS coverage "as is".
- 3.3 Subscriber Agency shall assume responsibility for all Subscriber Agency employees, contractors, subcontractors and or agents having access to and use of the SCWCS.
- 3.4 Subscriber Agency agrees that its access to and use of the system shall at all times comply with the rules and regulations set forth by Part 90 of the Federal Communication Commission Rules and Regulations for public safety, first responder, and public service Subscriber Agency communications, including but not limited to Part 90, Subpart R of the Rules of the FCC, 47 C.F.R. § 90.521, et seq.; Section 90.179 of the Rules of the FCC, 47 C.F.R. § 90.179 (shared use of radio stations); all other Rules of the FCC and all decisions and orders of the FCC applicable to SCWCS and Subscriber's access to and use thereof, including all FCC technical requirements applicable to its use of the system; and the Communications Act of 1934, as amended ("FCC Rules"). Subscriber Agency will immediately cease any operation that is contrary to the FCC Rules.
- 3.5 Subscriber Agency will provide notice to CCN of any FCC correspondence or inquiries on matters that relate to its access to or use of the SCWCS within five (5) business days of Subscriber Agency's receipt thereof.
- 3.6 Subscriber Agency shall notify the CCN, per Exhibit A, within twenty-four hours of any outages, malfunctions, and/or errors and/or any other functional problems that impact its ability to communicate or operate its services using the SCWCS.
- 3.7 Subscriber Agency shall notify the CCN if one or more of its subscriber units have been lost or stolen within twenty-four (24) hours of determining that the subscriber units have been lost or stolen.
- 3.8 Subscriber Agency will identify and appoint in Exhibit A, one primary and one alternate individual as a central Point of Contact (POC) to serve as its liaison to the CCN office that shall be responsible for:

- (a) Authorization of template modifications;
- (b) Providing fleet mapping data for record-keeping purposes;
- (c) Providing after hour emergency telephone numbers; and
- (d) Attend Customer Advisory Committee and other meetings necessary for the safe and efficient operation of SCWCS.

3.9 Subscriber Equipment: Subscriber Agency assumes all costs or responsibility for providing the Subscriber Agency subscriber units (portables, mobiles, base stations, and consolettes) that will have access to the SCWCS. Subscriber Agency may only use subscriber equipment that is compatible with and does not impact the capability and daily operations of the SCWCS, and has been approved by CCN.

- (a) Subscriber Agencies are responsible for acquiring their own subscriber equipment.
- (b) Subscriber Agency must provide the CCN with a list of its subscriber equipment, to be attached to this Agreement as Exhibit C, Subscriber Agency Inventory Form, which when so attached, shall be deemed approved equipment for use on the SCWCS. The Subscriber Agency Inventory Form shall include, but not be limited to, manufacturer, model number, serial number and flash or firmware software version. Subscriber Agency shall notify CCN at least thirty (30) days prior to replacing any equipment with a different model, which shall be deemed approved equipment unless otherwise notified by CCN within such 30-day period. Subscriber Agency will provide CCN with an updated Subscriber Agency Inventory Form within sixty (60) days of the installation of replacement or upgraded equipment.
- (c) Each Subscriber Agency is responsible for proper Preventive Maintenance (PM) and repair of their Subscriber Agency's equipment. This assures that the Subscriber Agency subscriber equipment is in optimal operating order and will not have an adverse impact on other Subscriber Agency's use of the SCWCS.

#### **4. SUBSCRIBER FEE**

- 4.1 The Subscriber Agency SCWCS fee, as listed on Exhibit B hereto ("Subscriber Agency Fee"), is intended to recover the Subscriber Agency's proportionate costs for administrative services provided by the CCN, and for SCWCS operations and maintenance costs. The Subscriber Agency cost is governed by the CCN Executive Board.
- 4.2 All fees payable under this MOU shall be paid in annual installments, unless otherwise agreed, without setoff or deduction. All fees shall be paid in immediately-available funds to the CCN at the address for the CCN set forth in Exhibit B hereof, or such other address the CCN may designate in writing from time to time.

#### **5. DURATION, CANCELLATION & TERMINATION**

- 5.1 The MOU shall not exceed ONE (1) year. The MOU may also be cancelled by the CCN or the subscriber agency with ninety (90) day written notice

- 5.2 If this System Access and Use Agreement MOU is cancelled or terminated for any reason, CCN will provide reasonable assistance, to the extent requested by Subscriber Agency, to facilitate the transfer of services to another system or provider.

## **6. INTERRUPTION OF SERVICE; FORCE MAJEURE**

- 6.1 Except for its own acts, CCN shall not be liable to Subscriber Agency or any other person for any loss or damage, regardless of cause. CCN does not assume and shall have no liability under this Agreement for failure to provide, or delay in providing, service due directly or indirectly to causes beyond the control of CCN or its subcontractors, including but not restricted to, acts of God, or governmental entities, or of the public enemy, strikes, or unusually severe weather conditions. In the event of any failure or delay attributable to the fault of CCN or its subcontractors, Subscriber Agency's sole remedy shall be limited to the pro rata portion of the Subscriber Agency Fee for services for the time of such failure or delay as is more fully described herein. Notwithstanding any other provision contained in this Agreement, Subscriber Agency agrees, that no allowance will be given if such single failure or delay does not exceed forty-eight (48) hours.

## **7. LIMITATIONS OF LIABILITY; INDEMNIFICATION**

- 7.1 The service furnished by CCN, in addition to the limitations set forth preceding, is also subject to the following limitation: The liability of the CCN for loss or damages arising out of mistakes, omissions, interruptions, delays, errors or defects in the service, its transmission or failures or defects in facilities of any underlying carrier or provider, occurring in the course of furnishing service and not caused by the negligence of the authorized Subscriber Agency, or an underlying carrier or provider failing to maintain proper standards of maintenance and operation and to exercise reasonable supervision, shall in no event exceed an amount equivalent to the proportionate Subscriber Agency Fee as determined in Exhibit B for service during the period of time in which such mistakes, omissions, interruptions, delays, errors, or defects in service, its transmission or failures or defects in facilities furnished by the CCN or the underlying carrier or provider occurred.
- 7.2 Subscriber Agency acknowledges that the radio service provided hereunder uses radio channels to transmit voice and data communications and that the service may not be completely private. CCN is not liable to Subscriber Agency for any claims, loss, damages or cost which may result from lack of privacy on the system.
- 7.3 Subscriber Agency hereby agrees to indemnify and save CCN harmless against claims for libel, slander, infringement or copyright from the material, in any form, transmitted over the radio system by Subscriber Agency or those using Subscriber Agency's equipment; against claims for infringement of patents arising from combining or using apparatus or systems of the Subscriber Agency with the facilities of CCN or any carrier; and against all other claims arising out of any act or omission of Subscriber Agency in connection with the facilities or service provided by CCN.
- 7.4 The Parties to this MOU verify their represented agencies and customers accept responsibility for any property damage, injury or death, caused by the acts or omissions of their respective employees acting within the scope of their employment under this MOU to the fullest extent permitted by law. Signatories shall not be held personally liable for financial or any other obligations, clauses, or responsibilities regarding this system or its affects.

- 7.5 Subscriber Agency agrees to release, defend, indemnify and hold harmless CCN, its officers and employees, to the full extent permitted by law from and against any and all claims, damages, liabilities and expenses, including legal and attorney fees, of any nature arising directly or indirectly out of this MOU, including without limitation, claims for personal injury or wrongful death to Subscriber Agency of the equipment, products or services provided by CCN or used in conjunction with such equipment, products or services provided by CCN and arising out of the manufacture, purchase, operation, conditions, maintenance, installation, return or use of the equipment or service or arising by operation of law.

## 8. NOTICES

- 8.1 All notices given under this MOU, except for emergency service requests, will be made in writing. All notices must be sent to the CCN and Subscriber Agency POC at the addresses provided in Exhibit A.

## 9. MISCELLANEOUS

- 9.1 **Modification:** The CCN, upon ninety days' advance written notice to Subscriber Agency, may modify the MOU terms. Terms in this MOU that are specific to a Subscriber Agency may be modified by a written amendment signed by both parties.
- 9.2 **Governing Law:** This MOU shall be governed by, and construed in accordance with the laws of the State of Washington.
- 9.3 **Change of Law:** Subscriber Agency recognizes that applicable FCC Rules and other statutes, laws, ordinances, rules and regulations may change from time to time and that, accordingly, CCN in its sole discretion has the right without liability to modify this MOU to comply with any such changes.
- 9.4 **Assignment:** This MOU is for the Subscriber Agency and may not be assigned in whole or in part by Subscriber Agency to any other person or entity, without CCN's prior express consent, which shall not be unreasonably withheld. CCN reserves the right to assign this MOU or subcontract any of its obligations hereunder.
- 9.5 **Effective Date:** This MOU is effective January 1, 2018 - December 31, 2018.

## 10. Optional Upgrades, Repair, Maintenance and Installation

- 10.1 Maintenance, repair, upgrade and installation of radio communications subscriber equipment, upon notice from the Subscriber Agency, will be supported through the Pierce County Radio Shop.

**PIERCE COUNTY  
CONTRACT SIGNATURE PAGE**

Contract #

IN WITNESS WHEREOF, the parties have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CITY OF FIRCREST:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title of Signatory

Name: \_\_\_\_\_

**PIERCE COUNTY:**

Approved As to Legal Form Only:

Prosecuting Attorney \_\_\_\_\_ Date \_\_\_\_\_

Recommended:

Budget and Finance	Date
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**Approved:**

Department Director (less than \$250,000)	Date
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County Executive (over \$250,000)	Date
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## EXHIBIT A: CONTACT INFORMATION

CCN SUBSCRIBER AGENCY POINT OF CONTACT INFORMATION  
FOR 24 X 7, AFTER-HOURS EMERGENCY CONTACT PURPOSES

PRIMARY CONTACT NAME	
STREET ADDRESS	
CITY, STATE, ZIP	
WORK PHONE	
MOBILE PHONE	
HOME PHONE	
PRIMARY EMAIL	
ALTERNATE EMAIL	

SECONDARY CONTACT NAME	
STREET ADDRESS	
CITY, STATE, ZIP	
WORK PHONE	
MOBILE PHONE	
HOME PHONE	
EMAIL	
ALTERNATE EMAIL	

**CCN POINT OF CONTACT INFORMATION**  
**FOR 24 X 7, AFTER-HOURS EMERGENCY CONTACT PURPOSES**  
**(INCLUDE THE EMERGENCY MANAGEMENT DUTY OFFICER)**

PRIMARY CONTACT NAME	CCN On Call Technician
STREET ADDRESS	
CITY, STATE, ZIP	
WORK PHONE	(253) 798-7111
MOBILE PHONE	
HOME PHONE	
PRIMARY EMAIL	
ALTERNATE EMAIL	

SECONDARY CONTACT NAME	Pierce County Department of Emergency Management, Duty Officer
STREET ADDRESS	
CITY, STATE, ZIP	
WORK PHONE	(253) 798-7470
MOBILE PHONE	
HOME PHONE	
EMAIL	
ALTERNATE EMAIL	



## EXHIBIT B: CCN SYSTEM ACCESS COST STRUCTURE

The CCN shall determine the System Access Fee to the Single County Wide Communications System [SCWCS] Network and for related services, as set forth in this Agreement. There will be an annual charge as set forth for the system access as shown below:

Subscriber Count	Annual System Access Cost
20	\$7,560

### Additional Costs

The CCN may incorporate available additional programs, functionality, or data. The costs for such access shall be set at the time such access is offered by the CCN to the customer agency, and thereafter invoiced with System Access Cost on an annual basis, if the customer agency chooses to accept the available additional programs, functionality, or data.

### Service Fees

The fees chargeable for services provided hereunder are set forth on Exhibit B. Service fees related to future expansion of the System and its programs and functionality and data available via access will be determined at the time of such expansion.

### Template and Database Modifications:

Service fee for **EXISTING SCWCS customers** who want to add new subscribers or change subscriber information.

#### Customer subscriber changes on the SCWCS

- Software Patches/Firmware updates **\$31.00**
- Minor template/code plug revisions **\$10.00**
- Major template/code plug revisions **[Cost will be determined at time of service]**
- Alias changes Database **\$10.00**
- Updating database with new/revised information (adding a new talk group) **\$31.00**
- Encryption changes **\$10.00**
- If the customer agency requests a Subscriber unit be removed from the SCWCS and later the customer agency requests the Subscriber unit be reactivated onto the SCWCS. **\$5.00.**

#### Customers adding new subscribers on the SCWCS **[\$113 per subscriber]**

- Radio Alignment **\$31.00**
- Preventive maintenance/checking operations for the radio **\$31.00**
- Programming Customer profile and subscriber template/Code plug [EA,OTAP,OTAR] **\$10.00**
- Software patches/firmware updates **\$31.00**
- Updating database with new/revised information **\$10.00**

## **New Template and Database Development:**

**NEW SCWCS customers** to build new templates that conform to their operational requirements.

### **CCN administrative tasks for customers joining the SCWCS [\$2000 per initial setup]**

- Develop and test customer's talk group, template and code plug configurations to meet their operational requirements.
- Alias development
- Encryption development
- Database configuration
- IP Address (UKEK)

### **CCN technical tasks for customer subscribers coming on to the SCWCS [\$113 per subscriber]**

- Radio alignment **\$31.00**
- Preventive maintenance/checking operations for the radio **\$31.00**
- Programming Customer profile and subscriber template/Code plug [EA,OTAP,OTAR] **\$10.00**
- Software patches/firmware updates **\$31.00**
- Updating database with new/revised information **\$10.00**

### **Subscriber Patch Updates**

- OTAR/OTAP Capable / Enabled **[\$0.00 per subscriber]**
- OTAR / OTAP Non-Capable / Disabled **[\$10.00 per subscriber unit]**

## **Billing / Payments**

The System Access Cost will be invoiced on an annual basis, payable within 30 days of invoice date. New Customers requesting SCWCS access between invoice periods shall be prorated.

The Subscriber Service Fees will be invoiced within 30 days of service completion.

There is no charge to terminate the account for a Subscriber.

Subscriber counts will not be adjusted mid-period. Subscriber counts will be set using year-end inventory counts, Example; December 31, 2016 subscriber counts; will be used to set rates for 2018.

Responsible Party: Questions regarding invoices should be directed to the CCN billing clerk. The contact information for billing questions is:

Combined Communication Network Enterprise  
C/O Pierce County Department of Emergency Management  
2501 S. 35<sup>th</sup> St. Suite D  
Tacoma, WA 98409  
253-798-6595

**EXHIBIT C: FIRCREST INVENTORY LIST**

<b>7X ID</b>	<b>4.1 ID</b>	<b>Unit ID</b>	<b>Consoletts</b>	<b>Serial Number</b>
4014050	50200	firpd console 1	fircrest	761CPV0065
4014051	50262	firpd console 2	fircrest	761CPV0066

<b>7X ID</b>	<b>4.1 ID</b>	<b>Unit ID</b>	<b>Portables</b>	<b>Serial Number</b>
4013050	5153	FIRPD 18	FIRCREST PD	655CNF1733
4013051	5157	FIRPD 1	FIRCREST PD	655CPT4395
4013052	5158	FIRPD 2	FIRCREST PD	655CPT4396
4013054	5160	FIRPD 5	FIRCREST PD	655CPT4398
4013055	5161	FIRPD 17	FIRCREST PD	655CPT4399
4013056	5162	FIRPD 10	FIRCREST PD	655CPT4400
4013057	5163	FIRPD 16	FIRCREST PD	655CPT4401
4013058	5164	FIRPD 14	FIRCREST PD	655CPT4402
4013059	5165	FIRPD 15	FIRCREST PD	655CPT4403

<b>7X ID</b>	<b>4.1 ID</b>	<b>Unit ID</b>	<b>Mobiles</b>	<b>Serial Number</b>
4012028	50067	firpd 44667pv	fircrest pd	656CPP2060
4012029	50068	firpd 52952pv	fircrest pd	656CPP2063
4012030	50069	firpd 49845pv	fircrest pd	656CPP2069
4012031	50070	firpd 49844pv	fircrest pd	656CPP2070
4012032	50072	firpd 52951pv	fircrest pd	656CPP2072
4012033	50066	firpd 1109m	fircrest pd	656CPP1705
4012034	50071	firpd 1v	fircrest pd	656CPP2071
4012035	5790	firpd 2v	fircrest pd	656CTH0454
4012036	5910	firpd 60452pv	fircrest pd	656CPP1961

**NEW BUSINESS:**     **Bond Underwriter Engagement Letter**  
**ITEM 10I.**

**FROM:**                     **Bill McDonald, Interim City Manager**

Reviewed by:     Buc City Manager     De Finance Director     DS City Attorney

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**RECOMMENDED MOTION:** I move to authorize the City Manager to sign an engagement letter with D.A. Davidson for bond underwriting services.

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**PROPOSAL:** This is a request to execute an engagement letter with D.A. Davidson. Federal “Dodd-Frank” regulations require underwriters to have a formal engagement letter before they can provide financial information for bond funded projects.

**FISCAL IMPACT:** There is no cost to the City and no obligation to proceed with a bond offering.

**ADVANTAGE:** This action is in support of a potentially bond funded project for the Community Center and Pool. The underwriter can provide information on various bond structures, including estimated tax levy rates, costs to the average home, and, in the case of non-voted bonds, calculate debt capacity and estimated payments.

**DISADVANTAGES:** None are identifiable at this time.

**ALTERNATIVES:** None known.

**ATTACHMENT:**     Underwriting Engagement Letter



October 30, 2017

Mr. Bill McDonald, City Manager  
City of Fircrest  
115 Ramsdell Street  
Fircrest, WA 98466

Re: Underwriting Engagement Letter  
City of Fircrest, Washington  
Unlimited Tax General Obligation Bonds  
Limited Tax General Obligation Bonds

On behalf of D.A. Davidson & Co. ("we" or "Davidson"), we wish to thank you for the opportunity to serve as underwriter (or placement agent) to the City of Fircrest, Washington (the "Issuer") on its proposed offering and issuance of Unlimited Tax General Obligation Bonds and/or Limited Tax General Obligation Bonds (the "Securities"). This letter will confirm the terms of our engagement; however, it is anticipated that this letter will be replaced and superseded by a bond purchase agreement to be entered into by the parties (the "Purchase Agreement") if and when the Securities are priced following successful completion of the offering process.

1. Services to be Provided by Davidson. The Issuer hereby engages Davidson to serve as managing underwriter (or placement agent) of the proposed offering and issuance of the Securities, and in such capacity Davidson agrees to provide the following services:

- Provide various bond structures (i.e., issuing Voted Bonds, estimating the tax levy rate and cost to the average home value in the City, using different terms, timeline for the process; issuing Non-voted Bonds, calculating the debt capacity and estimating the payments from the City's General Fund, using different terms, timeline for the process); etc.
- Review and evaluate the proposed terms of the offering and the Securities
- Develop a marketing plan for the offering, including identification of potential investors
- Draft the official statement and other offering documents
- Contact potential investors, provide them with offering-related information, respond to their inquiries and, if requested, coordinate their due diligence sessions

- Consult with Bond Counsel and other service providers about the offering and the terms of the Securities
- Inform the Issuer of the marketing and offering process
- Evaluate the benefits of a bond rating and possible bond insurance contract
- Assist in preparing materials to be provided to securities rating agencies and in developing strategies for meetings or conference calls with the rating agencies
- Negotiate the pricing, including the interest rate, and other terms of the Securities
- Obtain CUSIP number(s) for the Securities and arrange for their DTC book-entry eligibility
- Plan and arrange for the closing and settlement of the issuance and the delivery of the Securities
- Such other usual and customary underwriting services as may be requested by the Issue
- As Placement Agent, send out a Request for Proposals to various banks for a fixed interest rate bid for the term of the Bonds. (With a private placement to a bank, there is no Official Statement and no rating presentation, which minimizes staff time to complete the financing.)

As underwriter, Davidson will not be required to purchase the Securities except pursuant to the terms of the Purchase Agreement, which will not be signed until successful completion of the pre-sale offering period. This letter does not obligate Davidson to purchase any of the Securities.

2. No Advisory or Fiduciary Role. The Issuer acknowledges and agrees that: (i) the primary role of Davidson, as an underwriter, is to purchase Securities, for resale to investors, in an arm's-length commercial transaction between the Issuer and Davidson and that Davidson has financial and other interests that may differ from those of the Issuer; (ii) Davidson is not acting as a municipal advisor, financial advisor, or fiduciary to the Issuer and has not assumed any advisory or fiduciary responsibility to the Issuer with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (irrespective of whether Davidson has provided other services or is currently providing other services to the Issuer on other matters); (iii) the only obligations Davidson has to the Issuer with respect to the transaction contemplated hereby expressly are set forth in this agreement; and (iv) the Issuer has consulted its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. If the Issuer would like a municipal advisor in this transaction that has legal fiduciary duties to the Issuer it is free to engage a municipal advisor to serve in that capacity.

In addition, the Issuer acknowledges receipt of certain regulatory disclosures as required by the Municipal Securities Rulemaking Board that are attached to this agreement as Exhibit A. Issuer further acknowledges that Davidson may be required to supplement or make additional disclosures as may be necessary as the specific terms of the transaction progress.

3. Fees and Expenses. Davidson's proposed underwriting fee/spread is less than 0.8% of the principal amount of the Securities issued. The underwriting fee/spread will represent the difference between the price that Davidson pays for the Securities and the public offering price stated on the cover of the final official statement. The Issuer shall be responsible for paying all other costs of issuance,

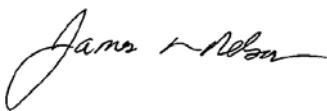
including without limitation, bond counsel, rating agency, and all other expenses incident to the performance of the Issuer's obligations under the proposed offering.

4. Term and Termination. The term of this engagement shall extend from the date of this letter to the closing of the offering of the Securities. Notwithstanding the forgoing, either party may terminate Davidson's engagement at any time without liability of penalty upon at least 30 days' prior written notice to the other party.

5. Miscellaneous. This letter shall be governed and construed in accordance with the laws of the State of Washington. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party.

If there is any aspect of this Agreement that you believe requires further clarification, please do not hesitate to contact us. If the foregoing is consistent with your understanding of our engagement, please sign and return the enclosed copy of this letter. Again, we thank you for the opportunity to assist you with your proposed financing and the confidence you have placed in us.

Very truly yours,  
D.A.DAVIDSON & CO.

  
By: \_\_\_\_\_

Title: Senior Vice President

This Letter and Agreement is hereby accepted for and on behalf of the City of Fircrest, Washington, on this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

By: \_\_\_\_\_ {print name}

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT A

D.A. Davidson & Co. (hereinafter referred to as “Davidson” or “underwriter”) intends/ proposes to serve as an underwriter, and not as a financial advisor or municipal advisor, in connection with the issuance of the Bonds.

As part of our services as sole underwriter, Davidson may provide advice concerning the structure, timing, terms, and other similar matters concerning the issuance of the Bonds.

### **Disclosures Concerning the Underwriters Role:**

- (i) MSRB Rule G-17 requires an underwriter to deal fairly at all times with both municipal issuers and investors.
- (ii) The underwriters' primary role is to purchase the Bonds with a view to distribution in an arm's-length transaction with the Issuer. The underwriters financial and other interests that may differ from those of the Issuer.
- (iii) Unlike a municipal advisor, the underwriters do not have a fiduciary duty to the Issuer under the federal securities laws and are, therefore, not required by federal law to act in the best interests of the Issuer without regard to their own financial or other interests.
- (iv) The underwriters have a duty to purchase the Bonds from the Issuer at a fair and reasonable price, but must balance that duty with their duty to sell the Bonds to investors at prices that are fair and reasonable.
- (v) The underwriter will draft and review the official statement for the Bonds in accordance with, and as part of, their respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.

### **Disclosures Concerning the Underwriters Compensation:**

As underwriter, Davidson will be compensated by a fee and/or an underwriting discount that will be set forth in the bond purchase agreement to be negotiated and entered into in connection with the issuance of the Bonds. Payment or receipt of the underwriting fee or discount will be contingent on the closing of the transaction and the amount of the fee or discount may be based, in whole or in part, on a percentage of the principal amount of the Bonds. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the underwriter may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

### **Additional Conflicts Disclosure:**

Davidson has not identified any additional potential or actual material conflicts that require disclosure

### **Risk Disclosures Pursuant to MSRB Rule G-17 - Fixed Rate Bonds**

The following is a general description of the financial characteristics and security structures of fixed rate municipal bonds (“Fixed Rate Bonds”), as well as a general description of certain financial risks that you should consider before deciding whether to issue Fixed Rate Bonds.



## **Financial Characteristics**

**Maturity and Interest.** Fixed Rate Bonds are interest-bearing debt securities issued by state and local governments, political subdivisions and agencies and authorities. Maturity dates for Fixed Rate Bonds are fixed at the time of issuance and may include serial maturities (specified principal amounts are payable on the same date in each year until final maturity) or one or more term maturities (specified principal amounts are payable on each term maturity date) or a combination of serial and term maturities. The final maturity date typically will range between 10 and 30 years from the date of issuance. Interest on the Fixed Rate Bonds typically is paid semiannually at a stated fixed rate or rates for each maturity date.

**Redemption.** Fixed Rate Bonds may be subject to optional redemption, which allows you, at your option, to redeem some or all of the bonds on a date prior to scheduled maturity, such as in connection with the issuance of refunding bonds to take advantage of lower interest rates.

Fixed Rate Bonds will be subject to optional redemption only after the passage of a specified period of time, often approximately ten years from the date of issuance, and upon payment of the redemption price set forth in the bonds, which may include a redemption premium. You will be required to send out a notice of optional redemption to the holders of the bonds, usually not less than 30 days prior to the redemption date. Fixed Rate Bonds with term maturity dates also may be subject to mandatory sinking fund redemption, which requires you to redeem specified principal amounts of the bonds annually in advance of the term maturity date. The mandatory sinking fund redemption price is 100% of the principal amount of the bonds to be redeemed.

## **Security**

Payment of principal of and interest on a municipal security, including Fixed Rate Bonds, may be backed by various types of pledges and forms of security, some of which are described below.

**Unlimited Tax (Voted) General Obligation Bonds.** The City has irrevocably pledged that, for as long as any of the Voted Bonds are outstanding, it will levy taxes annually without limitation as to rate or amount upon all the taxable property within the City in an amount sufficient, together with other money legally available and to be used therefor to pay, when due, the principal of and interest on the Bonds. The full faith, credit and resources of the City have been irrevocably pledged for the prompt payment of the principal of and interest on the Voted Bonds.

**Limited Tax (Non-voted) General Obligation Bonds.** The City has irrevocably covenanted and agreed that for so long as any of the Non-voted Bonds are outstanding, it will include in its budget and levy taxes annually, in an amount permitted to cities without a vote of the electors of the City, on all the taxable property in the City, in amounts sufficient, together with all other money legally available and to be used therefor, to pay the principal of and interest on the Non-voted Bonds as the same shall become due. The full faith, credit and resources of the City are irrevocably pledged for the annual levy and collection of such taxes and the prompt payment of such principal and interest of the Non-voted Bonds.

The Bonds are not obligations of the State, the County or any other municipal corporation other than the City.

The description above regarding “Security” is only a brief summary of certain possible security provisions for the bonds and is not intended as legal advice. You should consult with your bond counsel for further information regarding the security for the bonds.

### **Financial Risk Considerations**

Certain risks may arise in connection with your issuance of Fixed Rate Bonds, including some or all of the following:

*Issuer Default Risk.* You may be in default if the funds pledged to secure your bonds are not sufficient to pay debt service on the bonds when due. The consequences of a default may be serious for you and, depending on applicable state law and the terms of the authorizing documents, the holders of the bonds, the trustee and any credit support provider may be able to exercise a range of available remedies against you. For example, if the bonds are secured by a general obligation pledge, you may be ordered by a court to raise taxes. Other budgetary adjustments also may be necessary to enable you to provide sufficient funds to pay debt service on the bonds. A default may negatively impact your credit ratings and may effectively limit your ability to publicly offer bonds or other securities at market interest rate levels. Further, if you are unable to provide sufficient funds to remedy the default, subject to applicable state law and the terms of the authorizing documents, you may find it necessary to consider available alternatives under state law, including (for some issuers) state-mandated receivership or bankruptcy. A default also may occur if you are unable to comply with covenants or other provisions agreed to in connection with the issuance of the bonds.

This description is only a brief summary of issues relating to defaults and is not intended as legal advice. You should consult with your bond counsel for further information regarding defaults and remedies.

*Redemption Risk.* Your ability to redeem the bonds prior to maturity may be limited, depending on the terms of any optional redemption provisions. In the event that interest rates decline, you may be unable to take advantage of the lower interest rates to reduce debt service.

*Refinancing Risk.* If your financing plan contemplates refinancing some or all of the bonds at maturity (for example, if you have term maturities or if you choose a shorter final maturity than might otherwise be permitted under the applicable federal tax rules), market conditions or changes in law may limit or prevent you from refinancing those bonds when required. Further, limitations in the federal tax rules on advance refunding of bonds (an advance refunding of bonds occurs when tax-exempt bonds are refunded more than 90 days prior to the date on which those bonds may be retired) may restrict your ability to refund the bonds to take advantage of lower interest rates.

*Reinvestment Risk.* You may have proceeds of the bonds to invest prior to the time that you are able to spend those proceeds for the authorized purpose. Depending on market conditions, you may not be able to invest those proceeds at or near the rate of interest that you are paying on the bonds, which is referred to as “negative arbitrage”.

*Tax Compliance Risk.* The issuance of tax-exempt bonds is subject to a number of requirements under the United States Internal Revenue Code, as enforced by the Internal Revenue Service (IRS). You must take certain steps and make certain representations prior to the issuance of tax-exempt bonds. You also must covenant to take certain additional actions after issuance of the tax-exempt bonds. A breach of your representations or your failure to comply with certain tax-related covenants may cause the interest

on the bonds to become taxable retroactively to the date of issuance of the bonds, which may result in an increase in the interest rate that you pay on the bonds or the mandatory redemption of the bonds.

The IRS also may audit you or your bonds, in some cases on a random basis and in other cases targeted to specific types of bond issues or tax concerns. If the bonds are declared taxable, or if you are subject to audit, the market price of your bonds may be adversely affected. Further, your ability to issue other tax-exempt bonds also may be limited.

This description of tax compliance risks is not intended as legal advice and you should consult with your bond counsel regarding tax implications of issuing the bonds.

If you or any other Issuer officials have any questions or concerns about these disclosures, please make those questions or concerns known immediately to the undersigned. In addition, you should consult with the Issuer's own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.