

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, MARCH 13, 2018  
7:00 P.M.**

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

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
  - A. Community Center and Pool Update
- 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. Administration
  - B. Environment, Planning and Building
  - C. Finance, IT, Facilities
- 7. CONSENT CALENDAR**
  - A. Approval of [vouchers](#)/payroll checks
  - B. Approval of minutes: [February 20, 2018 Special Meeting](#)
- 8. PUBLIC HEARING 7:15 P.M.**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
  - A. [Ordinance: Budget Amendment – 2<sup>nd</sup> Reading](#)
  - B. [Resolution: Wellness Program](#)
  - C. [Resolution: KPG, P.S. Professional Services Agreement Amendment](#)
- 11. CITY MANAGER COMMENTS**
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
  - A. To discuss labor agreement pursuant to RCW 42.30.140
- 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>16045</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7066</b>	<b>Apex Engineering</b>	<b>3,500.00</b>	<b>P#49 Ramsdell Water Project: Task Order No. 2018-001</b>
	594 34 63 02	Project Engineering Water	426 000 594	Water Improve	3,500.00	P#49 Bidding & Award (01/01/18 - 01/31/18)
<b>16080</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7948</b>	<b>Atkin, Troy</b>	<b>198.00</b>	<b>Basketball Scorekeep / Referee (16.50 Hrs)</b>
	571 20 41 01	Referees/Basketball	001 000 571	General Fund	198.00	Basketball Scorekeep / Referee (02/24/18 - 03/03/18) Troy Atkin
<b>16093</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4052</b>	<b>Baxter Auto Parts</b>	<b>172.79</b>	<b>#59083D (2008 F550 Dump Truck), #59094D (2008 Crane Truck) - Channel Flow Air Part "Diesel Treatment"</b>
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	86.39	#59083D (2008 F550 Dump Truck) Channel Flow Air Part
	548 65 48 14	O & M - Wtr/Swr	501 000 548	Equipment Ren	86.40	#59094D (2008 Crane Truck) Channel Flow Air Part
<b>16040</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7943</b>	<b>Bill's Roofing Inc</b>	<b>3,736.60</b>	<b>Gazebo Roof - Whittier Park</b>
	594 18 62 00	Building & Structures-Faci	001 000 518	General Fund	3,736.60	Gazebo Roof - Whittier (Remove Existing Layer & Dispose, Inspect Plywood, Install Gutter Edges & Drip Metal Rake Edges, Saturated Felt Paper, Laminated Asphalt Shingles, New Ridge Shingles, Clean-up)
<b>16031</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>5428</b>	<b>Boers, Jeff</b>	<b>637.50</b>	<b>Feb 2018 Land Use Consulting (7.50 Hrs)</b>
	558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	637.50	Feb 2018 Land Use Consulting (7.50 Hrs)
<b>16094</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4278</b>	<b>Budget Batteries Inc</b>	<b>264.13</b>	<b>(Backhoe) Replaced Batteries (Quantity: 2)</b>
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	44.90	(Backhoe) Replaced Batteries - Street (17% Split)
	548 65 48 14	O & M - Wtr/Swr	501 000 548	Equipment Ren	219.23	(Backhoe) Replaced Batteries - Wtr / Swr (83%)
<b>16107</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>6814</b>	<b>Ceballos, Amy</b>	<b>99.85</b>	<b>07-02320.5 - 4351 67TH AVE W -B</b>
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-30.37	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-69.48	
<b>15990</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>448.79</b>	<b>Circuit Line / PRI Line</b>
	518 10 42 00	Communication - Non Dep	001 000 518	General Fund	448.79	Circuit Line / PRI Line
<b>16033</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>66.99</b>	<b>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>16072</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>368.69</b>	<b>Feb 2018 CH, Rec, PW</b>

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518 10 42 00	Communication - Non Dep		001 000 518 General Fund	61.45	Primary 911 - City Hall
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	61.45	Message Line
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	61.45	Alarm Line - City Hall
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	30.73	Alarm Line / Primary 911 - Storm
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	30.72	Alarm Line / Primary 911 - Water
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	30.72	Alarm Line / Primary 911 - Sewer
542 30 42 00	Communication - Street		101 000 542 City Street Fun	30.72	Alarm Line / Primary 911 - Street
576 80 42 00	Communication - Parks		001 000 576 General Fund	61.45	Alarm Line - Recreation
<b>15991</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7379</b>	<b>120.00</b>	<b>Korean Interpreter (2 Hrs)</b>
	512 50 41 03	Prof Svcs - Interpreter	001 000 512 General Fund	120.00	Korean Interpreter (Case 8Z0140128) 02/21/18
<b>16054</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7379</b>	<b>120.00</b>	<b>Korean Interpreter (2 Hrs)</b>
	512 50 41 03	Prof Svcs - Interpreter	001 000 512 General Fund	120.00	Korean Interpreter (Case 8Z0140189) 02/28/18
<b>16104</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4322</b>	<b>289.10</b>	<b>Power / Various Locations</b>
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	122.74	
	535 80 47 01	Utility Services/Pumping	430 000 535 Sewer Fund (de	166.36	
<b>15992</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3555</b>	<b>1,825.60</b>	<b>FMC Electronic Updates (Web Update 02/02/18)</b>
	511 60 49 03	Codification Costs	001 000 511 General Fund	1,825.60	Ordinance 1611 (New Pages 62, 1 Hr Web Hourly Update "Not Subject To Retail Sales Or Use Tax", Graphics 2, Tables 18)
<b>16065</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3572</b>	<b>220.20</b>	<b>29-Watt LED Topaz Wall Light Packs (Quantity: 2) - Tot Lot Restrooms</b>
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	220.20	29-Watt LED Topaz Wall Light Packs (Quantity: 2) - Tot Lot Restrooms
<b>15993</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3573</b>	<b>523.68</b>	<b>Copier Usage (01/18/18 - 02/17/18) City Hall, Court, Parks &amp; Recreation, Public Works</b>
	512 50 45 00	Oper Rentals - Copier - Co	001 000 512 General Fund	34.37	Copier Usage (01/18/18 - 02/17/18) 3,814 BLK - Court
	518 10 45 00	Oper Rentals - Copier - No	001 000 518 General Fund	313.91	Copier Usage (01/18/18 - 02/17/18) 17,958 BLK & 2,995 COLOR - City Hall
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531 Storm Drain	31.79	Copier Usage (01/18/18 - 02/17/18) 4,421 BLK & 1,300 COLOR - Storm (25% Split)
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534 Water Fund (de	31.79	Copier Usage (01/18/18 - 02/17/18) 4,421 BLK & 1,300 COLOR - Water (25% Split)
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535 Sewer Fund (de	31.79	Copier Usage (01/18/18 - 02/17/18) 4,421 BLK & 1,300 COLOR - Sewer (25% Split)

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542 30 45 00	Oper Rentals - Copier - Str		101 000 542 City Street Fun	31.79	Copier Usage (01/18/18 - 02/17/18) 4,421 BLK & 1,300 COLOR - Street (25% Split)
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	43.42	Copier Usage (01/18/18 - 02/17/18) 2,491 BLK & 397 COLOR - Recreation (90% Split)
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	4.82	Copier Usage (01/18/18 - 02/17/18) 2,491 BLK & 397 COLOR - Parks (10% Split)
<b>16044 03/13/2018 03/13/2018 3573 Copiers Northwest Inc</b>				<b>131.65</b>	<b>Laserjet Printer Rentals (02/28/18 - 03/28/18) &amp; Copier Usage (01/28/18 - 02/28/18) Police</b>
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	8.01	Police Upstairs Office (01/28/18 - 02/28/18) Black
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	4.10	Chief's Office Area (01/28/18 - 02/28/18) Black
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	45.53	Chief's Office Area (01/28/18 - 02/28/18) Color
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	74.01	Laserjet Printer Rentals (02/28/18 - 03/28/18) - Police
<b>16027 03/13/2018 03/13/2018 1235 Costello, Tim</b>				<b>59.00</b>	<b>1 Yr Library 2018</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2018 / Tim Costello
<b>16097 03/13/2018 03/13/2018 3576 Courtesy Auto Service &amp; Tire Inc</b>				<b>633.68</b>	<b>#44204D (2003 Ford Ranger) New Tires (4)</b>
548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Ren	633.68	#44204D (2003 Ford Ranger) Wrangler Trailrunner 265/75R16 New Tires (Quantity: 4) - Wtr / Swr
<b>16028 03/13/2018 03/13/2018 2457 Crosby, Michael E.</b>				<b>59.00</b>	<b>1 Yr Library 2018</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2018 / Michael Crosby
<b>16055 03/13/2018 03/13/2018 3588 Daily Journal Of Commerce</b>				<b>520.00</b>	<b>P#50 Drake Street Liftstation Requests For Bids</b>
594 35 63 03	Project Engineering Sewer		432 000 594 Sewer Improve:	260.00	P#50 Drake Street Liftstation Requests For Bids (02/14/18)
594 35 63 03	Project Engineering Sewer		432 000 594 Sewer Improve:	260.00	P#50 Drake Street Liftstation Requests For Bids (02/21/18)
<b>16046 03/13/2018 03/13/2018 3589 Databar Inc</b>				<b>2,140.30</b>	<b>Feb 2018 Utility Billing, Town Topics Inserts</b>
518 10 49 01	Town Topics		001 000 518 General Fund	49.54	Town Topics Inserts (Feb 2018)
531 50 42 01	Postage - Storm		415 000 531 Storm Drain	267.54	Feb 2018 Utility Bills (Postage) - Storm
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	429.38	Feb 2018 Utility Bills - Mailing Service
534 10 42 01	Postage - Water		425 000 534 Water Fund (de	267.55	Feb 2018 Utility Bills (Postage) - Water
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	429.37	Feb 2018 Utility Bills - Mailing Service
535 10 42 02	Postage - Sewer		430 000 535 Sewer Fund (de	267.55	Feb 2018 Utility Bills (Postage) - Sewer
535 10 49 05	Mailing Service - Sewer		430 000 535 Sewer Fund (de	429.37	Feb 2018 Utility Bills - Mailing Service
<b>16047 03/13/2018 03/13/2018 3589 Databar Inc</b>				<b>670.39</b>	<b>Town Topics Newsletter (Feb 2018)</b>

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518 10 49 01	Town Topics		001 000 518 General Fund	670.39	Town Topics Newsletter (Feb 2018)
<b>16025</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>36</b>	<b>59.00</b>	<b>1 Yr Library 2018</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2018 / Jana Demarest
<b>15994</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3594</b>	<b>2,454.70</b>	<b>07/01/17 - 06/30/18 Stormwater Phase 2 Permit (Fiscal Year 2018 2nd Half Fee Amount)</b>
531 50 49 01	Operation Permit		415 000 531 Storm Drain	2,454.70	07/01/17 - 06/30/18 Stormwater Phase 2 Permit (Fiscal Year 2018 2nd Half Fee Amount)
<b>16095</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3612</b>	<b>328.05</b>	<b>Clean Out Mainlines (Pulled Roots Back)</b>
535 50 48 00	Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	328.05	Clean Out Mainlines (Pulled Roots Back) - 106 Berkeley "6" PVC Cleanout By Sidewalk With Cable & 3" Blade To Approx. 100', Drain Cleaning & Labor"
<b>15995</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4712</b>	<b>1,422.11</b>	<b>Arc GIS Software Primary Maintenance (Purchase Software &amp; Desktop Basic Single Use License) - Bldg / Plng "Abbie's Computer"</b>
524 20 35 00	Small Tools & Equip - Bldg		001 000 524 General Fund	711.06	Arc GIS Software (03/01/18 - 02/28/19) - Bldg
558 60 35 00	Small Tools & Equip - Plar		001 000 558 General Fund	711.05	Arc GIS Software (03/01/18 - 02/28/19) - Plng
<b>16066</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>6995</b>	<b>273.00</b>	<b>Silver Sneakers Yoga Instruct &amp; Chair Yoga</b>
571 20 49 06	Instructor Fees		001 000 571 General Fund	273.00	Silver Sneakers Yoga Instruct & Chair Yoga (02/01/18 - 02/28/18)
<b>15996</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3636</b>	<b>1,012.14</b>	<b>PVC Sewer Caps, PVC Cement, Couplings, PVC 45 Degree Bends, Sewer Pipe, Wyes, Adapters, Plugs - 500 Block Buena Vista Sewer Main Extension</b>
535 50 31 01	Oper Supplies - Sewer Mai		430 000 535 Sewer Fund (de	1,012.14	PVC Sewer Caps, PVC Cement, Couplings, PVC 45 Degree Bends, Sewer Pipe, Wyes, Adapters, Plugs - 500 Block Buena Vista Sewer Main Extension
<b>16096</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3636</b>	<b>320.95</b>	<b>Saddle Straps (2), Poly Pipe (300 Ft)</b>
534 80 31 02	Oper Supplies - Water		425 000 534 Water Fund (de	320.95	Saddle Straps (2), Poly Pipe (300 Ft) - Buena Vista Water Services
<b>16061</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3638</b>	<b>1,250.00</b>	<b>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 (Mar 2018)

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<b>16022</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4495</b>	<b>George, Hunter T</b>	<b>78.50</b>	<b>Fircrest Golf Club / Business Lunch Meals (Quantity: 4) "New Cold Storage Meeting"</b>
	511 60 43 00	Travel - Legislative	001 000 511	General Fund	78.50	Fircrest Golf Club / Business Lunch Meals (Quantity: 4) - George, Pingel, Richardson, Gijay "New Cold Storage Meeting" 02/23/18
<b>16087</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>98</b>	<b>Goon, Karen</b>	<b>59.00</b>	<b>1 Yr Library 2018</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2018 / Karen Goon
<b>16110</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>3394</b>	<b>Gte 2 LLC</b>	<b>49.15</b>	<b>11-04210.0 - 6412 20TH ST CT W</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-49.15	
<b>16084</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3672</b>	<b>Guardian Security Inc</b>	<b>237.11</b>	<b>Re-Key Door Lock Cylinder - Police Department</b>
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	237.11	Re-Key Door Lock Cylinder - Police Department
<b>16083</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4131</b>	<b>Humane Society - Tacoma</b>	<b>415.98</b>	<b>03/2018 Contract Billing</b>
	554 30 41 00	Animal Control	001 000 554	General Fund	415.98	03/2018 Contract Billing "Boarding Fee"
<b>16112</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>7897</b>	<b>Jesse's 112th St LLC</b>	<b>59.04</b>	<b>07-00062.5 - 101 BIRCH ST</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-18.68	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-18.55	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-21.81	
<b>15997</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3751</b>	<b>KPG, PS</b>	<b>389.24</b>	<b>P#47 Traffic Signal Safety (Through 01/25/18)</b>
	595 10 63 08	Traffic Signal Grant P.E.	101 000 542	City Street Fun	389.24	P#47 Traffic Signal Safety Improvement (Professional Services 01/01/18 - 01/25/18)
<b>16101</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3751</b>	<b>KPG, PS</b>	<b>9,237.06</b>	<b>P#51 Pool Leak Evaluation (Through 02/15/18) Task Order No. 2017-004 &amp; 2018-005 "Includes Liner Installation 50% Down Payment"</b>
	576 20 48 00	Rep & Maint - Pool	001 000 576	General Fund	9,237.06	P#51 Pool Leak Evaluation & Overall Safety Aspect (Professional Services Through 02/15/18) "Includes Liner Installation 50% Down Payment - Trenchless Pipe Repairs" Task Order No. 2017-004 & 2018-005
<b>16048</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>5392</b>	<b>Kel-Tech Plastics Inc</b>	<b>81.02</b>	<b>Plexiglass - City Hall Breakroom</b>
	518 30 31 04	Oper Sup/CH	001 000 518	General Fund	81.02	20" X 24" 1/8" Radius Plexiglass - City Hall Breakroom "Cut, Polish, Radius Corners & Drill Holes In (1) Piece Of 3/16" 1/2 Inch Down - All Corners Clear Acrylic"

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<b>16029</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>1628</b>	<b>Kutschia, Leonard G.</b>	<b>59.00</b>	<b>1 Yr Library 2018</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2018 / Leonard Kutschia
<b>16068</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7946</b>	<b>Life Line Screening</b>	<b>250.00</b>	<b>Refund Rental Deposit / Life Line Screening</b>
	586 00 00 00	Deposit Refunds	001 000 580	General Fund	250.00	Refund Rental Deposit / Life Line Screening - Gymnasium (Event Date: 02/22/18) Health Screenings
<b>16059</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3791</b>	<b>Lowe's Company-#338954</b>	<b>37.56</b>	<b>Ice Melt, Glue Kit</b>
	518 30 31 04	Oper Sup/CH	001 000 518	General Fund	30.04	Ice Melt - City Hall
	518 30 31 04	Oper Sup/CH	001 000 518	General Fund	7.52	Glue Kit - City Hall Breakroom
<b>16060</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3791</b>	<b>Lowe's Company-#338954</b>	<b>41.24</b>	<b>4-Plug Outlet Covers, 1-Quart Adhesive, Trowel, Red Oak Project Board Wood Strips, Duplex Adhesive</b>
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	26.57	Red Oak Project Board Wood Strips, Duplex Adhesive - Police Shelf
	518 30 31 04	Oper Sup/CH	001 000 518	General Fund	14.67	4-Plug Outlet Covers, 1-Quart Adhesive, Trowel - City Hall Breakroom
<b>16056</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>6589</b>	<b>Murray, Smith &amp; Associates Inc</b>	<b>8,545.41</b>	<b>P#45 Alameda Liftstation Upgrade Project: Task Order No. 2017-001</b>
	594 35 63 03	Project Engineering Sewer	432 000 594	Sewer Improve:	8,545.41	P#45 Alameda Liftstation Upgrade Project (Engineering Services Through 01/31/18)
<b>16057</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>6589</b>	<b>Murray, Smith &amp; Associates Inc</b>	<b>26,231.04</b>	<b>P#50 Drake Street Liftstation Design Phase: Task Order No. 2017-003</b>
	594 35 63 03	Project Engineering Sewer	432 000 594	Sewer Improve:	26,231.04	P#50 Drake Street Liftstation Design Phase (Engineering Services Through 01/31/18)
<b>16049</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>5325</b>	<b>Nelson, John</b>	<b>59.00</b>	<b>1 Yr Library 2018</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2018 / John Nelson
<b>16024</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7942</b>	<b>Northeast Electric LLC</b>	<b>50,638.24</b>	<b>P#47 Traffic Signal Safety Improvements - Regents/Alameda (01/26/18 - 02/25/18)</b>
	595 64 63 04	Traffic Signal Grant Const	101 000 542	City Street Fun	50,638.24	P#47 Traffic Signal Safety Improvements - Regents/Alameda (01/26/18 - 02/25/18) Progress Payment #1
<b>16050</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3910</b>	<b>Office Depot</b>	<b>432.25</b>	<b>Breakroom Chairs (Quantity: 6), Wireless Mouse (Quantity: 2), CD Sleeves (1 Box)</b>

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511 60 35 00	Small Tools & Equip - Leg		001 000 511 General Fund	10.98	Logitech Wireless Mouse (1) - Legislative	
514 23 35 00	Small Tools & Equip - Fin		001 000 514 General Fund	10.98	Logitech Wireless Mouse (1) - Finance	
518 10 34 01	Central Office Supplies		001 000 518 General Fund	14.72	CD Sleeves - Central Supplies	
518 10 35 00	Small Tools & Equip - Nor		001 000 518 General Fund	65.93	Birklee Task Chair, Rolling Wheels, No Arms, Gray Vinyl Cushion Seat - City Hall Breakroom (SAA No. 1623)	
518 10 35 00	Small Tools & Equip - Nor		001 000 518 General Fund	65.93	Birklee Task Chair, Rolling Wheels, No Arms, Gray Vinyl Cushion Seat - City Hall Breakroom (SAA No. 1624)	
518 10 35 00	Small Tools & Equip - Nor		001 000 518 General Fund	65.93	Birklee Task Chair, Rolling Wheels, No Arms, Gray Vinyl Cushion Seat - City Hall Breakroom (SAA No. 1625)	
518 10 35 00	Small Tools & Equip - Nor		001 000 518 General Fund	65.93	Birklee Task Chair, Rolling Wheels, No Arms, Gray Vinyl Cushion Seat - City Hall Breakroom (SAA No. 1626)	
518 10 35 00	Small Tools & Equip - Nor		001 000 518 General Fund	65.93	Birklee Task Chair, Rolling Wheels, No Arms, Gray Vinyl Cushion Seat - City Hall Conference Room (SAA No. 1627)	
518 10 35 00	Small Tools & Equip - Nor		001 000 518 General Fund	65.92	Birklee Task Chair, Rolling Wheels, No Arms, Gray Vinyl Cushion Seat - City Hall Conference Room (SAA No. 1628)	
<b>16114</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>5195</b>	<b>Osborn, Richard M</b>	<b>292.96</b>	<b>05-02810.1 - 1112 PANORAMA DR</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-65.34		
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-69.24		
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-158.38		
<b>16062</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3929</b>	<b>Owen Equipment Company</b>	<b>285.74</b>	<b>#60915D (Elgin Crosswind Sweeper) Gutter Brooms (Quantity: 2)</b>
548 65 48 13	O & M - Storm		501 000 548 Equipment Ren	285.74	#60912D (Elgin Crosswind Sweeper) Gutter Brooms (Quantity: 2) Part No. 41-PATELP5	
<b>16088</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3958</b>	<b>PC Budget &amp; Finance - Jail</b>	<b>493.60</b>	<b>Jan 2018 - Jail Services</b>
523 60 50 01	Jail		001 000 523 General Fund	493.60	Jan 2018 - Jail Services (Occupancy) Bookings, Daily Fees, Sip's Fees "Sheriff Inmate Population Reporting System"	
<b>16081</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3957</b>	<b>PC Budget &amp; Finance</b>	<b>881.24</b>	<b>Feb 2018 Printing Charges</b>
512 50 31 00	Office & Oper Sup-Court		001 000 512 General Fund	573.56	Advice Of Rights, Infraction Orders, Payment Plans, Window Envelopes - Court (Fircrest Municipal Court Logo)	
518 10 34 02	Central Office Printing		001 000 518 General Fund	307.68	Window Envelopes - Central Printing (City Of Fircrest Logo)	



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<b>16099</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3961</b>	<b>PCRCD, LLC dba LRI-HV</b>	<b>238.85</b>	<b>Street Sweepings</b>
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	238.85	Street Sweepings (02/13/18) Net Weight 8.70 "Waste Disposal"	
<b>15988</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>354</b>	<b>Parsons, Norman R</b>	<b>300.00</b>	<b>Eyewear Reimburse</b>
531 50 20 00	Personnel Benefits - Storm		415 000 531 Storm Drain	75.00	Eyewear Reimburse - Russ Parsons (Storm)	
534 10 20 00	Personnel Benefits - Wtr A		425 000 534 Water Fund (de	75.00	Eyewear Reimburse - Russ Parsons (Water)	
535 10 20 00	Personnel Benefits-Swr Ad		430 000 535 Sewer Fund (de	75.00	Eyewear Reimburse - Russ Parsons (Sewer)	
542 30 20 00	Personnel Benefits-Street R		101 000 542 City Street Fun	75.00	Eyewear Reimburse - Russ Parsons (Street)	
<b>16026</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3955</b>	<b>Petrocard Systems Inc</b>	<b>228.03</b>	<b>Gas / Fuel</b>
548 65 31 13	Storm Gas		501 000 548 Equipment Ren	163.84	Diesel Fuel - Storm	
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	64.19	Diesel Fuel - Wtr / Swr	
<b>16111</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>3395</b>	<b>Psychiatry &amp; Counseling</b>	<b>80.92</b>	<b>11-04220.0 - 6512 20TH ST CT W</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-80.92		
<b>16076</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3986</b>	<b>Puget Sound Energy, BOT-01H</b>	<b>252.41</b>	<b>Feb 2018 City Hall</b>
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	252.41	PSE Gas - City Hall	
<b>16077</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3986</b>	<b>Puget Sound Energy, BOT-01H</b>	<b>1,059.12</b>	<b>Feb 2018 Parks</b>
576 80 47 00	Public Utility Services - Pa		001 000 576 General Fund	1,059.12	PSE Gas - Parks	
<b>16078</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3986</b>	<b>Puget Sound Energy, BOT-01H</b>	<b>66.72</b>	<b>Feb 2018 Public Works</b>
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	16.68	PSE Gas - Storm	
534 10 47 00	Utility Services/Building -		425 000 534 Water Fund (de	16.68	PSE Gas - Water	
535 10 47 00	Utility Services/Building -		430 000 535 Sewer Fund (de	16.68	PSE Gas - Sewer	
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	16.68	PSE Gas - Street	
<b>16075</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>5710</b>	<b>Rainier Connect</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 (Mar 2018) - Cable Modem Service	
<b>16067</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7945</b>	<b>Ramos, Santa</b>	<b>55.00</b>	<b>Refund Youth Baseball / Santa Ramos</b>
347 60 00 02	Youth Baseball Registratio		001 000 340 General Fund	-55.00	Refund Youth Baseball / Santa Ramos "Unable To Play Baseball"	
<b>16030</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>6831</b>	<b>Reis, Doug</b>	<b>59.00</b>	<b>1 Yr Library 2018</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2018 / Kimberly Reis	

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<b>16051</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4754</b>	<b>Reitz, Sheila</b>	<b>59.00</b>	<b>1 Yr Library 2018</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2018 / Sheila Reitz
<b>16069</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4035</b>	<b>Sarco Supply</b>	<b>738.99</b>	<b>Floor Machine &amp; Buffing/Polishing Strips (Floor Machine Attachments)</b>
	571 10 35 00	Small Tools & Equip - Rec	001 000 571	General Fund	353.60	20" Cougar SSS-86011 "Triple S" Floor Machine (SAA No. 1629) - Recreation (50% Split)
	571 10 35 00	Small Tools & Equip - Rec	001 000 571	General Fund	15.89	Buffing/Polishing Strips: Dynamite Heavy Duty Strip, 20" Green Deep Scrubbing/Light Strip, 20" Red Daily Clean & Spraybuffing Strip - Recreation (50% Split)
	576 80 35 00	Small Tools & Equip - Park	001 000 576	General Fund	353.60	20" Cougar SSS-86011 "Triple S" Floor Machine (SAA No. 1629) - Parks (50% Split)
	576 80 35 00	Small Tools & Equip - Park	001 000 576	General Fund	15.90	Buffing/Polishing Strips: Dynamite Heavy Duty Strip, 20" Green Deep Scrubbing/Light Strip, 20" Red Daily Clean & Spraybuffing Strip - Parks (50% Split)
<b>16109</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>7813</b>	<b>Secured Holdings LLC</b>	<b>43.06</b>	<b>03-00660.0 - 130 REGENTS BLVD</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-13.17	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-13.95	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-15.94	
<b>16058</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4056</b>	<b>Sherwin-Williams Company</b>	<b>78.81</b>	<b>White Paint, Brush, Tray, Paint Rollers - City Hall Breakroom</b>
	518 30 31 04	Oper Sup/CH	001 000 518	General Fund	78.81	White Paint, Brush, Tray, Paint Rollers - City Hall Breakroom
<b>16100</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4058</b>	<b>Shope Concrete Products</b>	<b>467.15</b>	<b>Curb Inlet "Catch Basin", Frame &amp; Grate, Grate Only - Valley Firs Entry Off Emerson</b>
	531 50 31 02	Oper Supplies - Storm	415 000 531	Storm Drain	467.15	Curb Inlet "Catch Basin", Frame & Grate, Grate Only - Valley Firs Entry Off Emerson
<b>16082</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7947</b>	<b>Siler, Heidi</b>	<b>15.00</b>	<b>Refund Youth Baseball / Heidi Siler</b>
	347 60 00 02	Youth Baseball Registratio	001 000 340	General Fund	-15.00	Refund Youth Baseball / Heidi Siler "Price Difference T-Ball / Baseball - Signed Up For Wrong T-Ball"
<b>16105</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>7063</b>	<b>Slusher, Chad</b>	<b>117.83</b>	<b>02-00230.3 - 353 ELDORADO AVE</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-26.28	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-27.85	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-63.70	

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<b>16032</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4690</b>	<b>Sound Inspections LLC</b>	<b>1,052.38</b>	<b>02/01/18 - 02/28/18</b>
	524 20 41 01	Bldg Inspec/Plan Review	001 000 524	General Fund	1,052.38	02/01/18 - 02/28/18
<b>16098</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4076</b>	<b>Spectrum Sign Company Inc</b>	<b>2,110.08</b>	<b>"Welcome To Fircrest" Sign</b>
	542 30 48 01	Rep & Maint - Street Maint	101 000 542	City Street Fun	2,110.08	Custom Cut Shape Sandblasted Cedar "Welcome To Fircrest" Sign - Orchard / Regents Island (Replaces Destroyed Sign)
<b>16063</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4084</b>	<b>Staples Business Advantage</b>	<b>79.40</b>	<b>Labels, Ink Cartridge, Rubberbands, Pilot Razor Liquid Pens</b>
	512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	79.40	Labels, Ink Cartridge, Rubberbands, Pilot Razor Liquid Pens - Court
<b>16064</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4084</b>	<b>Staples Business Advantage</b>	<b>280.09</b>	<b>Laptop Slim Padded Briefcases (Quantity: 6), Hanging Letter Folders, Retractable Gel Pens (1 Dozen)</b>
	511 60 35 00	Small Tools & Equip - Leg	001 000 511	General Fund	136.17	Solo Laptop Slim Padded Briefcase (Quantity: 5) - Council Members
	513 10 35 00	Small Tools & Equip - Adr	001 000 513	General Fund	27.23	Solo Laptop Slim Padded Briefcase (Quantity: 1) - City Manager
	518 10 34 01	Central Office Supplies	001 000 518	General Fund	116.69	Hanging Letter Folders, Sarasa Retractable Gel Pens (1 Dozen) - Central Supplies
<b>16092</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>7949</b>	<b>Sterling Automotive Service</b>	<b>135.00</b>	<b>#13403D (Vactor Truck), #25838D (Bucket Truck), #54557D (Sterling Acterra Dump Truck) - Emission Testing</b>
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	5.63	#13403D (Vactor) Emission Testing - Street (12.50% Split)
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	45.00	#25838D (Bucket Truck) Emission Testing - Street
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	45.00	#54557D (Sterling Acterra Dump Truck) Emission Testing - Street
	548 65 48 13	O & M - Storm	501 000 548	Equipment Ren	5.62	#13403D (Vactor) Emission Testing - Storm (12.50% Split)
	548 65 48 14	O & M - Wtr/Swr	501 000 548	Equipment Ren	33.75	#13403D (Vactor) Emission Testing - Wtr / Swr (75% Split)
<b>16115</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>6292</b>	<b>Stockton, Jason</b>	<b>167.58</b>	<b>06-02890.1 - 1017 PINEHURST ST</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-37.38	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-39.60	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-90.60	

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<b>16052</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4107</b>	<b>Summit Law Group</b>	<b>416.00 Jan 2018</b>
521 22 41 00	Prof. Services/Consulting	001 000 521	General Fund	416.00	Jan 2018 Legal Consulting (Phone Conference With City Manager On Guild Bargaining, Legal Research, Draft Advisory E-Mail, Review Collective Bargaining Agreement & E-Mail, Reply To Potential Grievance)
<b>16034</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4110</b>	<b>Superior Linen Service</b>	<b>70.30 02/01/18 Exchange Service</b>
576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	70.30	02/01/18 Exchange Service
<b>16035</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4110</b>	<b>Superior Linen Service</b>	<b>70.30 02/15/18 Exchange Service</b>
576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	70.30	02/15/18 Exchange Service
<b>16113</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>1190</b>	<b>Tabudlo, Amanda</b>	<b>254.82 01-01820.1 - 126 SUMMIT AVE</b>
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-56.83	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-60.23	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-137.76	
<b>16089</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4120</b>	<b>Tacoma Daily Index</b>	<b>395.31 P#50 Drake Street Liftstation Requests For Bids</b>
594 35 63 03	Project Engineering Sewer	432 000 594	Sewer Improve:	395.31	P#50 Drake Street Liftstation Requests For Bids (02/14/18) & (02/21/18)
<b>16070</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4122</b>	<b>Tacoma Electric Supply</b>	<b>1,942.95 Aluminum Poles &amp; Anchor Bolts (Quantity: 2)</b>
542 63 31 00	Oper Supplies - Street Ligh	101 000 542	City Street Fun	1,942.95	Aluminum Poles & Anchor Bolts (Quantity: 2) - Street Light
<b>16053</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4133</b>	<b>Tacoma Rubber Stamp</b>	<b>30.82 Name Tags (2) - Mayor Hunter George</b>
511 60 35 00	Small Tools & Equip - Leg	001 000 511	General Fund	30.82	Name Tags (2) - Mayor Hunter George "City Of Fircrest Logo, Magnetic"
<b>15989</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>160.03 Absolute Mole Control / Mole Service - Whittier Park (09/25/17) Remaining Balance</b>
576 80 41 00	Prof Svcs - Parks	001 000 576	General Fund	160.03	Absolute Mole Control / Mole Service - Whittier Park (09/25/17) Remaining Balance "See Previous Payment Check #210666 On 01/28/18"
<b>16019</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>32.46 State Capitol Meeting With Legislative Delegation / Parking &amp; Meals - Scott Pingel, Hunter George, Dennis Waltier</b>

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511 60 43 00	Travel - Legislative		001 000 511 General Fund	7.50	Capitol Campus / Parking - Scott Pingel "State Capitol Meeting With Legislative Delegation" 02/21/18		
511 60 43 00	Travel - Legislative		001 000 511 General Fund	24.96	Capitol Dome Deli / Lunch Meals - Scott Pingel, Hunter George, Dennis Waltier "State Capitol Meeting With Legislative Delegation" 02/21/18		
<b>16020</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>235.00</b>	<b>PAW / 2018 Conference - Angelie Stahlnecker</b>
524 20 49 01	Reg & Tuition - Building		001 000 524 General Fund	117.50	PAW / 2018 Conference - Angelie Stahlnecker (05/02/18 - 05/04/18) Chelan, WA "Planning Association Of Washington" - Building		
558 60 49 01	Reg & Tuition - Planning		001 000 558 General Fund	117.50	PAW / 2018 Conference - Angelie Stahlnecker (05/02/18 - 05/04/18) Chelan, WA "Planning Association Of Washington" - Planning		
<b>16041</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>225.00</b>	<b>Alaka Sam / Balloon Twisting - Daddy Daughter Dance (02/16/18)</b>
573 90 49 01	Community Events		001 000 573 General Fund	225.00	Alaka Sam / Balloon Twisting - Daddy Daughter Dance (02/16/18) 7pm - 9pm		
<b>16042</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>108.74</b>	<b>Party City / Balloons, Napkins - Daddy Daughter Dance (02/16/18)</b>
573 90 49 01	Community Events		001 000 573 General Fund	108.74	Party City / Red Latex Balloons, White Latex Balloons, Balloon Weights, Napkins - Daddy Daughter Dance (02/16/18)		
<b>16043</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>172.38</b>	<b>Target / Board Games - Family Night</b>
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	172.38	Target / Board Games - Family Night (Jenga, Family Feud, Matching 1, Pictionary, Connect Four, Operation, Etc) Includes: X-Box One Games - Return By 03/25/18		
<b>16079</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>76.36</b>	<b>Amazon.Com / Portable External Hard Drive USB - Vicky Walston's Computer</b>
518 81 35 00	Small Tools & Equip - I/S		001 000 518 General Fund	76.36	Amazon.Com / Seagate Expansion 2TB Portable External Hard Drive USB 3.0 (STEA2000400) - Vicky Walston's Computer (SAA No. 1630)		
<b>16073</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>327</b>		<b>Thomas, Ann Michelle</b>	<b>139.98</b>	<b>Eyewear Reimburse</b>
514 23 20 00	Personnel Benefits-Finance		001 000 514 General Fund	139.98	Eyewear Reimburse - Michelle Thomas		
<b>16085</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4154</b>		<b>Torrey, Ardys</b>	<b>59.00</b>	<b>1 Yr Library 2018</b>

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2018 / Ardys Torrey
<b>16037</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4164 U S Postal Service</b>	<b>225.00</b>	<b>Permit #236 / Type PI - 2018 Renewal</b>
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	225.00	Permit #236 / Type PI - 2018 Renewal
<b>16102</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4172 Union 76 Royal</b>	<b>27.09</b>	<b>#60942D (2016 Ford Interceptor) Gas / Fuel</b>
548 65 31 08	Police Gas		501 000 548 Equipment Ren	27.09	#60942D (2016 Ford Interceptor) Pumped 8.740 Gallons Gasoline 02/27/18 - Police (Computer Register Problems)
<b>16038</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4178 University Place Refuse Inc</b>	<b>983.74</b>	<b>Drop Box Charges, Garbage Cleaning Public Works Yard</b>
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	245.94	Drop Box Charges, Garbage Cleaning Public Works Yard - Storm
534 80 47 02	Dumping Fees - Water		425 000 534 Water Fund (de	245.94	Drop Box Charges, Garbage Cleaning Public Works Yard - Water
535 80 47 02	Dumping Fees - Sewer		430 000 535 Sewer Fund (de	245.93	Drop Box Charges, Garbage Cleaning Public Works Yard - Sewer
542 30 47 01	Dumping Fees - Street		101 000 542 City Street Fun	245.93	Drop Box Charges, Garbage Cleaning Public Works Yard - Street
<b>16036</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4179 Unum Life Insurance Company of America</b>	<b>46.80</b>	<b>Retired Benefits (Mar 2018)</b>
521 22 20 02	LEOFF I Long Term Care ]		001 000 521 General Fund	46.80	Retired Benefits (Mar 2018)
<b>16039</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4180 Utilities Underground</b>	<b>30.80</b>	<b>Feb 2018 Locates</b>
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	15.40	Feb 2018 Locates - Water
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	15.40	Feb 2018 Locates - Sewer
<b>16086</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4188 Verizon Wireless LLC</b>	<b>324.59</b>	<b>Share Plan (14 Phones)</b>
513 10 42 00	Communication - Admin		001 000 513 General Fund	75.72	Administration - City Manager
518 30 42 00	Communication - Fac/Equi		001 000 518 General Fund	39.20	Facilities - (3) Staff
521 22 42 00	Communication - Police		001 000 521 General Fund	194.94	Police - Chief, Sergeant, (7) Officers
576 80 42 00	Communication - Parks		001 000 576 General Fund	14.73	Parks - Maintenance Supervisor
<b>16023</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>339 Villamor, John</b>	<b>10.98</b>	<b>Lowes / Rayovac Batteries - John Villamor (Police Gun Safe Usage)</b>
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	10.98	Lowes / Rayovac Batteries - John Villamor (Police Gun Safe Usage)
<b>16103</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>339 Villamor, John</b>	<b>32.94</b>	<b>Lowes / #66367D (2018 Ford Interceptor) &amp; #66368D (2018 Ford Interceptor) File Crates &amp; Vehicle Storage Containers</b>

# ACCOUNTS PAYABLE

City Of Fircrest  
MCAG #: 0583

As Of: 03/13/2018

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	16.47	Lowes / #66367D (2018 Ford Interceptor) File Crate & Vehicle Storage Container - John Villamor	
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	16.47	Lowes / #66368D (2018 Ford Interceptor) File Crate & Vehicle Storage Container - John Villamor	
<b>16017</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>6884</b>	<b>WPTA</b>	<b>300.00</b>	<b>2018 Annual Conference Registration - Colleen Corcoran</b>
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	300.00	2018 Annual Conference Registration - Colleen Corcoran (04/17/18 - 04/20/18) Chelan, WA (Registration ID: 107399212) Washington Public Treasurers Association	
<b>16018</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>6884</b>	<b>WPTA</b>	<b>300.00</b>	<b>2018 Annual Conference Registration - Michelle Thomas</b>
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	300.00	2018 Annual Conference Registration - Michelle Thomas (04/17/18 - 04/20/18) Chelan, WA (Registration ID: 107471003) Washington Public Treasurers Association	
<b>16106</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>7331</b>	<b>Wallace, Erica</b>	<b>211.86</b>	<b>05-02770.0 - 1103 PANORAMA DR</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-47.25		
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-50.08		
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-114.53		
<b>16021</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>347</b>	<b>Waltier, Dennis E</b>	<b>40.70</b>	<b>State Capitol Meeting With District 28 Senator &amp; Reps / Parking &amp; Mileage - Dennis Waltier (Regarding Pool Funding)</b>
511 60 43 00	Travel - Legislative		001 000 511 General Fund	8.00	Capitol Campus / Parking - Dennis Waltier "State Capitol Meeting With District 28 Senator & Reps" Regarding Pool Funding (02/21/18)	
511 60 43 00	Travel - Legislative		001 000 511 General Fund	32.70	State Capitol / Mileage - Dennis Waltier "State Capitol Meeting With District 28 Senator & Reps" Regarding Pool Funding (02/21/18)	
<b>16090</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4231</b>	<b>Water Mgmt Labs Inc</b>	<b>147.00</b>	<b>Coliform</b>
534 80 41 00	Water Testing		425 000 534 Water Fund (de	147.00	Coliform	
<b>16091</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4231</b>	<b>Water Mgmt Labs Inc</b>	<b>140.00</b>	<b>Fluoride</b>
534 80 41 00	Water Testing		425 000 534 Water Fund (de	140.00	Fluoride	
<b>16071</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>4246</b>	<b>Whistle Workwear</b>	<b>79.26</b>	<b>Zip-To-Thigh Bib Overalls - Andy Piercy</b>

# ACCOUNTS PAYABLE

City Of Fircrest  
MCAG #: 0583

As Of: 03/13/2018

Time: 08:02:28 Date: 03/08/2018  
Page: 15

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
576 80 49 00	Miscellaneous - Parks		001 000 576 General Fund	79.26	Zip-To-Thigh 32x32 Brown Bib Overalls - Andy Piercy
<b>16108</b>	<b>03/07/2018</b>	<b>03/13/2018</b>	<b>7810 Williams, Michael</b>	<b>49.91</b>	<b>01-01720.0 - 314 SUMMIT AVE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-13.81	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-14.36	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-21.74	
<b>16074</b>	<b>03/13/2018</b>	<b>03/13/2018</b>	<b>3645 Wright Express FSC, WEX BANK</b>	<b>2,446.40</b>	<b>Gas / Fuel</b>
548 65 31 05	Non-Dept Gas		501 000 548 Equipment Ren	28.28	Non-Dept Gas
548 65 31 08	Police Gas		501 000 548 Equipment Ren	1,481.03	Police Gas
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	103.27	Parks Gas
548 65 31 12	Street Gas		501 000 548 Equipment Ren	512.08	Street Gas
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	321.74	Wtr / Swr Gas

Report Total: 140,350.16

Fund	
001 General Fund	29,988.11
101 City Street Fund	55,480.63
415 Storm Drain	4,666.57
425 Water Fund (department)	3,450.86
426 Water Improvement Fund	3,500.00
430 Sewer Fund (department)	3,346.43
432 Sewer Improvement Fund	35,691.76
501 Equipment Rental Fund	4,225.80

This report has been reviewed by:

REMARKS:

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date



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

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

**AGENDA MODIFICATIONS**

There were none.

**YEAR END 2017 FINANCIAL REPORT**

Finance Director Corcoran briefed the Council on the financial condition of the City of Fircrest based on the Preliminary Financial reports as of December 31, 2017, including information on:

- Fund Balance by Fund
- General Fund Summary
- Total Ending Fund Balance including Undesignated and Designated Fund Balances
- General Fund Revenue
- Expenditures by Department
- Actual Revenue and Expenditures by Fund
- Available Cash by Fund

Corcoran indicated the ending fund balances for each of the funds increased, and that after accounting for the operating revenues and expenditures, capital, and non-revenue and non-expenditures, the General Fund Ending Fund Balance increased by \$244,839 to \$3,308,755. Corcoran stated the City had a conservative approach as it pertained to revenue estimates and purchasing decisions, indicating the City received 103.7% of anticipated revenue and expensed 92.7% of anticipated operating expenditures (without capital).

There was a brief discussion on the reconvening the Investment Committee and filling the vacancy via appointment. George noted Viafore's recommendation that the Committee should meet quarterly, at minimum, to approve the minutes of the last meeting.

Surina inquired on whether using ending fund balances was possible to fund the pool project and a discussion followed on the benefits and drawbacks of this option. The general concerns were that the tax revenue was not sufficient to replace this capital expense, reserves should be expended on core services and reserved for cost overruns, and drawing upon reserves could negatively impact the City's bond rating, which could impact the financing for the Community Center project. Viafore commented on implementing a graphic to help educate citizens how tax revenues are distributed to the local, county, and other levels of government.

**COMMUNITY CENTER AND POOL PROJECT STEERING COMMITTEE**

Pingel briefed the Council on an updated draft of charter of the Fircrest Pool and Community Center Steering Committee, which included the proposed purpose and primary functions of the Committee, roles and responsibilities, membership, and meeting schedule and process. George added that the update to the scope addressed the potential inclusion of the backlog of parks projects in the event of a bond issuance. George noted that the Committee would provide

expertise and advise the City Council on the project generally. George commented on his experience being on the Metro Parks Tacoma Steering Committee for the Eastside Community Center project, including lessons learned, community engagement, and committee membership. Pingel shared the documents that established the City’s Community Center Advisory Committee in 2008, pointing out the purpose, member responsibilities, and job descriptions, which could be of aid in the development of the Steering Committee charter. It was decided that the Steering Committee charter would be included in the March Council study session and for Council approval at the March 27<sup>th</sup> regular meeting.

George commented that the Senate capital budget proposal included \$750,000 for the Fircrest Pool project and that House capital budget proposal would be released soon. George noted that even if the House budget did not include any funds for the Fircrest Pool project, there was a potential for the funds to be partially or fully included during budget negotiations. George stated that he, Councilmember Waltier, and Pingel would meet with Senator O’Ban and Representatives Kilduff and Muri in Olympia the following day. George thanked staff for their efforts in prepared the capital budget request application.

**ADJOURNMENT**

**Viafore MOVED to adjourn the meeting at 6:57 P.M., seconded by Reynolds. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk

**NEW BUSINESS:** Budget Amendment, 2<sup>nd</sup> Reading  
**ITEM 10A.**

**FROM:** Colleen Corcoran, Finance Director

**RECOMMENDED MOTION:** I move to adopt Ordinance No. \_\_\_\_\_, authorizing expenditures of funds for matters not foreseen at the time of filing of the 2018 Preliminary Budget and not provided for in the Adopted 2018 Budget.

**PROPOSAL:** This is a request for additional appropriations for anticipated revenues and expenditures not foreseen at the time of filing the 2018 Preliminary Budget and not provided for in the Adopted 2018 Budget.

Added to the proposal since the 1st reading is the budget for the ARC Architects service agreement for continuing design of the Roy H. Murphy Community Center and the Community Pool. This will reduce the Designated Fund Balance-44th/Alameda by \$252,763.

**FISCAL IMPACT:** The fiscal impact of this proposal results in increases in expenditures with corresponding increases in revenue or corresponding decreases in fund balances as follows:

**General Fund**

Revenues

Undesignated Beginning Fund Balance (001.308.80.00.01)	\$422,693	
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Expenditures

Admin-Dues, Memberships (001.513.10.49.02)	\$1,200	(1)
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Admin-Communication (001.513.10.42.00)	\$750	(2)
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Special Elections (001.514.40.51.01)	\$4,050	(3)
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Pool-Repair & Maintenance (001.576.20.48.00)	\$30,700	(4)
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Building & Structures-Parks (001.594.76.62.00)	\$6,000	(5)
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<b>Other Improvements-Parks (001.594.76.63.01)</b>	<b>\$252,763</b>	<b>(6)</b>
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Undesignated Ending Fund Balance (001.508.80.00.01)	\$416,693	
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<b>Designated Ending Fund Balance-44<sup>th</sup>/Alameda (001.508.10.00.02)</b>	<b>(\$289,463)</b>	
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**Street Fund**

Revenues

Undesignated Beginning Fund Balance (101.308.80.01.01)	\$74,792	
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**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**MARCH 13, 2018**

Expenditures		
Undesignated Ending Fund Balance	\$74,792	
(101.508.80.01.01)		
<b><u>Police Investigation Fund</u></b>		
Revenues		
Designated Beginning Fund Balance	\$324	
(105.308.10.01.05)		
Expenditures		
Designated Ending Fund Balance	\$324	
(105.508.10.01.05)		
<b><u>REET Fund</u></b>		
Revenues		
Designated Beginning Fund Balance 1st Qtr	\$7,324	
(310.308.10.03.11)		
Designated Beginning Fund Balance 2 <sup>nd</sup> Qtr	\$142,066	
(310.308.10.03.12)		
Expenditures		
Designated Ending Fund Balance 1 <sup>st</sup> Qtr	\$7,324	
(310.508.10.03.11)		
Designated Ending Fund Balance 2 <sup>nd</sup> Qtr	\$142,066	
(310.508.10.03.12)		
<b><u>Storm Drain Fund</u></b>		
Revenues		
Undesignated Beginning Fund Balance	\$18,842	
(415.308.80.04.15)		
Expenditures		
Undesignated Ending Fund Balance	\$18,842	
(415.508.80.04.15)		
<b><u>Water Fund</u></b>		
Revenues		
Undesignated Beginning Fund Balance	\$30,860	
(425.308.80.04.25)		
Expenditures		
Undesignated Ending Fund Balance	\$30,860	
(425.508.80.04.25)		
<b><u>Sewer Fund</u></b>		
Revenues		
Undesignated Beginning Fund Balance	\$586,003	
(430.308.80.04.30)		
Expenditures		
Transfer To Sewer Capital Fund	\$388,250	(7)
(430.597.00.00.12)		
Undesignated Ending Fund Balance	\$197,753	
(430.508.80.04.30)		

**Sewer Capital Fund**

Revenues

Transfer In from Sewer Fund \$388,250 (8)  
 (432.307.00.00.12)

Expenditures

Project Engineering \$30,910 (9)  
 (432.594.35.63.03)  
 Other Improvements \$357,340 (10)  
 (432.594.35.63.01)

**ERR Fund**

Revenues

Designated Beginning Fund Balance \$31,608  
 (501.308.10.05.01)

Expenditures

Parks Capital Outlay \$2,000 (11)  
 (501.594.48.64.11)  
 Designated Ending Fund Balance \$29,608  
 (501.508.10.05.01)

The City of Fircrest adopts an annual budget at the fund level. The above adjustments will result in an Amended 2018 Budget by fund as follows:

<b>2018 REVENUES, EXPENDITURES &amp; BALANCES BY FUND</b>			
<b>Fund</b>	<b>Original</b>	<b>Adjustment</b>	<b>Amended</b>
General	\$7,970,305	\$422,693	\$8,392,998
Street	\$1,083,906	\$74,792	\$1,158,698
Storm Drain	\$1,148,509	\$18,842	\$1,167,351
Storm Drain Capital	\$530,000		\$530,000
Water	\$1,856,475	\$30,860	\$1,887,335
Water Capital	\$629,000		\$629,000
Sewer	\$4,661,235	\$586,003	\$5,247,238
Sewer Capital	\$1,760,000	\$388,250	\$2,148,250
ERR	\$1,753,696	\$31,608	\$1,785,304
Police Investigation	\$11,643	\$324	\$11,967
REET	\$1,406,000	\$149,390	\$1,555,390
Cumulative Reserve	\$3,530,763		\$3,530,763
<b>Total</b>	<b>\$26,341,532</b>	<b>\$1,702,762</b>	<b>\$28,044,294</b>

**ADVANTAGE:** This proposal will provide necessary budget to match the actual Beginning and Ending Fund Balances. It also provides budget for the following:

1. Dues and memberships per City Manager contract
2. City Manager yearly cost for cell phone
3. Additional cost for special elections
4. Repairs for the pool leak (44th/Alameda Funds)
5. Roll over amount for the Whittier gazebo roof repairs (44th/Alameda Funds)
6. ARC Architects services for design of pool and recreation building (44th/Alameda Funds)
7. To cover capital costs for rollover of Alameda Lift Station
8. To budget for transfer in from Sewer Fund for Alameda Lift Station
9. Rollover for project engineering for Alameda Lift Station
10. Rollover for construction of Alameda Lift Station
11. Additional funds to purchase mower for Parks

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

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

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AUTHORIZING ADDITIONAL EXPENDITURES OF FUNDS FOR  
MATTERS NOT FORESEEN AT THE TIME OF FILING THE  
PRELIMINARY BUDGET FOR 2018 AND NOT PROVIDED FOR IN  
THE ANNUAL BUDGET FOR 2018.**

**WHEREAS**, the City anticipates certain revenues and expenditures not foreseen at the time of filing the Annual Budget for 2018; and

**WHEREAS**, the City of Fircrest adopts an Annual Budget at the fund level; and

**WHEREAS**, it is necessary to amend the Adopted 2018 Budget to defray the anticipated expenditures. Now, Therefore,

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

**Section 1.** These revenues and expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080.

**Section 2.** The anticipated revenues and expenditures are as follows:

General Fund

Revenues

Undesignated Beginning Fund Balance (001.308.80.00.01)	\$422,693
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Expenditures

Admin-Dues, Memberships (001.513.10.49.02)	\$1,200
---	---------

Admin-Communication (001.513.10.42.00)	\$750
---	-------

Special Elections (001.514.40.51.01)	\$4,050
---	---------

Pool-Repair & Maintenance (001.576.20.48.00)	\$30,700
---	----------

Building & Structures-Parks (001.594.76.62.00)	\$6,000
---	---------

Other Improvements-Parks (001.594.76.63.01)	\$252,763
--	-----------

Undesignated Ending Fund Balance (001.508.80.00.01)	\$416,693
--	-----------

Designated Ending Fund Balance-44 <sup>th</sup> /Alameda (001.508.10.00.02)	(\$289,463)
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1	<u>Street Fund</u>	
	Revenues	
2	Undesignated Beginning Fund Balance	\$74,792
	(101.308.80.01.01)	
3	Expenditures	
4	Undesignated Ending Fund Balance	\$74,792
	(101.508.80.01.01)	
5	<u>Police Investigation Fund</u>	
	Revenues	
6	Designated Beginning Fund Balance	\$324
7	(105.308.10.01.05)	
	Expenditures	
8	Designated Ending Fund Balance	\$324
9	(105.508.10.01.05)	
10	<u>REET Fund</u>	
	Revenues	
11	Designated Beginning Fund Balance 1st Qtr	\$7,324
	(310.308.10.03.11)	
12	Designated Beginning Fund Balance 2 <sup>nd</sup> Qtr	\$142,066
13	(310.308.10.03.12)	
	Expenditures	
14	Designated Ending Fund Balance 1 <sup>st</sup> Qtr	\$7,324
	(310.508.10.03.11)	
15	Designated Ending Fund Balance 2 <sup>nd</sup> Qtr	\$142,066
16	(310.508.10.03.12)	
17	<u>Storm Drain Fund</u>	
	Revenues	
18	Undesignated Beginning Fund Balance	\$18,842
	(415.308.80.04.15)	
19	Expenditures	
20	Undesignated Ending Fund Balance	\$18,842
	(415.508.80.04.15)	
21		
22	<u>Water Fund</u>	
	Revenues	
23	Undesignated Beginning Fund Balance	\$30,860
	(425.308.80.04.25)	
24	Expenditures	
25	Undesignated Ending Fund Balance	\$30,860
	(425.508.80.04.25)	
26		
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1 Sewer Fund

2 Revenues

3 Undesignated Beginning Fund Balance \$586,003  
4 (430.308.80.04.30)

5 Expenditures

6 Transfer Out to Sewer Capital Fund \$388,250  
7 (430.597.00.00.12)

8 Undesignated Ending Fund Balance \$197,753  
9 (430.508.80.04.30)

10 Sewer Capital Fund

11 Revenues

12 Transfer In from Sewer Fund \$388,250  
13 (432.307.00.00.12)

14 Expenditures

15 Project Engineering \$30,910  
16 (432.594.35.63.03)

17 Other Improvements \$357,340  
18 (432.594.35.63.01)

19 ERR Fund

20 Revenues

21 Designated Beginning Fund Balance \$31,608  
22 (501.308.10.05.01)

23 Expenditures

24 Parks Capital Outlay \$2,000  
25 (501.594.48.64.11)

26 Designated Ending Fund Balance \$29,608  
27 (501.508.10.05.01)

28 **Section 3.** The anticipated revenues and expenditures will result in the 2018 Amended  
29 Budget by fund as follows:

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<b>2018 REVENUES, EXPENDITURES &amp; BALANCES BY FUND</b>			
<b>Fund</b>	<b>Original</b>	<b>Adjustment</b>	<b>Amended</b>
General	\$7,970,305	\$422,693	\$8,392,998
Street	\$1,083,906	\$74,792	\$1,158,698
Storm Drain	\$1,148,509	\$18,842	\$1,167,351
Storm Drain Capital	\$530,000		\$530,000
Water	\$1,856,475	\$30,860	\$1,887,335
Water Capital	\$629,000		\$629,000
Sewer	\$4,661,235	\$586,003	\$5,247,238
Sewer Capital	\$1,760,000	\$388,250	\$2,148,250
ERR	\$1,753,696	\$31,608	\$1,785,304
Police Investigation	\$11,643	\$324	\$11,967
REET	\$1,406,000	\$149,390	\$1,555,390
Cumulative Reserve	\$3,530,763		\$3,530,763
<b>Total</b>	<b>\$26,341,532</b>	<b>\$1,702,762</b>	<b>\$28,044,294</b>

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**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON**, at a regular meeting thereof this 13<sup>th</sup> day of March 2018.

**APPROVED:**

\_\_\_\_\_  
Hunter T. George, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**DATE OF PUBLICATION:  
EFFECTIVE DATE:**

**NEW BUSINESS:**        **Employee Wellness Program**  
**ITEM 10B.**

**FROM:**                **Colleen Corcoran, Finance Director**

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**RECOMMENDED MOTION:**   **I move to adopt Resolution No. \_\_\_\_\_, expressing continued support for the City of Fircrest Employee Wellness Program.**

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**PROPOSAL:** The Council is being asked to approve continued support for the City of Fircrest Wellness Program including Association of Washington Cities (AWC) Well City Award required Wellness Elements included in Exhibit A.

**FISCAL IMPACT:** By earning the AWC Well City Award, the City earns a 2% discount on medical insurance premiums.

**ADVANTAGE:** The resolution and Wellness Elements will meet the AWC Well City Award standards 1.1, 1.2, 1.3, 1.4 and 3.3 as listed in Exhibit A. Cities with wellness programs improve employee morale, increase productivity, and decrease sick time.

**DISADVANTAGES:** None identified.

**ALTERNATIVES:** None that will meet the required standards for the AWC Well City Award.

**HISTORY:** The Council approved resolutions in the past supporting the Employee Wellness Program, which helped the City qualify for AWC matching fund grants and the AWC Well City Award.

**ATTACHMENTS:** [Resolution](#)  
[Exhibit A](#)

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

3 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**  
4 **FIRCREST, WASHINGTON, EXPRESSING CONTINUED SUPPORT**  
5 **FOR THE CITY OF FIRCREST WELLNESS PROGRAM.**

6 **WHEREAS**, the City of Fircrest recognizes that wellness programs improve employee  
7 quality of life, morale, and productivity, and decreases the use of sick leave, the use of  
8 health care services, and incidents and seriousness of workplace injuries; and

9 **WHEREAS**, the City of Fircrest further recognizes cities with a high level of wellness  
10 programming show health care costs markedly below cities with low-to-moderate wellness  
11 programming efforts; and

12 **WHEREAS**, the City of Fircrest wishes to show leadership to ensure the success of a  
13 wellness program; and

14 **WHEREAS**, the City of Fircrest will implement Wellness Program Elements attached  
15 hereto as Exhibit A. Now, Therefore

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

17 **Section 1.** The Fircrest City Council hereby expresses their continued support of the City  
18 of Fircrest Employee Wellness Program in order to enhance the overall health of  
19 employees' mind, body, and spirit through education, encouragement, and environment.

20 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**  
21 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 13<sup>th</sup> day of March, 2018.

22 **APPROVED:**

23 \_\_\_\_\_  
24 Hunter T. George, Mayor

25 **ATTEST:**

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

28 **APPROVED AS TO FORM:**

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

# Exhibit A Wellness Program Elements

## Standard #1: Policies & Procedures

The adoption, implementation and communication of supportive policies and procedures are instrumental in the development of a comprehensive, results-driven wellness program. For more information, see chapter 2 of the Workplace Wellness Planner and our on-demand webinar, “Developing Policies and Procedures.”

Requirement		Maximum points allowed	Minimum points required	Menu(s)	Tab(s)
R	<p>1.1 The City Council formally approved the wellness program by policy, resolution or ordinance. The program has documentation establishing its public purpose and guidance regarding the nature of allowable activities.</p> <p><i>Upload the policy, resolution or ordinance to eWellCity.</i></p>	3	3	WellCity Award	Documentation
R	<p>1.2 An annual wellness budget of at least \$10 per full-time employee was allocated.</p> <p><i>eWellCity calculates this amount and awards points based on the total budget amount for all activities and the number of full-time employees entered</i></p>	3	3	Activities and WellCity Award	Timeline & Budget and Application
R	<p>1.3 The wellness program complies with HIPAA, GINA, PPACA, ADA, and other laws related to worker health.</p>	3	3	Committee	Training
R	<p>1.4 The following city policies support the wellness program:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Operating procedures permit wellness committee members sufficient time to attend regular meetings and facilitate the program.</li> <li><input type="checkbox"/> A policy providing access to the wellness program by a broad range of employee groups, departments and shifts.</li> <li><input type="checkbox"/> A policy permitting employees to participate in some wellness programs such as health screenings or health education seminars during work hours.</li> </ul> <p><i>Upload a copy of each policy in order to receive points. Each policy is worth 2 points. If multiple policy statements are contained in one document, be sure to upload it in each location to earn all points.</i></p>	6	2	WellCity Award	Documentation

# Exhibit A Wellness Program Elements

## Standard #3: Wellness Committee

The formation of a wellness committee is important to delivering a wellness program. The committee needs to have a method of operating that is consistent and effective throughout the year. Committee members must understand the goals and objectives of the organization, listen to the needs of the employees, and assist in the implementation of the program. A committee or coordinator is acceptable for cities with less than 50 employees. For more information, see chapter 4 of the Workplace Wellness Planner and our on-demand webinar, "Developing a Wellness Committee."

Requirement		Maximum points allowed	Minimum points required	Menu	Tab
R	<p>3.1 A wellness committee has been formed that is representative of all workgroups and all levels of authority.</p>	4	4	Committee	Members
R	<p>3.2 The wellness committee has documented operating procedures that may include roles and responsibilities, meeting frequency and a member rotation system.</p> <p><i>Upload a document that outlines committee operating procedures.</i></p>	4	4	WellCity Award	Documentation
	<p>3.3 The wellness committee does the following: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least one elected official or management representative, with decision making authority, regularly attends meetings.</li> <li><input type="checkbox"/> Prepares annual operating plan and proposed budget.</li> <li><input type="checkbox"/> Representative of the workforce including departments, shifts, and locations.</li> <li><input type="checkbox"/> Engages a broad base of employees and involves them in the program delivery.</li> <li><input type="checkbox"/> Holds meetings at least monthly, or coordinator monitors program activity at least monthly.</li> </ul>	5	0	Committee	Responsibilities
	<p>3.4 Employees are invited to share ideas, feedback and concerns directly with the committee and or coordinator through: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Suggestion boxes</li> <li><input type="checkbox"/> Evaluation/Survey</li> <li><input type="checkbox"/> Email</li> <li><input type="checkbox"/> Intranet/Wellness webpage</li> <li><input type="checkbox"/> In-person</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	2	0	Committee	Responsibilities
	<p>3.5 Wellness committee members are formally recognized for their work on the wellness program each year by: Worth 1 point each.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hosting a luncheon</li> <li><input type="checkbox"/> Providing award certificates</li> <li><input type="checkbox"/> Recognition on a performance review</li> <li><input type="checkbox"/> Recognition at a city council meeting</li> <li><input type="checkbox"/> Recognition at an all staff meeting</li> <li><input type="checkbox"/> Other: [Write-in]</li> </ul>	2	0	Committee	Responsibilities
<b>Sub-total for Standard #3</b>		<b>17</b>	<b>8</b>		

**NEW BUSINESS:** KPG, P.S. Professional Services Agreement Amendment  
**ITEM 10C.**

**FROM:** Jerry Wakefield, Public Works Director

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute a third amendment to the Professional Services Agreement with KPG, P.S. for providing on call engineering services for transportation type projects and additional services as needed.

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**PROPOSAL:** The Council is being asked to authorize the City Manager to execute a third amendment to the Professional Services Agreement with KPG, P.S. to provide on call engineering services for transportation type projects and additional services as needed. The work elements of this agreement will be authorized by task order.

**FISCAL IMPACT:** The agreement does not have a contract amount as the work will be authorized by task order for each task. This total cost is to be within the budgeted amount for professional services for this department.

**ADVANTAGE:** Since KPG has provided the City on call services in 2016, 2017, and 2018 by having an on call engineer that specialize in the area of expertise required by the city, the third amendment to the existing on call agreement allows the City to obtain the services as-needed that are beyond just street and transportation elements. Additional services that KPG is capable of providing are included in the updated scope of work as well as other additional services as needed.

**DISADVANTAGES:** By not having an on call engineer for services, the City would be required to delay the work for the selection process and also provide a professional services agreement for each task required throughout the year.

**ALTERNATIVES:** Not to have an on call engineer for services and either not use the budgeted services or prepare a professional services agreement for each task needed.

**HISTORY:** Previously, the City contracted with KPG for on call engineering services for the year 2016, 2017, and 2018. Since both the City and KPG has had success this last year in those services and KPG is capable of providing additional services not specific to the Exhibit A – Scope of Services, the scope of services has been expanded to include those additional items and additional services as needed by the City and provide by KPG. Exhibit A – Scope of Services has been revised to reflect this. The City and KPG wishes to expand the services and continue this on call contract.

**ATTACHMENTS:** [Resolution](#)  
[Third Amendment](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER  
TO EXECUTE A THIRD AMENDMENT TO THE PROFESSIONAL  
SERVICES AGREEMENT WITH KPG, P.S. FOR ON CALL  
ENGINEERING SERVICES FOR TRANSPORTATION TYPE  
PROJECTS AND ADDITIONAL SERVICES AS NEEDED.**

**WHEREAS**, the City of Fircrest has contracted with KPG, P.S. to provide on call engineering services for transportation type projects in 2016, 2017, and 2018; and

**WHEREAS**, the City of Fircrest has budgeted funds for these services in the annual budget; and

**WHEREAS**, the City of Fircrest wishes to expand the scope of services to include additional services the City needs and KPG is capable of providing these 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 a third amendment to the professional services agreement with KPG, P.S., for the on call engineering services for transportation type projects and additional services as needed.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 13<sup>th</sup> day of March, 2018.

**APPROVED:**

\_\_\_\_\_  
Hunter T. George, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



**AMENDMENT #3  
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH THE ENGINEERING FIRM OF  
KPG, P.S., FOR ON CALL ENGINEERING SERVICES.**

This third amendment is hereby made and entered into this 13th day of March 2018, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the "City" and KPG, P.S., hereinafter referred to as "Consultant", to be effective March 14, 2018.

**WITNESSETH:**

1. **Purpose**

The purpose of this third amendment is to amend the March 22, 2016 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the March 22, 2016 agreement shall remain in full force and effect. The amendments are as follows:

2. Exhibit A is hereby replaced with a new Exhibit A to reflect the updated additional services.
3. All remaining provisions of the March 22, 2016 agreement shall remain in full force and effect.

**IN WITNESS WHEREOF**, the parties to these presents have executed this contract in three counterparts, each of which shall be deemed as originals, in the year and day first above mentioned.

**CITY OF FIRCREST**

**KPG, P.S.**

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

By \_\_\_\_\_

**Approved as to Form:**

By \_\_\_\_\_  
City Attorney

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**ON-CALL ENGINEERING SERVICES**  
**STREET AND TRANSPORTATION**

**1. General Scope**

The consultant shall provide engineering services to the City of Fircrest on an on-call basis. Services required by the City may include, but not limited to the following work items for street and transportation related projects and additional services as needed by the City and provided by the consultant.

- Sidewalk improvement designs
- Street design
- 6 year TIP
- TIB and WSDOT funding requirements
- Transportation Planning
- Street and Sidewalk mapping and GIS
- Street lighting LED conversions
- Traffic counts and intersection assessments
- NPDES permit requirements
- Storm system analysis and improvements
- Utility evaluation and design
- Construction monitoring and management

**2. Task Orders**

Prior to proceeding with any work, the Consultant and the City shall determine the specific scope of services required. A detailed written scope of work and fee estimate shall be prepared by the consultant for each task order. Task Orders shall be issued on the Task Order form which is attached to Exhibit A, Scope of services and is included as part of the agreement.

**3. Authorization to Proceed**

The Consultant shall proceed with the work only after receipt of the executed Task Order signed by the Public Works Director and Consultant. Additional work outside of the Task Order scope and estimate shall not be exceeded unless authorized in writing by amending the existing task order or executing a new Task Order.