

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, JUNE 27, 2017
7:00 P.M.**

**COUNCIL CHAMBERS, FIRCREST CITY HALL
115 RAMSDELL STREET, FIRCREST, WA 98466**

1. **CALL TO ORDER BY PRESIDING OFFICER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **PRESIDING OFFICER'S REPORT**
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. Water, Sewer, Storm
 - B. Street, Facilities & Equipment
 - C. Public Safety, Court
 - D. Pierce County Regional Council
7. **CONSENT CALENDAR**
 - A. [Approval of Vouchers/Payroll Checks](#)
 - B. Approval of Minutes: [June 13, 2017 Regular City Council meeting](#)
[June 19, 2017 Special City Council meeting](#)
8. **PUBLIC HEARING 7:15 P.M.**
9. **UNFINISHED BUSINESS**
10. **NEW BUSINESS**
 - A. [Resolution authorizing the City Manager to execute an Agreement with Prothman to provide recruitment services for the permanent City Manager](#) – City Clerk Keely
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

Vouchers see next page

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Pay #	Received	Date Due	Vendor	Amount	Memo
14088	06/27/2017	06/27/2017	4298 AWC Employee Benefit	607.23	July 2017
	521 22 20 01	LEOFF I Medical Premium	001 000 521 General Fund	607.23	July 2017 Retired Medical
14085	06/27/2017	06/27/2017	7598 Anderson, Gary	59.00	1 Yr Library 2017
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library 2017 / Gary Anderson
14135	06/27/2017	06/27/2017	6018 Canon Financial Services Inc	244.61	Police Copier Rental (June 2017)
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	244.61	Contract Charges (06/01/17 - 06/30/17) Police
14136	06/27/2017	06/27/2017	6018 Canon Financial Services Inc	13.63	Police Faxboard Rental (June 2017)
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	13.63	Contract Charges (06/01/17 - 06/30/17) Police Fax
14111	06/27/2017	06/27/2017	3994 CenturyLink	124.99	Police BA Machine / Modem
	521 22 42 00	Communication - Police	001 000 521 General Fund	124.99	Police BA Machine / Modem
14112	06/27/2017	06/27/2017	3994 CenturyLink	63.96	Parks Primary 911
	576 80 42 00	Communication - Parks	001 000 576 General Fund	63.96	Parks Primary 911
14113	06/27/2017	06/27/2017	3994 CenturyLink	60.99	Public Works Fax
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	15.25	Public Work Fax - Storm
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	15.25	Public Work Fax - Water
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	15.24	Public Work Fax - Sewer
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	15.25	Public Work Fax - Street
14114	06/27/2017	06/27/2017	3994 CenturyLink	128.39	Direct Inward Dial - City Hall
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	128.39	Direct Inward Dial - City Hall
14118	06/27/2017	06/27/2017	3994 CenturyLink	448.79	Circuit Line / PRI Line
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	448.79	Circuit Line / PRI Line
14115	06/27/2017	06/27/2017	5805 CenturyLink	42.86	Long Distance Usage & Access Line
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	42.86	Long Distance Usage & Access Line
14081	06/27/2017	06/27/2017	4315 Cities Insurance Assoc of WA	501.04	Insurance Addition(s)
	548 65 46 12	Street Insurance	501 000 548 Equipment Ren	250.52	Auto Liability (2017 Ford F350 Truck) - Street
	548 65 46 14	Wtr/Swr Insurance	501 000 548 Equipment Ren	250.52	Auto Liability (2017 Chevy Silverado Truck) - Wtr/Swr

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14083	06/27/2017	06/27/2017	4324	City Treasurer-City of Tacoma	51,920.41 July 2017 Fire / EMS
522 20 50 00	Tacoma Contract - Fire	001 000 522	General Fund	25,065.66	July 2017 Fire
522 20 51 00	Tacoma Contract - EMS	001 000 522	General Fund	26,854.75	July 2017 EMS
14069	06/27/2017	06/27/2017	4318	City of Fircrest Treasurer	5,644.60 June 2017 Interfund
518 30 47 00	Public Utility Services - Cit	001 000 518	General Fund	352.80	
531 50 47 02	Public Utility Services/Bldg	415 000 531	Storm Drain	149.75	
531 50 47 03	Public Utility Services/Met	415 000 531	Storm Drain	14.63	
534 10 47 00	Utility Services/Building -	425 000 534	Water Fund (de	149.75	
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	661.01	
534 80 47 03	Public Utility Services/Met	425 000 534	Water Fund (de	1.61	
535 10 47 00	Utility Services/Building -	430 000 535	Sewer Fund (de	149.75	
535 80 47 04	Public Utility Services/Met	430 000 535	Sewer Fund (de	1.61	
542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	City Street Fun	149.75	
542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	City Street Fun	0.68	
542 80 47 00	Public Utility Services-St B	101 000 542	City Street Fun	68.31	
548 65 47 00	Utilities ShopGarage	501 000 548	Equipment Ren	29.20	
576 20 47 00	Public Utility Services - Po	001 000 576	General Fund	1,178.71	
576 20 47 00	Public Utility Services - Po	001 000 576	General Fund	459.85	
576 80 47 00	Public Utility Services - Pai	001 000 576	General Fund	2,277.19	
14117	06/27/2017	06/27/2017	4322	City of Tacoma - Utilities	8,839.06 Power / Various Locations
518 30 47 00	Public Utility Services - Cit	001 000 518	General Fund	527.07	
531 50 47 02	Public Utility Services/Bldg	415 000 531	Storm Drain	101.88	
534 10 47 00	Utility Services/Building -	425 000 534	Water Fund (de	101.89	
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	3,160.50	
535 10 47 00	Utility Services/Building -	430 000 535	Sewer Fund (de	101.89	
535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (de	1,019.39	
542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	City Street Fun	101.88	
542 30 47 03	Electricity/Traffic Lights	101 000 542	City Street Fun	37.21	
542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fun	2,063.32	
548 65 47 00	Utilities ShopGarage	501 000 548	Equipment Ren	57.78	
576 80 47 00	Public Utility Services - Pai	001 000 576	General Fund	1,566.25	
14060	06/27/2017	06/27/2017	6647	Cochran, James C.	600.00 "Hook Me Up" Band Performance (06/25/17)
573 90 49 01	Community Events	001 000 573	General Fund	600.00	"Hook Me Up" Band Performance (06/25/17) - Strawberry Feed & Band Concert @Fircrest Park
14078	06/27/2017	06/27/2017	3565	Comfort Davies & Smith	8,495.20 May 2017

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515 30 41 01	City Attorney		001 000 515 General Fund	2,394.40	May 2017 - Administration
515 30 41 03	City Prosecutor		001 000 515 General Fund	6,100.80	May 2017 - Court, Police
14070	06/27/2017	06/27/2017	6163	Cox, Cameron	59.00 1 Yr Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Erin Cox
14094	06/27/2017	06/27/2017	3589	Databar Inc	385.59 Town Topics Separate Mailing With Annual Water Quality Report Inserts (June 2017)
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
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	15.10	Annual Water Quality Report Inserts (Non-Utility)
14137	06/27/2017	06/27/2017	3589	Databar Inc	2,230.79 June 2017 Utility Bills, Town Topics Inserts, Water Quality Report Inserts
518 10 49 01	Town Topics		001 000 518 General Fund	50.51	Town Topics Inserts (June 2017)
531 50 42 01	Postage - Storm		415 000 531 Storm Drain	272.17	June 2017 Utility Bills (Postage) - Storm
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	437.76	June 2017 Utility Bills - Mailing Service
534 10 42 01	Postage - Water		425 000 534 Water Fund (de	272.17	June 2017 Utility Bills (Postage) - Water
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	437.75	June 2017 Utility Bills - Mailing Service
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	50.51	Water Quality Report Inserts (June 2017)
535 10 42 02	Postage - Sewer		430 000 535 Sewer Fund (de	272.17	June 2017 Utility Bills (Postage) - Sewer
535 10 49 05	Mailing Service - Sewer		430 000 535 Sewer Fund (de	437.75	June 2017 Utility Bills - Mailing Service
14061	06/27/2017	06/27/2017	5758	Davis, Jonathan E	59.00 1 Yr Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Melony Davis
14119	06/27/2017	06/27/2017	4310	Dept Of Revenue-EXCISE TAX	1,080.84 May 2017 Excise Tax
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	6.49	
518 81 49 01	Software Licenses		001 000 518 General Fund	22.77	
531 50 53 00	Excise Tax - Storm		415 000 531 Storm Drain	17.79	
534 10 53 00	Excise Tax - Water		425 000 534 Water Fund (de	29.32	
535 10 53 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	76.33	
571 20 49 10	Adult Baseball		001 000 571 General Fund	36.23	
576 20 53 00	Excise Tax - Pool Revenue		001 000 576 General Fund	40.51	
576 20 53 00	Excise Tax - Pool Revenue		001 000 576 General Fund	851.40	
14121	06/27/2017	06/27/2017	6995	Endicott, Cynthia J.	198.10 Silver Sneakers Yoga Instruct & Chair Yoga

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571 20 49 06	Instructor Fees		001 000 571 General Fund	198.10	Silver Sneakers Yoga Instruct & Chair Yoga (04/01/17 - 04/30/17)
14122	06/27/2017	06/27/2017	6995	Endicott, Cynthia J.	131.60 Silver Sneakers Yoga Instruct & Chair Yoga
571 20 49 06	Instructor Fees		001 000 571 General Fund	131.60	Silver Sneakers Yoga Instruct & Chair Yoga (05/01/17 - 05/31/17)
14138	06/27/2017	06/27/2017	4858	Ewing Irrigation Products Inc	61.66 Sportline Chalk - Field Marking Usage
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	61.66	Sportline Chalk - Field Marking Usage
14095	06/27/2017	06/27/2017	3636	Ferguson Enterprises Inc, #1539	1,830.74 Eclipse No. 88 Sampling Station (Quantity: 2)
534 50 31 01	Oper Supplies - Water Mair		425 000 534 Water Fund (de	1,830.74	Eclipse No. 88 Sampling Station (Quantity: 2)
14139	06/27/2017	06/27/2017	3636	Ferguson Enterprises Inc, #1539	95.96 LFI Spectrograph Gauges (2), Raptor Key
534 50 31 01	Oper Supplies - Water Mair		425 000 534 Water Fund (de	54.80	SS/BR LFI Spectrograph Gauges (2) - Water Maintenance
534 80 35 00	Small Tools & Equip - Wate		425 000 534 Water Fund (de	41.16	Raptor 3-Ft Curb Key - Water Shut-Offs
14092	06/27/2017	06/27/2017	7613	Furrow Pump	16,653.67 Fluoride Injection System (Quantity: 4) - Wells
594 34 64 00	Machinery & Equipment - 1		425 000 534 Water Fund (de	16,653.67	Fluoride Saturators With Tank (4), LMI Metering Pumps (4), LMI CORP Bronze Stops (4) - Wells
14071	06/27/2017	06/27/2017	6216	Gentile, Aaron	59.00 1 Yr Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Kerri Gentile
14079	06/27/2017	06/27/2017	3666	Grainger Inc, Dept 826129041	273.83 HVAC Filters (12), First Aid Kits (3)
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	108.14	HVAC Filters (12) - Public Safety Bldg
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	55.23	#49844D (2009 Crown Victoria) First Aid Kit
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	55.23	#49845D (2009 Crown Victoria) First Aid Kit
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	55.23	First Aid Kit - Police Patrol Car Spare
14054	06/20/2017	06/27/2017	4762	Hallstrom, Jane	23.16 02-00490.0 - 101 DEL MONTE AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-5.69	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-6.06	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-11.41	
14055	06/20/2017	06/27/2017	2132	Hanson, Wilma	382.86 04-01810.2 - 518 MONTEREY LANE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-76.00	

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343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-172.62	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-134.24	
14140	06/27/2017	06/27/2017	3690	Holroyd Co Inc	35.00 Inbound Concrete Load - Wading Pool Deck
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	35.00	Inbound Concrete Load - Wading Pool Deck
14098	06/27/2017	06/27/2017	3692	Home Depot Credit Services	182.19 Topsoil, Marigold Flowers, Paint Stick, Saw Blade
518 30 31 00	Oper Sup/Facilities		001 000 518 General Fund	34.05	Paint Stick, Avanti Pro 10" Saw Blade - Shop
518 30 31 06	Oper Sup/Landscaping		001 000 518 General Fund	148.14	Topsoil (4 Bags), Marigold Flowers (60) - City Hall Flag Pole Area
14099	06/27/2017	06/27/2017	3692	Home Depot Credit Services	145.24 Fluoride Injection System Parts - Wells
594 34 64 00	Machinery & Equipment - \		425 000 534 Water Fund (de	145.24	Hose Bibb, Ball Valve, Pipe Bushing, Brass Tee, Bosch Xtreme Bit, Poly Tube, Connectors, Sharkbite Elbows, Plastic Anchors, Duplex Outlets, Sq Covers, Sq Boxes, Screw Covers, Couplings, 100-Ft Wire
14141	06/27/2017	06/27/2017	3692	Home Depot Credit Services	41.58 Fluoride Injection System Parts - Wells
594 34 64 00	Machinery & Equipment - \		425 000 534 Water Fund (de	41.58	Square Covers (4), Square Boxes (4), Knockout Seal Steel, Spring Link, Multi-Bit Screwdriver, Water Heater Pad - Wells (Fluoride Injection System)
14125	06/27/2017	06/27/2017	334	Joyce, Peter B	9.88 #52952D (2011 Crown Victoria) Headlight
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	9.88	Walmart / #52952D (2011 Crown Victoria) Headlight - Pete Joyce
14080	06/27/2017	06/27/2017	316	Keely, Lisa C	46.22 Eyewear Reimburse
513 10 20 00	Personnel Benefits		001 000 513 General Fund	30.97	Eyewear Reimburse - Lisa Keely (Administration)
518 11 20 00	Personnel Benefits - Person		001 000 518 General Fund	15.25	Eyewear Reimburse - Lisa Keely (Personnel)
14126	06/27/2017	06/27/2017	1379	Keister, Jerry	59.00 1 Yr Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Jennifer Keister
14127	06/27/2017	06/27/2017	7119	Kling, Erin	59.00 1 Yr Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Erin Kling
14128	06/27/2017	06/27/2017	2737	Laakso, John	59.00 1 Yr Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Janice Laakso

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14123	06/27/2017	06/27/2017	7618	Lee, Carmen	
	347 60 00 02 Youth Baseball Registratio		001 000 340 General Fund	40.00	Refund Pee-Wee Baseball / Carmen Lee
				-40.00	Refund Pee-Wee Baseball / Carmen Lee (Unable To Play Due To Allergies)
14142	06/27/2017	06/27/2017	3791	Lowe's Company-#338954	
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	37.59	Peat Moss
				37.59	Peat Moss
14143	06/27/2017	06/27/2017	3791	Lowe's Company-#338954	
	518 30 31 04 Oper Sup/CH		001 000 518 General Fund	21.90	Wall Clocks (3) - City Hall
				21.90	Wall Clocks (3) - City Hall
14077	06/27/2017	06/27/2017	318	Maenhout, Sherry L	
	521 22 35 00 Small Tools & Equip - Poli		001 000 521 General Fund	165.14	Costco / Whirlpool Water Cooler (Police)
				165.14	Costco / Whirlpool Self Cleaning Stainless Steel Bottom Load Water Cooler - Sherry Maenhout (SAA No. 1555)
14072	06/27/2017	06/27/2017	167	Maier, Elizabeth	
	572 21 49 00 Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017
				59.00	1 Yr Library 2017 / Elizabeth Maier
14129	06/27/2017	06/27/2017	1355	Martinson, George	
	572 21 49 00 Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017
				59.00	1 Yr Library 2017 / George Martinson
14053	06/20/2017	06/27/2017	1804	Maul, Chelsey	
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	220.72	03-01530.1 - 432 CONTRA COSTA AVE
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-45.26	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-52.70	
				-122.76	
14120	06/27/2017	06/27/2017	3841	Metropolitan Ballet of Tacoma	
	571 20 49 06 Instructor Fees		001 000 571 General Fund	508.20	Ballet Instruct
				508.20	Ballet Instruct (03/23/17 - 05/28/17)
14076	06/27/2017	06/27/2017	341	Miller, John A	
	512 50 43 00 Travel - Court		001 000 512 General Fund	316.72	DMCJA Spring Conference / Mileage
				316.72	DMCJA Spring Conference / Mileage - Judge John Miller (Spokane, WA) 06/04/17 - 06/07/17
14131	06/27/2017	06/27/2017	3923	Orca Pacific Inc	
	576 20 31 01 Pool Supplies-Chemicals		001 000 576 General Fund	575.06	Sodium Hypochlorite, Plastic Hand Pump
	576 20 35 00 Small Tools & Equip - Pool		001 000 576 General Fund	549.23	Sodium Hypochlorite - Swimming Pool
				25.83	Plastic Hand Pump Siphon - Swimming Pool

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14132	06/27/2017	06/27/2017	3923		
			Orca Pacific Inc	581.78	Sodium Hypochlorite, Acid Magic, Test Reagent Bottles, Blue & White Pool Rope, , Pentair Float, Permacast Rope Hook
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	316.50	Sodium Hypochlorite, Acid Magic - Swimming Pool
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	265.28	Test Reagent Bottles, Blue & White Pool Rope, Pentair Float, Permacast Rope Hook - Swimming Pool
14133	06/27/2017	06/27/2017	3923		
			Orca Pacific Inc	310.67	Sodium Hypochlorite, Harborlite, Filter Element
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	310.67	Sodium Hypochlorite, Harborlite, Filter Element - Swimming Pool
14100	06/27/2017	06/27/2017	3929		
			Owen Equipment Company	572.00	#60915D (2015 Elgin Sweeper) Gutter Brooms
	548 65 48 13	O & M - Storm	501 000 548 Equipment Ren	572.00	#60915D (2015 Elgin Sweeper) Elgin F5-Blue Steel Gutter Brooms (Quantity: 4) Part No. 41-PATELP5
14101	06/27/2017	06/27/2017	3957		
			PC Budget & Finance	33.00	May 2017 Recording Fees (Utility Liens)
	535 10 49 00	Miscellaneous - Sewer	430 000 535 Sewer Fund (de	33.00	May 2017 Recording Fees (Utility Liens)
14062	06/27/2017	06/27/2017	7603		
			Pape Material Handling Inc	805.06	(Bobcat Skid Loader) On-Site Service 02/14/17 "Changed Engine Oil, Air Filters, Hydraulic Filters, Fuel Filter, Greased Unit" Recommend Replace Pump Suction Hose, Drive Hoses, Valve O-Ring Cover, Etc
	548 65 48 11	O & M - Parks/Rec	501 000 548 Equipment Ren	402.53	(Bobcat Skid Loader) 500 Hour Service & General Diagnosis - Parks (50% Split)
	548 65 48 12	O & M - Street	501 000 548 Equipment Ren	402.53	(Bobcat Skid Loader) 500 Hour Service & General Diagnosis - Street (50% Split)
14073	06/27/2017	06/27/2017	1429		
			Pasic, Brian	59.00	1 Yr Library 2017
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library 2017 / Brian Pasic
14116	06/27/2017	06/27/2017	3955		
			Petrocard Systems Inc	465.31	Gas / Fuel
	548 65 31 11	Parks/Rec Gas	501 000 548 Equipment Ren	82.90	Diesel Fuel - Parks
	548 65 31 12	Street Gas	501 000 548 Equipment Ren	86.86	Diesel Fuel - Street
	548 65 31 13	Storm Gas	501 000 548 Equipment Ren	255.15	Diesel Fuel - Storm
	548 65 31 14	Wtr/Swr Gas	501 000 548 Equipment Ren	40.40	Diesel Fuel - Wtr / Swr

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14084	06/27/2017	06/27/2017	3956	Petty Cash-Corcoran	155.21 Reimburse 06/27/17
512 50 49 00	Miscellaneous - Court	001 000 512	General Fund	16.43	Dry Cleaning Judges Robe (Orchard Cleaners) Court
517 90 31 01	Health Program - Supplies	001 000 517	General Fund	8.79	Colored Construction Paper (Target) Wellness
517 90 31 01	Health Program - Supplies	001 000 517	General Fund	21.56	Plastic Utensils "Spoons & Forks" (Costco) Wellness
518 10 34 01	Central Office Supplies	001 000 518	General Fund	7.65	Kroger Brand Ibuprofen (Fred Meyer) City Hall
521 10 49 01	Meals-Other Than Travel/T	001 000 521	General Fund	10.72	Bagels, Cream Cheese (Fred Meyer) Civil Service Oral Board
521 10 49 01	Meals-Other Than Travel/T	001 000 521	General Fund	12.26	Bananas, Melon Mix, Muffins (Fred Meyer) Police Lateral Oral Board
534 80 31 03	Oper Supplies - Chlorine	425 000 534	Water Fund (de	1.78	Distilled Water (Fred Meyer) Fluoride Testing
534 80 35 00	Small Tools & Equip - Wate	425 000 534	Water Fund (de	10.46	Sharpen Drills (Superior Saw & Supply) Water Tapping Machine Usage
542 80 35 00	Small Tools & Equip- St Be	101 000 542	City Street Fund	4.33	Shower Heads (Home Depot) Flower Watering Wand
548 65 31 12	Street Gas	501 000 548	Equipment Ren	2.00	Salt Brine (Union Ryal 76 Gas Station) De-Icer
548 65 48 14	O & M - Wtr/Swr	501 000 548	Equipment Ren	4.04	4-Post Junction Box (Auto Zone) #03018D Trailer
571 10 31 00	Office Supplies - Rec	001 000 571	General Fund	13.21	Borders, Felt Shapes (Dollar Tree) Bulletin Board
571 10 41 00	Senior Trips	001 000 571	General Fund	6.00	Bridge Toll - Bus Driver Gary Stevens (Tacoma Narrows Bridge) Poulsbo Senior Trip 06/07/17
571 10 41 00	Senior Trips	001 000 571	General Fund	4.50	Parking - Bus Driver Gary Stevens (City Of Seattle) Waterfront & Great Wheel Senior Trip 05/24/17
571 20 49 07	Youth Basketball	001 000 571	General Fund	8.74	Single Prong Hooks (Home Depot) Youth Basketball
573 90 49 01	Community Events	001 000 573	General Fund	10.00	Washington State Food Worker Card - Jenny Huntsman (Health Department) Renewal
573 90 49 01	Community Events	001 000 573	General Fund	12.74	Plates, Art Brushes, Poster Board (Dollar Tree) Spring Crafts Fair Signs
14087	06/27/2017	06/27/2017	3970	Pitney Bowes Global LLC	394.91 2nd Qtr 2017 Meter Read
518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	394.91	2nd Qtr 2017 Meter Read (Rental Charges)
14063	06/27/2017	06/27/2017	1553	Porter, Ken	59.00 1 Yr Library 2017
572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2017 / Kenneth Porter
14093	06/27/2017	06/27/2017	7614	Prothman	2,219.52 Municipal Consulting Services (David Johnston) 05/30/17 - 06/02/17 (32 Hrs @\$68/Hr)
513 10 41 00	Prof Svcs - Admin	001 000 513	General Fund	2,219.52	Municipal Consulting Services (David Johnston) 05/30/17 - 06/02/17 (32 Hrs @\$68/Hr) Interim City Manager

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
14102	06/27/2017	06/27/2017	7000	RWC Group	
				765.04	#13403D (1992 Vactor) Mobile Maintenance 04/27/17: Replaced Both Fuel Filters, Reseal Fuel Lines, Tube Flex Sleeve, Mercon Oil, Brake Cleaner, Labor
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	95.63	#13403D (Vactor) Mobile Maintenance - Street 12.50%
548 65 48 13	O & M - Storm		501 000 548 Equipment Ren	95.63	#13403D (Vactor) Mobile Maintenance - Storm 12.50%
548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Ren	573.78	#13403D (Vactor) Mobile Maintenance - Wtr / Swr 75%
14064	06/27/2017	06/27/2017	2230	Saalfeld, Jennifer	
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017
				59.00	1 Yr Library 2017 / Steve Saalfeld
14103	06/27/2017	06/27/2017	4035	Sarco Supply	
576 20 31 02	Janitorial Supplies - Pool		001 000 576 General Fund	79.48	Lotion Soap
				79.48	Lotion Soap - Swimming Pool
14134	06/27/2017	06/27/2017	4035	Sarco Supply	
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	43.78	Toilet Bowl Cleaner
				43.78	Pleasant Toilet Bowl Cleaner - City Hall
14074	06/27/2017	06/27/2017	5728	Shelton*, Paul J	
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017
				59.00	1 Yr Library 2017 / Surtida Shelton
14110	06/27/2017	06/27/2017	7308	SiteCrafting Inc	
518 81 41 02	Web Design & Maintenance		001 000 518 General Fund	99.00	WordPress Managed Hosting (Date: 06/15/17)
				99.00	WordPress Managed Hosting - Monthly (Bill Date: 06/15/17) "cityoffircrest.net"
14104	06/27/2017	06/27/2017	5602	Six Robblees' Inc	
594 48 64 12	Street - ERR Capital		501 000 548 Equipment Ren	178.62	#63582D (2017 Ford F350 Truck) Sidebars
				178.62	#63582D (2017 Ford F350 Truck) 3" Black Sidebars
14065	06/27/2017	06/27/2017	4084	Staples Business Advantage	
513 10 35 00	Small Tools & Equip - Adm		001 000 513 General Fund	39.22	46x60 Chair Mat - Administration
				39.22	46x60 Chair Mat - Administration
14105	06/27/2017	06/27/2017	4092	Stellar Industrial Supply	
				260.33	Heavy Duty Brooms With Wood Handles (6), Round Point Shovels (4), Leaf Rakes (4), Digging Bar (1) - Public Works
531 50 35 00	Small Tools & Equip - Storm		415 000 531 Storm Drain	65.08	Brooms, Shovels, Rakes, Digging Bar - Storm Split

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534 80 35 00	Small Tools & Equip - Wat		425 000 534 Water Fund (de	65.08	Brooms, Shovels, Rakes, Digging Bar - Water Split
535 80 35 00	Small Tools & Equip-Swr C		430 000 535 Sewer Fund (de	65.08	Brooms, Shovels, Rakes, Digging Bar - Sewer Split
542 30 35 00	Small Tools & Equip-St Re		101 000 542 City Street Fun	65.09	Brooms, Shovels, Rakes, Digging Bar - Street Split
14147	06/27/2017	06/27/2017	7620		
			Superior Saw & Supply Inc	20.15	Sharpen Drills, Sharpen Hole Saw
534 50 48 01	Rep & Maint - Water Maint		425 000 534 Water Fund (de	20.15	Sharpen Drills, Sharpen Hole Saw - Water Usage
14106	06/27/2017	06/27/2017	4328		
			Systems for Public Safety Inc	204.58	#60943D (2016 Interceptor) Goodyear Tire (1)
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	204.58	#60943D (2016 Ford Interceptor) Found Nail & Screw In Right Rear Tire Which Was Irreparable - Replaced With New Goodyear Tire, Check Brakes Via Officer Request - Brakes At 80% With No Safety Concerns
14144	06/27/2017	06/27/2017	4328		
			Systems for Public Safety Inc	29.43	#60452D (2016 Interceptor) Check Front End
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	29.43	Check Front End - Customer States When Going Over Bumps Vehicle Rattles. Found Right Front Sway Bar End Link Bad & Causing The Noise.
14145	06/27/2017	06/27/2017	4328		
			Systems for Public Safety Inc	553.69	#49844D (2009 Crown Victoria) Replaced Mount Washers & Bushings, Replaced Customer Supplied Dock
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	553.69	#49844D (2009 Crown Victoria) Replaced Mount Washers & Mount Bushings, Replaced Customer Supplied Dock - Customer Will Need To Confirm Dock Works When Computer Is Hooked Up
14066	06/27/2017	06/27/2017	4133		
			Tacoma Rubber Stamp	17.51	Name Plate - Interim City Manager
513 10 31 00	Office & Oper Supplies - A		001 000 513 General Fund	17.51	Name Plate - Interim City Manager (David W. Johnston)
14089	06/27/2017	06/27/2017	4139		
			Tapco Visa Card	60.00	TACPC Health / Temporary Food Permit
573 90 49 01	Community Events		001 000 573 General Fund	60.00	Tacoma Pierce County Health Department / Temporary Food Establishment Permit - Strawberry Feed & Band Concert
14090	06/27/2017	06/27/2017	4139		
			Tapco Visa Card	61.58	SeniorFitnessDay.Com / Buttons & Balloons

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571 10 31 02	Senior Supplies		001 000 571 General Fund	61.58	SeniorFitnessDay.Com / Buttons & Balloons - National Senior Health & Fitness Day
14091	06/27/2017	06/27/2017	4139		
			Tapco Visa Card	89.00	VistaPrint.Com / 12" X 18" Yard Signs
573 90 49 01	Community Events		001 000 573 General Fund	89.00	VistaPrint.Com / 12" X 18" Yard Signs - Fircrest Community Garage Sale
14096	06/27/2017	06/27/2017	4139		
			Tapco Visa Card	129.67	Amazon.Com / Desktop Hard Disk Drive - Court
518 81 35 00	Small Tools & Equip - I/S		001 000 518 General Fund	129.67	Amazon.Com / WD Blue 4TB Desktop Hard Disk Drive 5400 RPM SATA 6Gb/s 64MB Cache 3.5 "WD40EZRZ" - Municipal Court Server
14097	06/27/2017	06/27/2017	4139		
			Tapco Visa Card	91.21	Amazon.Com / Acer 22" Monitor - Court
518 81 35 00	Small Tools & Equip - I/S		001 000 518 General Fund	91.21	Amazon.Com / Acer V226WL 22" Widescreen LCD Monitor "Serial No. 6440371B8501" - Court (SAA No. 1556)
14148	06/27/2017	06/27/2017	4139		
			Tapco Visa Card	76.56	Wellness Luncheon Foodstuff (06/15/17) Menu: Chris' Famous Ribs, Baked Beans & Salad
517 90 31 01	Health Program - Supplies		001 000 517 General Fund	76.56	Wellness Luncheon Foodstuff - Cash & Carry (Baby Ribs, BBQ Baked Beans, Crystal Geyser Juice)
14075	06/27/2017	06/27/2017	2836		
			Taylor, Jack	59.00	1 Yr Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Jack Taylor
14130	06/27/2017	06/27/2017	4161		
			Turco, Barbara J	59.00	1 Yr Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2017 / Barbara Turco
14082	06/27/2017	06/27/2017	4180		
			Utilities Underground	61.60	May 2017 Locates
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	30.80	May 2017 Locates - Water
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	30.80	May 2017 Locates - Sewer
14086	06/27/2017	06/27/2017	7588		
			Van Stetsen, Lisa	29.50	1/2 Library 2017
572 21 49 00	Library Services		001 000 572 General Fund	29.50	1/2 Library 2017 / Lisa Van Stetsen
14067	06/27/2017	06/27/2017	4188		
			Verizon Wireless LLC	274.94	Public Works Plan (9 Phones) & Global Positioning System Air Card (1)
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	58.73	PW Cell Phones (05/02/17 - 06/01/17) - Storm

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531 50 42 00	Communication - Storm	415 000 531	Storm Drain	10.01	GPS Air Card - Storm
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	58.72	PW Cell Phones (05/02/17 - 06/01/17) - Water
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	10.02	GPS Air Card - Water
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	58.72	PW Cell Phones (05/02/17 - 06/01/17) - Sewer
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	10.01	GPS Air Card - Sewer
542 30 42 00	Communication - Street	101 000 542	City Street Fun	58.72	PW Cell Phones (05/02/17 - 06/01/17) - Street
542 30 42 00	Communication - Street	101 000 542	City Street Fun	10.01	GPS Air Card - Street
14068	06/27/2017	06/27/2017	4188	Verizon Wireless LLC	
				360.09	05/02/17 - 06/01/17 Police Loaner Laptops (8) + Information Systems Laptop (1)
521 22 42 00	Communication - Police	001 000 521	General Fund	360.09	05/02/17 - 06/01/17 Police Loaner Laptops (8) + Information Systems Laptop (1)
14146	06/27/2017	06/27/2017	4196	Visi-Printing & Signs	
				1,071.75	Recreation Receipt Books & Utility Receipt Books
518 10 34 02	Central Office Printing	001 000 518	General Fund	278.00	Utility Receipt Books (Quantity: 5)
571 10 49 01	Printing & Binding - Rec	001 000 571	General Fund	793.75	Recreation Receipt Books (Quantity: 15)
14107	06/27/2017	06/27/2017	4231	Water Mgmt Labs Inc	
				287.00	Coliform, Fluoride
534 80 41 00	Water Testing	425 000 534	Water Fund (de	287.00	Coliform, Fluoride
14108	06/27/2017	06/27/2017	4246	Whistle Workwear	
				234.77	Zip-To-Thigh Bib Overalls, Pink Reflective Safety Shirts, Hot Pink Hard Hat, Orange Reflective Safety Shirt, Double Front Work Dungarees
531 50 20 01	Contract Benefits - Storm	415 000 531	Storm Drain	58.69	Various Workwear Clothing - Storm Split
534 10 20 01	Contract Benefits - Wtr Adr	425 000 534	Water Fund (de	58.69	Various Workwear Clothing - Water Split
535 10 20 01	Contract Benefits - Swr Adr	430 000 535	Sewer Fund (de	58.70	Various Workwear Clothing - Sewer Split
542 30 20 01	Contract Benefits - Street R	101 000 542	City Street Fun	58.69	Various Workwear Clothing - Street Split
14124	06/27/2017	06/27/2017	4253	Windmill Gardens LLC	
				2,028.46	Hanging Baskets (Remaining Balance)
542 80 31 02	Flower BasketsSupplies	101 000 542	City Street Fun	2,028.46	Hanging Flower Baskets (Quantity: 71) - 2nd Half Remaining Balance
14109	06/27/2017	06/27/2017	5286	Winsupply	
				129.31	Node Controller, Batteries - Island Irrigation
542 80 35 00	Small Tools & Equip- St Be	101 000 542	City Street Fun	129.31	Hunter Node-100 Single Station Battery Operated Node Controller With Latching Solenoid, 9-Volt Batteries (12) - Island Irrigation

Report Total:

117,128.73

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Accts
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Fund	
001 General Fund	79,630.69
101 City Street Fund	4,791.01
415 Storm Drain	1,328.69
425 Water Fund (department)	24,436.13
430 Sewer Fund (department)	2,598.85
501 Equipment Rental Fund	4,343.36

This report has been reviewed by:

REMARKS:

Signature & Title

Date

Gary Anderson
213 Regents Blvd
Fircrest, WA 98466

City Of Fircrest

Check:	209461	Amount:
Date:	06/13/2017	
For:	VOID Check No. 209461 Gary Anderson \$56.00 on 06/22/17 (Due to	

Gary Anderson
213 Regents Blvd
Fircrest, WA 98466

City Of Fircrest

Check:	209461	Amount:
Date:	06/13/2017	Account:
For:	VOID Check No. 209461 Gary Anderson	
	\$56.00 on 06/22/17 (Due to library rate	

Invoices:

VOID

209461

*****Zero and 00/100*****

Gary Anderson
213 Regents Blvd
Fircrest, WA 98466

06/13/2017

*****0.00

Lisa Van Stetsen
602 Alta Vista Pl
Fircrest, WA 98466

City Of Fircrest

Check: 209548 Amount:
Date: 06/13/2017
For: VOID Check No. 209548 Lisa Van
Stetsen \$28.00 on 06/22/17 (Due to

Lisa Van Stetsen
602 Alta Vista Pl
Fircrest, WA 98466

City Of Fircrest

Check: 209548 Amount:
Date: 06/13/2017 Account:
For: VOID Check No. 209548 Lisa Van Stetsen
\$28.00 on 06/22/17 (Due to library rate

Invoices:

VOID

209548

*****Zero and 00/100*****

Lisa Van Stetsen
602 Alta Vista Pl
Fircrest, WA 98466

06/13/2017

*****0.00

REGULAR CITY COUNCIL MEETING MINUTES
TUESDAY, JUNE 13, 2017 **COUNCIL CHAMBERS**
7:00 P.M. **FIRCREST CITY HALL, 115 RAMSDELL STREET**

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, Hunter T. George, Denny Waltier and Jason Medley were present.

PRESIDING OFFICER'S REPORT

City Clerk Keely administered the Oath of Office to Interim City Manager David W. Johnston.

Confirmation of Appointment of Planning Commissioner Cameron McGinnis

Moved by Medley, seconded by Waltier, to confirm the Mayor's appointment of Cameron McGinnis to the City of Fircrest Planning Commission effective June 16, 2017 through June 15, 2023. Upon vote, motion carried unanimously.

COMMITTEE, COMMISSION AND LIAISON REPORTS

Parks & Recreation

Surina highlighted a discussion he had with Parks and Recreation Director Grover regarding Parks and Recreation needs that could be included in the 2018 budget. Surina commented about an upcoming June 29th Tot Lot dedication of the play structure that was constructed as part of the RCO Grant. Surina concluded with an update of the work being done on the survey by the Community Center and Pool Advisory Committee members, noting that it will be completed within one or two weeks and presented to Council followed by a presentation to the public at a public meeting.

Administration

Wittner reported on a discussion he had with Interim City Manager Johnson, noting that he is impressed with the work being done so far and stated he appreciates all the transitional hard work.

CONSENT CALENDAR

Jolibois requested the City Clerk read the consent calendar as follows: approval of Voucher No. 209458 through Voucher No. 209458 in the amount of \$49.76; approval of Voucher No. 209459 through Voucher No. 209560 in the amount of \$537,144.89; approval of Payroll Check No. 12660 through Payroll Check No. 12663 in the amount of \$6,513.03; approval of Payroll Check No. 12653 through Payroll Check No. 12659 in the amount of \$156,312.02; approval of Payroll Check No. 12664 through Payroll Check No. 12669 in the amount of \$85,527.54; approval of Payroll Check No. 12670 through Payroll Check No. 12691 in the amount of \$104,018.22; approval of the May 22, 2017 special meeting minutes; and approval of the May 23, 2017 regular meeting minutes. Medley requested that Voucher Nos. 13952 and 13953 in the amounts of \$552.13 and \$1,023.94 are pulled.

MOTION

Moved by Reynolds, seconded by Wittner, to approve the consent calendar as amended. Upon vote, motion carried unanimously.

Moved by Reynolds, seconded by Wittner, to pay Voucher No. 13952 in the amount of \$552.13 and Voucher No. 13953 in the amount of \$1,023.94.

An historical discussion took place on the two 2009 Crown Victoria police vehicles and when they were placed in service. Following discussion, Council asked that City Clerk Keely, in the absence of ex-City Manager Rick Rosenblatt, respond to Council inquiries about the two 2009 police vehicles.

Jolibois invited public comment.

David Viafore, 1120 Paradise Parkway, commented about the 2009 vehicles.

VOTE

Ayes: Surina, Reynolds, Wittner, Jolibois, George and Medley. Noes: Waltier. Motion carried.

UNFINISHED BUSINESS

Ordinance amending Fircrest Municipal Code Title 22 related to the sign code

Moved by Reynolds, seconded by Wittner, to take from the table the original motion relating to Ordinance 1598 amending Fircrest Municipal Code Title 22 related to the sign code. Upon vote, motion carried unanimously.

Planning and Building Stahlnecker stated the ordinance was tabled at the May 23rd meeting and direction given by Council for staff to bring back amendments. She noted the ordinance, as presented, includes the amendments to reflect the desires of Council as follows:

- Adding language to 22.26.008 *Nonconforming signs* to differentiate between signage for individual businesses or tenants and signage for multi-tenant centers
- Adding language to exempt monument signs and wall signs legally established after February 5, 2003
- Replacing language in 22.26.024(b) *Window Signs - Area* to clarify and set a maximum of 4 square feet or 10 percent of the window area, whichever is greater. It includes language which allows the 10 percent to apply to window units (a grouping of windows separated by a *substantial* architecture element). It also excludes some businesses in the CMU if located 150' from a street and providing commercial services (versus retail).
- Existing window signage would be included under the nonconforming signs section.
- Change the spacing between portable signs [22.26.018(g)(4) *Portable Signs*] from 50' to 40'. This would allow 6 portable (A-frame, sandwich board signs). Attachment 2 gives a visual of 40' separation and 30' separation. 30' would allow 7 signs, but may appear more cluttered.
- Portable signs (versus temporary signs) would require a permit application.

Staff responded to Council inquiries.

Discussion continued regarding removing the permit requirement for portable signs.

Moved by George, seconded by Medley, to amend the motion on the floor to include the amendments to Ordinance 1598 as presented as well as adding a new section removing the requirement for a sign permit for portable signs. Upon vote, motion carried unanimously.

ORDINANCE NO. 1598

Moved by George, seconded by Reynolds, to adopt Ordinance No. 1598 as amended.

Jolibois invited public comment.

David Viafore, 604 Regents Boulevard, commented about the proposed changes.

Stahlnecker explained reasons behind the proposed amendments noting that the changes from the Planning Commission recommendation to the nonconforming signs section were to (1) clarify the difference between individual tenant or business signage requirements and multi-tenant center signage requirements and (2) limit when a sign needs to be brought into compliance based on change of ownership to those signs established prior to the 2003 sign code update.

Staff responded to Council inquiries.

VOTE

Upon vote, motion carried unanimously.

NEW BUSINESS

Resolution adopting the 2018 – 2023 Six Year Transportation Improvement Plan

Public Works Director Wakefield stated a public hearing was held on May 23, 2017 and the Six-year Transportation Improvements Plan was ready for adoption. Wakefield reported the Federal Highway Administration funding sources for Map 21 had been updated. Wakefield stated this Program is not only intended to list projects for funding, but to establish City Council approval to submit grant applications on those projects contained in the Program. It should be noted that for a project to obtain state or federal funding, it must be included in the City's Six-Year Comprehensive Transportation Improvements Program. Wakefield concluded by recommending adoption of the Plan.

RESOLUTION NO. 1483

Moved by Medley, seconded George, approving the City of Fircrest Six-Year Transportation Improvements Program for the period of 2018 – 2023.

Jolibois invited public comment. None was provided.

VOTE

Upon vote, motion carried unanimously.

Resolution executing a Memorandum of Understanding with the Crystal Judson Family Justice Center

Cheesman stated that Council is being asked to adopt a resolution authorizing the City Manager to direct the Police Chief to execute a Memorandum of Understanding with the Crystal Judson Family Justice Center. He noted that the officers currently provide victims of domestic violence with information packets explaining how they can access needed services and how to go about obtaining protection orders. Often times, officers do not have the time to go over the information in the packets resulting in victims disregarding the information officers provide them. This partnership will ensure that our victims receive outreach from a trained community-based domestic violence advocate who can help our victims navigate through a difficult course. Cheesman concluded by stating that in creating this relationship they will better provide victims of domestic violence access to services which will ultimately increase their safety and the safety of their children and introduced the Crystal Judson Family Justice Center Director Craig Roberts.

Roberts thanked Council for their consideration of the Memorandum of Understanding, noting that they currently provide these services to the sheriff's department for unincorporated Pierce County, and the cities of University Place, Bonney Lake and Milton.

RESOLUTION NO. 1484

Moved by Reynolds, seconded by Wittner, to adopt Resolution No. 1484 authorizing the City Manager to direct the Fircrest Police Chief to execute a Memorandum of Understanding with the Crystal Judson Family Justice Center for victim outreach services.

Staff responded to Council inquiries.

VOTE

Ayes: Surina, Reynolds, Wittner, Jolibois, George and Waltier. Noes: Medley. Motion carried.

CITY MANAGER COMMENTS

Interim City Manager David Johnston thanked the Mayor and Council for the opportunity to serve as Interim City Manager and commented that he has enjoyed working with such a dedicated staff. He reported that on the Monday study session agenda is a discussion regarding the process to fill the City Manager position permanently. Johnston stated that the status quo budget process has begun internally and suggested that Council start thinking about goals that are desired to be included in the budget and then staff would design the supporting programs and services to meet those goals and price them out. Johnston encouraged that the liaison program is utilized to initiate conversations about budget ideas. Johnston concluded by noting that in driving around the City of Fircrest it is amazing how much people care about and take care of their properties.

DEPARTMENT HEAD COMMENTS

Stahlnecker provided statistics after comparing use of the old website with the new one, noting that for the period May 19, 2016 through June 7, 2016 there were approximately 71 visits per day and for the same period this year, there was an average of 241 per day.

COUNCILMEMBER COMMENTS

Councilmembers welcomed David Johnston to the City of Fircrest and thanked everyone for coming.

Waltier recognized former Mayor and Councilmember David Viafore to chambers.

George gave kudos to staff for their efforts with the City's new website and thanked the Communications Committee for their work on it as well. George asked that the City's website includes information about where residents can get a library card.

Surina commented that the traffic is flowing much better at the Mildred and Regents intersection and thanked Wakefield for his efforts to implement that. Surina concluded by commenting that he and Interim City Manager Johnston toured Masko Park.

ADJOURNMENT

Moved by Reynolds, seconded by Waltier, to adjourn the meeting at 8:45 P.M. Upon vote, motion carried unanimously.

Matthew Jolibois, Mayor

Lisa Keely, City Clerk

**CITY OF FIRCREST
SPECIAL CITY COUNCIL MEETING MINUTES**

**June 19, 2017
6:00 P.M.**

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

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 and Denny Waltier were present. Councilmember Jason Medley was excused.

Discussion and direction on selection of firm to provide recruitment services for the permanent City Manager

City Clerk Keely reported that three proposals were received but one Colin Baenziger & Associates withdrew due to commitments. She called attention to the proposals from Waldron and Prothman, noting that both Prothman and Waldron have similar recruiting processes and provide similar timeframes to complete the process and enter into an agreement for a permanent City Manager. Keely stated that the cost proposed by Prothman is \$18,500 plus expenses and by Waldron is \$27,000 plus expenses. Keely concluded by recommending that following tonight's discussion Council agrees to hire a firm and direct that an agreement is on for action at the June 27, 2017 regular meeting.

Discussion continued and staff responded to Council inquiries.

MOTION

Moved by Jolibois, seconded by Surina, to authorize the City Manager to bring an agreement forward with Prothman to provide recruitment services for the permanent City Manager at the June 27, 2017 regular meeting. Upon vote, motion carried unanimously.

Council Goals

Finance Director Corcoran stated that as we move into the budget process we need to receive Council input. She reported that Interim City Manager David Johnston sent Council a memo last Friday regarding goal setting and indicated that tonight she will review the memo and answer questions. Corcoran stated that cities use public resources to provide various programs and services to its citizens. She indicated that the role of the Council per RCW 35A is to serve as stewards of public resources through legislation and policy direction. Corcoran noted that Council goals are needed to provide direction to the City departments in order for each department to set goals and activities to meet those Council goals. Corcoran stated that goals serve as a standard on which performance can be measured and these goals should be specific and measurable. Corcoran called attention to Johnston's memo wherein examples of goals were provided. She noted that goals and policies should be the driving force for the budget. She further noted that goals and policies can be pulled from existing documents, such as the Comprehensive Plan and the PROS Plan. Corcoran stated that Johnston recommends the budget as a partnership between Council and staff and in summary, proposed that: (1) staff creates a status quo budget, (2) use of the liaison system to set department goals, (3) schedule a Council/Department Head retreat, and (4) budget

resources based on mutual understanding of goals. Corcoran concluded by mentioning that Johnston recommended that Council sends initial ideas for Council goals to him, that Council liaisons set up a meeting with Department Heads, and to please review your calendars to set a retreat date at the June 27th regular meeting.

Discussion ensued and some Councilmembers identified goals, i.e., the desire to receive the platinum award for healthy communities from the health department, recognition of staff, direction and goals for Parks and Recreation, online system for registration of Recreation Programs, online system for permitting, the use of REET for Parks and not Public Works, commercial development/increased economic development, work towards getting grants and establish a Heritage Corridor, clean up the Parks 'wild side', develop a six-year program for parks improvements, move towards being more paperless, and replace the big toy in Fircrest Park.

Corcoran summarized the Interim City Manager's memo and recommended that Council follow his suggestion to email him their goals. She further asked that Council review their calendars and inform Johnston of dates that they are 'not' available for a retreat to be scheduled in July or early August and indicated that the date for the retreat will be scheduled at the June 27th regular meeting.

ADJOURNMENT

Moved by Reynolds, seconded by Waltier, to adjourn at 6:36 P.M. Upon vote, motion carried unanimously.

Matthew Jolibois, Mayor

Lisa Keely, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: **June 27, 2017**

SUBJECT: **Resolution authorizing the Interim City Manager's signature on an Agreement with Prothman to provide City Manager Recruitment Services**

FROM: **Lisa Keely – City Clerk**

Reviewed by: _____City Manager _____Finance Director _____City Attorney

RECOMMENDED MOTION: **I move to adopt Resolution No. ____ authorizing the Interim City Manager to sign a Professional Service Agreement with Prothman to provide City Manager recruitment services.**

PROPOSAL: Due to the separation of the City Manager, Council has directed staff to present a Professional Service Agreement with Prothman to provide City Manager recruitment services. Council is being asked to authorize entering into this professional services agreement with Prothman.

FISCAL IMPACT: The fee for professional services is \$18,500. There will also be additional expenses for advertising, mailing, and printing of documents, consultant travel, and other incidental costs. A budget motion is needed for this item.

ADVANTAGES: The City will benefit from the expertise and experience of the firm. It will also provide for a more effective search than trying to perform the work in-house. More effort can be devoted to the search process resulting in a better selection of candidates to choose from.

DISADVANTAGES: Cost. It had not been anticipated when the 2017 Budget was prepared that there would be a need for this service.

ALTERNATIVES: Not contract with a firm and have staff and Council perform these services.

HISTORY: After review of agreements from both Prothman and Waldron at the June 19th study session for City Manager recruiting services, Council directed that a Professional Services Agreement with Prothman is produced for consideration at the June 27th Council meeting.

Attachment(s): Resolution
Professional Services Agreement

**CITY OF FIRCREST
RESOLUTION NO. 1481**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE INTERIM
CITY MANAGER TO SIGN A PROFESSIONAL SERVICE
AGREEMENT WITH PROTHMAN FOR CITY MANAGER
RECRUITMENT SERVICES**

WHEREAS, the City Manager's last day of employment was May 26, 2017; and

WHEREAS, the City of Fircrest, a municipal corporation of the State of Washington, desires to hire a City Manager through Prothman; Now, Therefore,

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

Section 1. The City Council hereby adopts a resolution authorizing the Interim City Manager to sign the Professional Service Agreement with Prothman for the purpose of providing City Manager recruitment services.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 27th day of June 2017.

APPROVED

Matthew Jolibois, Mayor

ATTEST:

Lisa Keely, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney



June 21, 2017

Mr. David Johnston
Interim City Manager
City of Fircrest
115 Ramsdell St.
Fircrest, WA 98466

Dear Mr. Johnston:

We thank the City of Fircrest for its confidence in Prothman to assist the City in the recruitment of its next City Manager. The following represents a scope of work for this search and associated professional fee and expenses.

Recruitment Process

Project Review

The first step will be to review the following topics:

- ◆ Review the scope of work and project schedule
- ◆ Identify the geographic scope of the search (local, regional or national)
- ◆ Review the compensation package and decide if a salary survey is needed
- ◆ Identify key stakeholders

Information Gathering and Research

We will spend as much time as it takes to learn everything we can about your organization. Our goal is to thoroughly understand the values and culture of your organization, as well as the preferred qualifications you desire in your next city manager.

We will travel to Fircrest and:

- ◆ Meet with the City Council
- ◆ Meet with Staff as directed
- ◆ Meet with other stakeholders as directed
- ◆ Review all documents related to the position

Position Profile Development

We will develop a profile of your ideal candidate. Once the Position Profile is written and approved, it will serve as the foundation for our determination of a candidate's "fit" within the organization and community. Profiles include the following:

- ◆ **A description of the ideal candidate's qualifications**
 - Years of related experience and education required
 - Ideal personality traits and work habits
- ◆ **Organization-specific information**
 - Description of the organization, position and key responsibilities
 - Priorities and challenges facing the organization
- ◆ **Community-specific information**
 - Overview of the region
 - Description of the environment and quality of life details
- ◆ **Compensation package details**
- ◆ **Information on how to apply**

Recruitment and Advertising Strategy

We recognize that often the best candidates are not actively looking for a new position--*this is the person we want to reach and recruit*. We have an aggressive recruitment strategy which involves the following:

- ♦ **Print and Internet-based Ads** placed nationally in professional publications, journals and on related websites.
- ♦ **Direct Mail Recruitment Brochures** sent directly to hundreds of highly qualified city/county management professionals who are not actively searching for a new position.
- ♦ **Direct Contact Calls** and emails placed directly to candidates who we know would be a good fit.
- ♦ **Posting the Position Profile on the Prothman Website**, which receives thousands of hits per month.

Candidate Screening

Once the application deadline has passed, we will conduct an extensive candidate review designed to gather detailed information on the leading candidates. The screening process has 4 key steps:

- 1) **Application Review:** Using the Position Profile as our guide, we will screen the candidates for qualifications based on the resumes, applications, and supplemental questions (to determine a candidate's writing skills, analytical abilities and communication style). After the initial screening, we take the yes's and maybe's and complete a second screening where we take a much deeper look into the training, work history and qualifications of each candidate.
- 2) **Personal Interviews:** We will conduct in-depth videoconference or in-person interviews with the top 8 to 15 candidates. During the interviews, we ask the technical questions to gauge their competency, and just as importantly, we design our interviews to measure the candidate's fit within your organization.
- 3) **Internet Publication Background Search:** We conduct an internet publication search on all semifinalist candidates prior to their interviews. If we find anything out of the ordinary, we discuss this during the initial interview and bring this information to you.
- 4) **Work Session with Council:** We will prepare and send to you a detailed summary report and binders which include each candidate's application materials and the results of the personal interviews and publication search. **We will travel to Fircrest** and advise you of the candidates meeting the qualifications, our knowledge of them, and their strengths and weaknesses relative to fit within your organization. We will give you our recommendations and then work with you to identify the top 4 to 6 candidates to invite to the final interviews. We will discuss the planning and design of the final interview process during this meeting.

Final Interview Process

The design of the final interviews is an integral component towards making sure that all stakeholders have the opportunity to learn as much as possible about each candidate.

- ♦ **Elements of the design process include:**
 - **Deciding on the Structure of the Interviews**
We will tailor the interview process to fit your needs. It may involve using various interview panels and an evening reception.
 - **Deciding on Candidate Travel Expenses**
We will help you identify which expenses your organization wishes to cover.
 - **Identifying Interview Panel Participants & Panel Facilitators**
We will work with you to identify the participants of different interview panels to ensure that all stakeholders identified have been represented.

♦ **Background Checks**

In addition to the internet background search, prior to the final interviews, we will conduct a background check on each of the finalist candidates. Background checks include the following:

• **References**

We conduct 6-8 reference checks on each candidate. We ask each candidate to provide names of their supervisors, subordinates and peers for the last several years.

• **Education Verification, Criminal History, Driving Record and Sex Offender Check**

We contract with Sterling and conduct a criminal history, driving record and sex offender check on each candidate in the states in which they have worked.

♦ **Candidate Travel Coordination**

For those candidates who will be traveling to the final interviews, we work with the candidates to organize the most cost effective travel arrangements.

♦ **Final Interview Binders**

We will provide Final Interview Binders. They are the tool that keeps the final interview process organized and ensures that all interviewers are "on the same page" when it comes to evaluating each candidate.

♦ **Final Interviews with Candidates**

We will travel to Fircrest and facilitate the interviews. The interview process usually begins with a morning briefing where schedule and process will be discussed with all those involved in the interviews. Each candidate will then go through a series of one-hour interview sessions, with an hour break for lunch.

- ♦ **Panelists & Decision Makers Debrief:** After the interviews are complete, we will facilitate a debrief with all panel participants where the panel facilitators will report their panel's view of the strengths and weaknesses of each candidate interviewed. The decision makers will also have an opportunity to ask panelists questions.

- ♦ **Candidate Evaluation Session:** After the debrief we will facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research if needed.

- ♦ **Facilitate Employment Agreement:** Once the top candidate has been selected, we will offer any assistance needed in developing a letter of offer and negotiating terms of the employment agreement.

Warranty

- ♦ **Repeat the Recruitment:** If you follow our process and a top candidate is not chosen, we will repeat the recruitment with no additional professional fee, the only cost would be the expenses.

FEE, EXPENSES & GUARANTEE

Professional Fee

The fee for conducting a city manager recruitment with a one-year guarantee is \$18,500, plus expenses. The professional fee covers all Prothman consultant and staff time required to conduct the recruitment. This includes all correspondence and on-site meetings with the client, writing and placing the recruitment ads, development of the candidate profile, creating and sending invitation letters, reviewing resumes, coordinating and conducting semifinalist

interviews, coordinating and attending finalist interviews, coordinating candidate travel, professional reference checks on the finalist candidates and all other search related tasks required to successfully complete the recruitment.

Expenses

Expenses vary depending on the design and geographical scope of the recruitment. We work diligently to keep expenses at a minimum and keep records of all expenditures. The City of Fircrest will be responsible for reimbursing expenses Prothman incurs on your behalf. Expense items include but are not limited to:

- ◆ Newspaper, trade journal, websites and other advertising (approx. \$1,400 - 1,800)
- ◆ Direct mail announcements (approx. \$1,600 – 2,200)
- ◆ Interview Binders & printing of materials (approx. \$350 - 500)
- ◆ Delivery expenses for Interview Binders (approx. \$100 - 200)
- ◆ Consultant travel: NO CHARGE
- ◆ Background checks performed by Sterling (approx. \$175 per candidate)
- ◆ Any client-required licenses, fees or taxes

- ◆ Candidate travel: We cannot approximate candidate travel expenses because they vary depending on the number of candidates, how far the candidates travel, length of stay, if spouses are included, etc. If you wish, we will coordinate and forward to your organization the candidates' travel receipts for direct reimbursement to the candidates.

A 2% charge will be added to all expenses which reflects City of Issaquah and State B&O tax obligations that we pay for every dollar we invoice, including expenses. Professional fees are billed in three equal installments throughout the recruitment. Expenses are billed monthly.

Additional Candidate Selection

This contract provides that the client shall hire one (1) candidate from the applicant pool. Should the client wish to hire a second applicant identified by this search, there will be an additional fee. Prothman retains ownership of all application materials submitted by the applicants.

Guarantee

Our record of success in placing highly qualified candidates provides that Prothman will guarantee with a full recruitment that if the selected finalist is terminated or resigns within one year from the employment date, we will conduct a replacement search with no additional professional fee, the only cost would be the expenses; on the condition that the position has been recruited at market rate salary.

Cancellation

You have the right to cancel the search at any time. Your only obligation would be the fees and expenses incurred prior to cancellation.

Accepted by:

CITY OF FIRCREST

David Johnston
Interim City Manager

Date

PROTHMAN

Sonja Prothman
Vice President

6/21/17

Date

