

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, MAY 8, 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: [April 16, 2018 Special Minutes](#)
- 8. PUBLIC HEARING 7:15 P.M.**
  - A. [Amendments to F.M.C. Sections 22.07.004 and .005, related to Type II-A Public Notices](#)
  - B. [Amendments to F.M.C. Section 22.58, related to Accessory Building Setbacks](#)
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
  - A. [1<sup>st</sup> Quarter 2018 Financial Review](#)
  - B. [Purchasing Card Policy](#)
  - C. [Ramsdell Water Main Replacement Project Close-Out](#)
  - D. [Resolution: Tennis Court Contract Award](#)
- 11. CITY MANAGER COMMENTS**
  - A. High Water Tank Painting/Mural
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
- 15. ADJOURNMENT**

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

# ACCOUNTS PAYABLE

City Of Fircrest  
MCAG #: 0583

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>16460</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3647 Agrishop Inc</b>	<b>49.97</b>	<b>Edger Blades, 2-Stroke Oil</b>
	518 30 31 00 Oper Sup/Facilities		001 000 518 General Fund	29.66	2-Stroke Oil - Maintenance Shop
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	20.31	Edger Blades (Quantity: 5) - Parks
<b>16456</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>7066 Apex Engineering</b>	<b>1,563.06</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	1,563.06	P#49 Construction Services (03/01/18 - 03/31/18)
<b>16483</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>7948 Atkin, Troy</b>	<b>132.00</b>	<b>Pee Wee Soccer Scorekeep / Referee (11 Hrs)</b>
	347 60 00 04 Indoor Soccer		001 000 340 General Fund	-132.00	Pee Wee Soccer Scorekeep / Referee (11 Hrs) 03/31/18, 04/14/18, 04/21/18 - Troy Atkin
<b>16461</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>5781 Batteries Plus Bulbs</b>	<b>44.02</b>	<b>12V Lead Batteries (Quantity: 2) - SCADA System</b>
	534 50 31 01 Oper Supplies - Water Mai		425 000 534 Water Fund (de	44.02	12V Lead Batteries (Quantity: 2) - SCADA System "Back-Up Power @ High Tank"
<b>16462</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4052 Baxter Auto Parts</b>	<b>21.96</b>	<b>Fire Hose Nozzle, Long Chenille Microfiber Mitt - Public Works Wash Rack Supplies</b>
	531 50 35 00 Small Tools & Equip - Stor		415 000 531 Storm Drain	21.96	Fire Hose Nozzle, Long Chenille Microfiber Mitt - Public Works Wash Rack Supplies "Mainly Used To Clean The Sweeper"
<b>16463</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>6399 Bower, Kellie</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 / Kellie Bower
<b>16464</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4281 Builders Exchange Of Washington Inc</b>	<b>78.25</b>	<b>P#50 Publish Projects Online (Specs, Plans, Addendum #1, #2, #3) Drake Street Liftstation</b>
	594 35 63 03 Project Engineering Sewer		432 000 594 Sewer Improve	78.25	P#50 Publish Projects Online (Specs, Plans, Addendum #1, #2, #3) Drake Street Liftstation
<b>16450</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>1633 Carter, Virginia</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 / Virginia Carter
<b>16421</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3994 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>16492</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3994 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

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<b>16493</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>368.01 Apr 2018 CH, Rec, PW</b>
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	61.34	Alarm Line - City Hall
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	61.34	Message Line
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	61.34	Primary 911 - City Hall
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	30.66	Alarm Line / Primary 911 - Storm
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	30.67	Alarm Line / Primary 911 - Water
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	30.67	Alarm Line / Primary 911 - Sewer
542 30 42 00	Communication - Street	101 000 542	City Street Fun	30.66	Alarm Line / Primary 911 - Street
576 80 42 00	Communication - Parks	001 000 576	General Fund	61.33	Alarm Line - Recreation Center
<b>16422</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>5805</b>	<b>CenturyLink</b>	<b>50.65 Long Distance Usage &amp; Access Line</b>
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	50.65	Long Distance Usage & Access Line
<b>16490</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4322</b>	<b>City of Tacoma - Utilities</b>	<b>102.81 Power / Various Locations</b>
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	102.81	
<b>16420</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3573</b>	<b>Copiers Northwest Inc</b>	<b>245.65 Copier Usage (03/18/18 - 04/17/18) City Hall, Court, Parks &amp; Recreation, Public Works</b>
512 50 45 00	Oper Rentals - Copier - Coi	001 000 512	General Fund	25.11	Copier Usage (03/18/18 - 04/17/18) 2,787 BLK - Court
518 10 45 00	Oper Rentals - Copier - No	001 000 518	General Fund	144.17	Copier Usage (03/18/18 - 04/17/18) 7,948 BLK & 1,420 COLOR - City Hall
531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	Storm Drain	9.59	Copier Usage (03/18/18 - 04/17/18) 2,520 BLK & 252 COLOR - Storm (25% Split)
534 10 45 02	Oper Rentals - Copier - Wa	425 000 534	Water Fund (de	9.59	Copier Usage (03/18/18 - 04/17/18) 2,520 BLK & 252 COLOR - Water (25% Split)
535 10 45 00	Oper Rentals - Copier - Sev	430 000 535	Sewer Fund (de	9.59	Copier Usage (03/18/18 - 04/17/18) 2,520 BLK & 252 COLOR - Sewer (25% Split)
542 30 45 00	Oper Rentals - Copier - Str	101 000 542	City Street Fun	9.59	Copier Usage (03/18/18 - 04/17/18) 2,520 BLK & 252 COLOR - Street (25% Split)
571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	34.21	Copier Usage (03/18/18 - 04/17/18) 3,071 BLK & 182 COLOR - Recreation (90% Split)
576 80 45 00	Oper Rentals - Copier - Par	001 000 576	General Fund	3.80	Copier Usage (03/18/18 - 04/17/18) 3,071 BLK & 182 COLOR - Parks (10% Split)
<b>16449</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>363</b>	<b>Corcoran, Colleen T</b>	<b>514.85 WPTA Conference / Lodging, Gas, Meals</b>
514 23 43 00	Travel - Finance	001 000 514	General Fund	514.85	Washington Public Treasurers Association Conference / Lodging, Gas, Meals "Breakfast, Lunch & Dinner" - Colleen Corcoran (04/17/18 - 04/20/18) Chelan, WA
<b>16465</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3576</b>	<b>Courtesy Auto Service &amp; Tire Inc</b>	<b>165.71 #52951D (2011 Crown Victoria) New Tire</b>

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548 65 48 08	O & M - Police		501 000 548 Equipment Ren	165.71	#52951D (2011 Crown Victoria) 235/55R17 98W Goodyear Eagle RS-A New Tire (Quantity: 1) - Police
<b>16466</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3589 Databar Inc</b>	<b>2,237.15</b>	<b>Apr 2018 Utility Billing, Town Topics Inserts, Community Sponsorship Inserts, Rate Increase Inserts</b>
518 10 49 01	Town Topics		001 000 518 General Fund	49.48	Town Topics Newsletter (Apr 2018)
531 50 42 01	Postage - Storm		415 000 531 Storm Drain	267.44	Apr 2018 Utility Bills (Postage) - Storm
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	16.50	Rate Increase Inserts - Storm
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	428.79	Apr 2018 Utility Bills - Mailing Service
534 10 42 01	Postage - Water		425 000 534 Water Fund (de	267.44	Apr 2018 Utility Bills (Postage) - Water
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	428.80	Apr 2018 Utility Bills - Mailing Service
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	16.49	Rate Increase Inserts - Water
535 10 42 02	Postage - Sewer		430 000 535 Sewer Fund (de	267.44	Apr 2018 Utility Bills (Postage) - Sewer
535 10 49 05	Mailing Service - Sewer		430 000 535 Sewer Fund (de	16.49	Rate Increase Inserts - Sewer
535 10 49 05	Mailing Service - Sewer		430 000 535 Sewer Fund (de	428.80	Apr 2018 Utility Bills - Mailing Service
542 80 31 04	Beautification-Supplies		101 000 542 City Street Fun	49.48	Community Sponsorship Inserts
<b>16426</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3638 Fircrest Golf Club</b>	<b>1,268.75</b>	<b>Golf Tank Land Rental (1.5% Increase)</b>
534 10 45 01	Land Rental/Water Tank		425 000 534 Water Fund (de	1,268.75	Golf Tank Land Rental (May 2018) 1.5% Increase Per Lease Agreement Beginning The 6th Year (Current Lease From 05/01/2013 For Fifty Years Ending On 04/30/2063) Resolution No. 1270
<b>16467</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3642 Flags A' Flying LLC</b>	<b>67.93</b>	<b>United States Flag (Quantity: 1)</b>
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	67.93	United States Flag (Size: 5x8) - Public Safety Building
<b>16468</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>7613 Furrow Pump</b>	<b>280.21</b>	<b>Solenoid Valve, Injection Kit, O-Ring - Well #9</b>
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	280.21	Solenoid Valve, Injection Kit, O-Ring - Well #9 (Fluoride Pump Repairs)
<b>16419</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>5368 Gollinger, Barbara</b>	<b>91.00</b>	<b>Gym Fees (Jan, Feb, Mar, Apr 2018)</b>
518 10 20 00	Personnel Benefits - Non D		001 000 518 General Fund	36.40	Gym Fees (Jan, Feb, Mar, Apr 2018) - Barb Gollinger "Non-Dept 40% Split"
531 50 20 00	Personnel Benefits - Storm		415 000 531 Storm Drain	18.20	Gym Fees (Jan, Feb, Mar, Apr 2018) - Barb Gollinger "Storm 20% Split"
534 10 20 00	Personnel Benefits - Wtr A		425 000 534 Water Fund (de	18.20	Gym Fees (Jan, Feb, Mar, Apr 2018) - Barb Gollinger "Water 20% Split"
535 10 20 00	Personnel Benefits-Swr Ad		430 000 535 Sewer Fund (de	18.20	Gym Fees (Jan, Feb, Mar, Apr 2018) - Barb Gollinger "Sewer 20% Split"

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<b>16469</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3666</b>	<b>Grainger Inc, Dept 826129041</b>	<b>373.02 HAVC Filters (6), Fire Extinguishers (2)</b>
518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	92.91	HAVC Filters (6) - Public Safety Building
518 30 35 00	Small Tools & Equip-Fac	001 000 518	General Fund	280.11	Fire Extinguishers"Dry Chemical" (2) - Facilities
<b>16425</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3692</b>	<b>Home Depot Credit Services</b>	<b>150.11 P#45 (\$108.91) Fence Posts, Concrete Mix; Wire Connectors, Wire Stripper/Cutter; Rapid Set Cement</b>
531 50 31 02	Oper Supplies - Storm	415 000 531	Storm Drain	24.19	Rapid Set Cement - Boise Street Catch Basin
534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	17.01	Wire Connectors, Wire Stripper/Cutter - Well #9
594 35 63 01	Other Improvements Sewer	432 000 594	Sewer Improve	108.91	P#45 Fence Posts, Concrete Mix - Alameda Liftstation
<b>16470</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3692</b>	<b>Home Depot Credit Services</b>	<b>43.31 25' Roll "Camera" Wire, Gorilla Glue</b>
518 30 31 04	Oper Sup/CH	001 000 518	General Fund	43.31	25' Roll "Camera" Wire, Gorilla Glue - City Hall
<b>16496</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>2930</b>	<b>Keating, Kathryn</b>	<b>29.50 1/2 Library 2018</b>
572 21 49 00	Library Services	001 000 572	General Fund	29.50	1/2 Library 2018 / Kay Keating
<b>16484</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>8024</b>	<b>Lux Insights c/o Jay Levinger</b>	<b>100.00 Refund Rental Deposit / Jay Levinger</b>
586 00 00 00	Deposit Refunds	001 000 580	General Fund	100.00	Refund Rental Deposit / Jay Levinger - Room B (Event Date: 04/18/18) Business Meeting
<b>16451</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3898</b>	<b>Northwest Aerial Services</b>	<b>1,037.50 #59094D (\$778.60) &amp; #08942D (\$258.90) Repairs</b>
548 65 48 12	O & M - Street	501 000 548	Equipment Ren	258.90	#08942D (1990 Dump Truck) Replaced Ignition Module "No Start Problem, No Spark, No Injection Pulse" - Street
548 65 48 14	O & M - Wtr/Swr	501 000 548	Equipment Ren	778.60	#59094D (2008 Crane Truck) Replaced Program Module "Diagnose: Corrosion In Module, Incorrect Calibration Code, Reprogrammed, Tested" - Wtr / Swr
<b>16494</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3923</b>	<b>Orca Pacific Inc</b>	<b>309.78 Sodium Hypochlorite, Chlorine Stabilizer</b>
576 20 31 01	Pool Supplies-Chemicals	001 000 576	General Fund	309.78	Sodium Hypochlorite, Chlorine Stabilizer
<b>16495</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3923</b>	<b>Orca Pacific Inc</b>	<b>393.67 Harborlite, Acid Magic, Corrosive Liquid Hydrochloric Acid, Sodium Bicarbonate Alkalinity Increaser</b>
576 20 31 01	Pool Supplies-Chemicals	001 000 576	General Fund	393.67	Harborlite, Acid Magic, Corrosive Liquid Hydrochloric Acid, Sodium Bicarbonate Alkalinity Increaser

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<b>16452</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3929</b>	<b>Owen Equipment Company</b>	<b>1,291.50 #60915D (Elgin Crosswind Sweeper) Tune-Up</b>
548 65 48 13	O & M - Storm	501 000 548	Equipment Ren	1,291.50	#60915D (Elgin Crosswind Sweeper) Tune-Up: Serviced Auxiliary Engine Complete Oil, Fuel & Air Filters, Changed Chassis Fuel & Air Filters, Did Not Change The Chassis Oil Or Filter, Greased Chassis
<b>16424</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3958</b>	<b>PC Budget &amp; Finance - Jail</b>	<b>2,272.40 Mar 2018 - Jail Services</b>
523 60 50 01	Jail	001 000 523	General Fund	2,272.40	Mar 2018 - Jail Services (Occupancy) Bookings, Daily Fees, Sip's Fees "Sheriff Inmate Population Reporting System"
<b>16482</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>8023</b>	<b>Pacific Heating &amp; Cooling</b>	<b>37.00 Refund Mechanical Permit @138 Spruce St (Invoice No. 3598) "Job Cancelled"</b>
322 10 00 01	Mechanical Permit	001 000 320	General Fund	-37.00	Refund Mechanical Permit @138 Spruce St / Pacific Heating & Cooling "Job Cancelled By Owner, Permit Not Needed" (Invoice No. 3598) & (Receipt No. 18408)
<b>16418</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3937</b>	<b>Pape &amp; Sons Construction Inc</b>	<b>143,602.15 P#49 Pay Estimate No. 2 (Ramsdell Water Line Replacement) Work Through 04/27/18</b>
594 34 63 01	Other Improvements Water	426 000 594	Water Improve	143,602.15	P#49 Pay Estimate No. 2 (Ramsdell Water Line Replacement) Work Through 04/27/18
<b>16497</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>5710</b>	<b>Rainier Connect</b>	<b>99.95 Internet Access Monthly Fee</b>
518 81 42 00	Communication - I/S	001 000 518	General Fund	99.95	Internet Access Monthly Fee (May 2018) - Cable Modem Service
<b>16448</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>337</b>	<b>Roberts, Christopher</b>	<b>984.00 Reimburse College Level Class - Chris Roberts</b>
521 22 49 02	Reg & Tuition - Police	001 000 521	General Fund	984.00	Reimburse College Level Class - Chris Roberts (University Of Phoenix On-Line Course " Quantitative Reasoning I") 02/20/18 - 03/26/18
<b>16471</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4018</b>	<b>Rosen Supply Company Inc</b>	<b>76.04 Mohen Faucet Plastic Cartridges (6)</b>
518 30 31 03	Oper Sup/PWF	001 000 518	General Fund	76.04	Mohen Faucet Plastic Cartridges (6) - Public Works
<b>16472</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4035</b>	<b>Sarco Supply</b>	<b>577.39 Bath Tissue, Towels, Liners, Urinal Screens</b>
518 30 31 01	Oper Sup/Rec Bldg	001 000 518	General Fund	218.31	Bath Tissue, Towels, Liners - Recreation Center
518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	167.08	Towels, Liners - Public Safety Building
518 30 31 03	Oper Sup/PWF	001 000 518	General Fund	167.16	Bath Tissue, Towels - Public Works
518 30 31 04	Oper Sup/CH	001 000 518	General Fund	24.84	Urinal Screens - City Hall

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<b>16486</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4035 Sarco Supply</b>	<b>248.81</b>	<b>Envirox Cleaning Solution System - Parks</b>
	576 80 31 01	Janitorial Supplies - Parks	001 000 576 General Fund	248.81	Envirox Cleaning Solution System "Mounts To Wall" - Parks (4 Gallons Multi-Purpose Cleaner Degreaser, 4 Each Bottle Green Light Duty, 4 Each Bottle Red Heavy Duty, Envirox Wall Dispensing
<b>16487</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>6088 Sentinel Pest Control Inc</b>	<b>109.90</b>	<b>Standard Rodent Coverage - Community Center (Jan 2018)</b>
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	109.90	Standard Rodent Coverage - Community Center (Jan 2018) Serviced Existing Bait Stations
<b>16488</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>6088 Sentinel Pest Control Inc</b>	<b>109.90</b>	<b>Standard Rodent Coverage - Community Center (Mar 2018)</b>
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	109.90	Standard Rodent Coverage - Community Center (Mar 2018) Serviced Existing Bait Stations, Noted Moderate Feeding
<b>16423</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>7308 SiteCrafting Inc</b>	<b>99.00</b>	<b>WordPress Managed Hosting (04/15/18)</b>
	518 81 41 02	Web Design & Maintenanc	001 000 518 General Fund	99.00	WordPress Managed Hosting (Bill Date: 04/15/18) "cityoffircrest.net"
<b>16473</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4070 Softchoice Corporation</b>	<b>1,032.51</b>	<b>Virus Protection Software Renewal</b>
	518 81 49 01	Software Licenses	001 000 518 General Fund	1,032.51	Virus Protection Software Renewal (03/19/18 - 03/18/19) Worry-Free Business Security Maintenance
<b>16498</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4690 Sound Inspections LLC</b>	<b>1,743.14</b>	<b>04/01/18 - 04/30/18</b>
	524 20 41 01	Bldg Inspec/Plan Review	001 000 524 General Fund	1,743.14	04/01/18 - 04/30/18
<b>16474</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4084 Staples Business Advantage</b>	<b>130.70</b>	<b>Pens, Toner Cartridge - Court</b>
	512 50 31 00	Office & Oper Sup-Court	001 000 512 General Fund	130.70	Ballpoint Grip Pens, Papermate Inkjoy Gel Pens, Hewlett Packard Toner Cartridge - Court
<b>16475</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4084 Staples Business Advantage</b>	<b>212.02</b>	<b>Post-It Notes, Avery Labels, File Folders, Adding Machine Tape, Pens, Laminating Pouches, DVD+R Disks, Post-it Flags</b>
	518 10 34 01	Central Office Supplies	001 000 518 General Fund	120.59	Post-It Notes, Avery Labels, File Folders, Adding Machine Tape, Pens - Central Supplies
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	42.67	DVD+R Disks, Post-It Flags - Police
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	48.76	Laminating Pouches - Recreation Center

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>16457</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4107</b>	<b>Summit Law Group</b>	<b>2,392.00 Mar 2018</b>
	521 22 41 00	Prof. Services/Consulting	001 000 521	General Fund	1,989.00 Mar 2018 Legal Consulting (Bargaining Issues, Research Privilege Issues, Executive Session Repls, Reveiw Collective Bargaining Agreement, Correspondence, E-Mails, Grievance Advice) - Police
	531 50 41 00	Prof Svcs - Storm	415 000 531	Storm Drain	100.75 Mar 2018 Legal Consulting (Bargaining) - Storm
	534 10 41 00	Prof Svcs - Water	425 000 534	Water Fund (de	100.75 Mar 2018 Legal Consulting (Bargaining) - Water
	535 10 41 00	Prof Svcs - Sewer	430 000 535	Sewer Fund (de	100.75 Mar 2018 Legal Consulting (Bargaining) - Sewer
	542 30 41 00	Prof Svcs - Street	101 000 542	City Street Fun	100.75 Mar 2018 Legal Consulting (Bargaining) - Street
<b>16458</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4110</b>	<b>Superior Linen Service</b>	<b>70.30 04/12/18 Exchange Service</b>
	576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	70.30 04/12/18 Exchange Service
<b>16459</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4110</b>	<b>Superior Linen Service</b>	<b>70.30 04/26/18 Exchange Service</b>
	576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	70.30 04/26/18 Exchange Service
<b>16453</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4328</b>	<b>Systems for Public Safety Inc</b>	<b>11.01 #66367D (2018 Ford Interceptor) Install Customer Supplied Radar System</b>
	594 48 64 08	Police - ERR Capital	501 000 548	Equipment Ren	11.01 #66367D (2018 Ford Interceptor) Install Customer Supplied Radar System, Install Required 1 Ram Ball Mount For Front Antenna (Front Head PYT831011561 & Rear Head PYT831011562)
<b>16454</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4328</b>	<b>Systems for Public Safety Inc</b>	<b>11.01 #66368D (2018 Ford Interceptor) Install Customer Supplied Radar System</b>
	594 48 64 08	Police - ERR Capital	501 000 548	Equipment Ren	11.01 #66368D (2018 Ford Interceptor) Install Customer Supplied Radar System, Install Required 1 Ram Ball Mount For Front Antenna (Front Head PYT831011560 & Rear Head PYT831011559)
<b>16476</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4120</b>	<b>Tacoma Daily Index</b>	<b>80.78 Environmental Determination - Title 22 Land Development</b>
	558 60 41 01	Advertising - Planning	001 000 558	General Fund	80.78 Environmental Determination - Title 22 Land Development "Expanding Advertising Distance"
<b>16477</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4120</b>	<b>Tacoma Daily Index</b>	<b>77.34 Environmental Determination - Title 22 Land Development</b>
	558 60 41 01	Advertising - Planning	001 000 558	General Fund	77.34 Environmental Determination - Title 22 Land Development "Accessory Structure Setbacks"
<b>16455</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4121</b>	<b>Tacoma Diesel &amp; Equip Inc</b>	<b>304.20 Onan (Contra Costa Generator) Service Call</b>



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Pay #	Received	Date Due	Vendor	Amount	Memo
	535 50 48 00	Rep & Maint - Sewer Main	430 000 535 Sewer Fund (de	304.20	Onan (Contra Costa Generator) Service Call: 02/14/18 Generator Running In "Auto", ATS Stuck In "Test Mode", Turned Off Utility & Reset. (Same Issue 02/21/18 Recommend Contact Cummins NW For Settings)
16478	05/08/2018	05/08/2018	4133 Tacoma Rubber Stamp	73.95	Date Received Stamper, Last Notice Stamp - Court
	512 50 35 00	Small Tools & Equip-Cour	001 000 512 General Fund	73.95	Trodat 5430 Date Received Stamper, Trodat 4910 Printy Red Last Notice Stamp - Court
16427	05/08/2018	05/08/2018	4139 Tapco Visa Card	75.00	PSGA / Grant Writing Services RFP
	518 11 41 01	Advertising - Personnel	001 000 518 General Fund	75.00	Puget Sound Grant Writing Services / Job Listing - Grant Writing Services "Request For Proposals" (Posting Date: 04/18/18 To Closing Date: 05/07/18)
16489	05/08/2018	05/08/2018	4139 Tapco Visa Card	175.92	Amazon.Com / Computer Video Adapters & Telephone Handset Spiral Cords (Quantity: 5)
	594 48 64 03	Admin - ERR Capital	501 000 548 Equipment Ren	35.18	Amazon.Com / Computer Video Adapter & Telephone Handset Spiral Cord - Administration (Scott Pingel) City Manager
	594 48 64 04	Finance - ERR Capital	501 000 548 Equipment Ren	35.19	Amazon.Com / Computer Video Adapter & Telephone Handset Spiral Cord - Finance (Michelle Thomas) Accountant II
	594 48 64 04	Finance - ERR Capital	501 000 548 Equipment Ren	35.19	Amazon.Com / Computer Video Adapter & Telephone Handset Spiral Cord - Finance (Sandra Schibig) Accountant I
	594 48 64 04	Finance - ERR Capital	501 000 548 Equipment Ren	35.18	Amazon.Com / Computer Video Adapter & Telephone Handset Spiral Cord - Finance (Colleen Corcoran) Finance Director
	594 48 64 09	Building - ERR Capital	501 000 548 Equipment Ren	35.18	Amazon.Com / Computer Video Adapter & Telephone Handset Spiral Cord - Building (Angelie Stahlnecker) Plng/Bldg Administrator
16447	05/08/2018	05/08/2018	4179 Unum Life Insurance Company of America	46.80	Retired Benefits (May 2018)
	521 22 20 02	LEOFF I Long Term Care ]	001 000 521 General Fund	46.80	Retired Benefits (May 2018)
16491	05/08/2018	05/08/2018	4188 Verizon Wireless LLC	388.56	Share Plan (14 Phones) Plus Mobile Broadband Unlimited (1)
	513 10 42 00	Communication - Admin	001 000 513 General Fund	75.60	Administration - City Manager
	518 30 42 00	Communication - Fac/Equi	001 000 518 General Fund	39.82	Facilities - (3) Staff

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Pay #	Received	Date Due	Vendor	Amount	Memo
521 22 42 00	Communication - Police	001 000 521	General Fund	65.83	New Mobile Broadband Unlimited (253) 244-1364 "Should Have Been Set-Up On The Verizon Police Laptop Account" (Placed Work Order With I.S. Manager 04/30/18)
521 22 42 00	Communication - Police	001 000 521	General Fund	192.64	Police - Chief, Sergeant, (7) Officers
576 80 42 00	Communication - Parks	001 000 576	General Fund	14.67	Parks - Maintenance Supervisor
<b>16479</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>339 Villamor, John</b>	<b>18.04</b>	<b>Department Master Key / Police Officer's Room</b>
521 22 31 00	Office & Oper Sup - Police	001 000 521	General Fund	18.04	Department Master Key / Police Officer's Room - John Villamor (Guardian Security)
<b>16480</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>339 Villamor, John</b>	<b>16.50</b>	<b>Eyewear Reimburse</b>
521 22 20 00	Personnel Benefits - Police	001 000 521	General Fund	16.50	Eyewear Reimburse - John Villamor
<b>16481</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>4246 Whistle Workwear</b>	<b>281.36</b>	<b>Work Boots, Safety T-Shirts, Carhartt Jacket - Doug Deines</b>
518 30 49 00	Miscellaneous - Fac/Equip	001 000 518	General Fund	213.83	Work Boots, Safety T-Shirts, Carhartt Jacket - Doug Deines (76% Facilities)
548 65 49 00	Miscellaneous - ERR	501 000 548	Equipment Ren	25.33	Work Boots, Safety T-Shirts, Carhartt Jacket - Doug Deines (9% E.R.R.)
576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	42.20	Work Boots, Safety T-Shirts, Carhartt Jacket - Doug Deines (15% Parks)
<b>16485</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>8025 Wilson's Air Technologies Inc</b>	<b>339.48</b>	<b>Refrigerator Repairs - Community Center</b>
576 80 48 00	Rep & Maint - Parks	001 000 576	General Fund	339.48	Refrigerator Repairs: Cleaned Condenser Coil, Replaced Both Door Gaskets, Full Inspection - Community Center "Senior Room"
<b>16499</b>	<b>05/08/2018</b>	<b>05/08/2018</b>	<b>3645 Wright Express FSC, WEX BANK</b>	<b>3,196.14</b>	<b>Gas / Fuel</b>
548 65 31 05	Non-Dept Gas	501 000 548	Equipment Ren	32.61	Non-Dept Gas
548 65 31 06	Facilities Gas	501 000 548	Equipment Ren	130.03	Facilities Gas
548 65 31 08	Police Gas	501 000 548	Equipment Ren	1,880.31	Police Gas
548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	125.31	Parks Gas
548 65 31 12	Street Gas	501 000 548	Equipment Ren	604.04	Street Gas
548 65 31 14	Wtr/Swr Gas	501 000 548	Equipment Ren	423.84	Wtr / Swr Gas

Report Total:

170,607.75

Fund

001 General Fund	14,404.83
101 City Street Fund	190.48
415 Storm Drain	918.08

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			425 Water Fund (department)	2,618.23	
			426 Water Improvement Fund	145,165.21	
			430 Sewer Fund (department)	1,209.64	
			432 Sewer Improvement Fund	187.16	
			501 Equipment Rental Fund	5,914.12	

This report has been reviewed by:

REMARKS:

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

\_\_\_\_\_  
Date

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

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

**AGENDA MODIFICATIONS**

Waltier stated that due to the absence of George and Viafore, Agenda Item #4 (Summer Water Rates Discussion) would be moved to the April 24, 2018 regular Council meeting.

**AMENDMENTS TO FMC 22.07.004 AND .005, TYPE II-A PUBLIC NOTICE**

Planning and Building Administrator Stahlnecker briefed the Council on the Council request to review the notice requirements for Type II-A permits, which included administrative use permits, minor site plan reviews, minor variances and administrative interpretations. Stahlnecker indicated Type II-A applications were a staff level review and did not require a public hearing, and that current code required a 100-foot notice distance with a 10-day comment period.

Stahlnecker presented staff's recommendations and the Planning Commission proposed amendments, which included:

- Increasing the minimum distance of public notice for commercial projects to 300 feet from 100 feet.
- Increasing the minimum comment period from 10 days to 14 days calendar days.

Stahlnecker indicated a public hearing was scheduled for May 8, 2018 to receive comments from the public. There was a brief question and answer session, which included clarification that notice would be given to those located within 300 feet of the parcel exterior boundaries.

**AMENDMENTS TO FMC 22.58.003, ACCESSORY BUILDINGS SETBACKS**

Stahlnecker briefed the Council on the proposed amendments to the accessory building setbacks. Stahlnecker indicated that the Planning Commission approved a major variance to allow construction of a structure that was no more than 200 square feet in the rear yard setback of a through-lot instead of the minimum 25 feet required by code. Stahlnecker indicated there was discussion at the time to re-examine this setback standard. Stahlnecker added that there were concerns from property owners, and safety, run-off, and privacy concerns with the existing 3-foot accessory structure setbacks for rear and interior side yards that prompted this review.

Stahlnecker presented staff's recommendations and the Planning Commission proposed amendments, which included:

- Reduce the minimum "rear yard" setback of a through-lot to 5 feet if no building permit required.
- Reduce the minimum setback for side street side yard to 5 feet if no building permit required.
- Increase the interior side yard setback and rear yard setback from 3 feet to 5 feet.

Stahlnecker indicated a public hearing was scheduled for May 8, 2018 to receive comments from the public. There was a brief question and answer session, which included clarification on what structures were subject to the setbacks, impacts to irregular and corner lots, and the impacts of the proposed amendments to residents.

**POOL AND COMMUNITY CENTER DISCUSSION**

Waltier and City Manager Pingel briefed the Council on the Names Foundation desire for the City to secure a professional fundraiser for the Pool and Community Center project in order for them to support the City's endeavor. Waltier invited councilmember feedback; Reynolds stated she did not see the full value of a fundraiser until she had more information and input from the Steering Committee. Nixon indicated he believed a professional fundraiser could help the City in the long run, and inquired on the rate of return on an investment of a professional fundraiser. Nixon requested more information about fundraising earnings and other pertinent statistics. Nixon stated involving the Steering Committee would be critical and that their input should be part of the decision making as it related to hiring a professional fundraiser. Surina and Waltier agreed and believed it was important to get feedback from the Steering Committee. Waltier invited public comment; Matt Morrison, property manager of Alameda West Apartments, inquired on the status of the summer water rates discussion. Waltier indicated that that agenda item had been postponed to the April 24, 2018 regular Council meeting due to the absence of several councilmembers.

**ADJOURNMENT**

**Reynolds MOVED to adjourn the meeting at 6:21 P.M., seconded by Nixon. The Motion Carried (5-0).**

---

Denny Waltier, Mayor Pro Tempore

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Jessica Nappi, City Clerk

**PUBLIC HEARING:** Amendments to F.M.C. Sections 22.07.004 and .005, related to Type II-A Public Notices

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

---

**RECOMMENDED MOTION:** No Motion. Public Hearing Only.

---

**PROPOSAL:** The City of Fircrest proposes to amend FMC 22.07.004 and .005, related to Type II-A Public Notices. The proposed amendments will:

- Increase the minimum distance of public notice for commercial projects to 300 feet from 100 feet.
- Increase the minimum comment period from 10 days to 14 days calendar days.

**FISCAL IMPACT:** The proposed amendments will have no direct fiscal impact.

**ADVANTAGE:** Increasing the comment time period and increasing the public notice distance for commercial properties would provide greater public input on projects that may have more impact on the adjacent properties.

**DISADVANTAGES:** None.

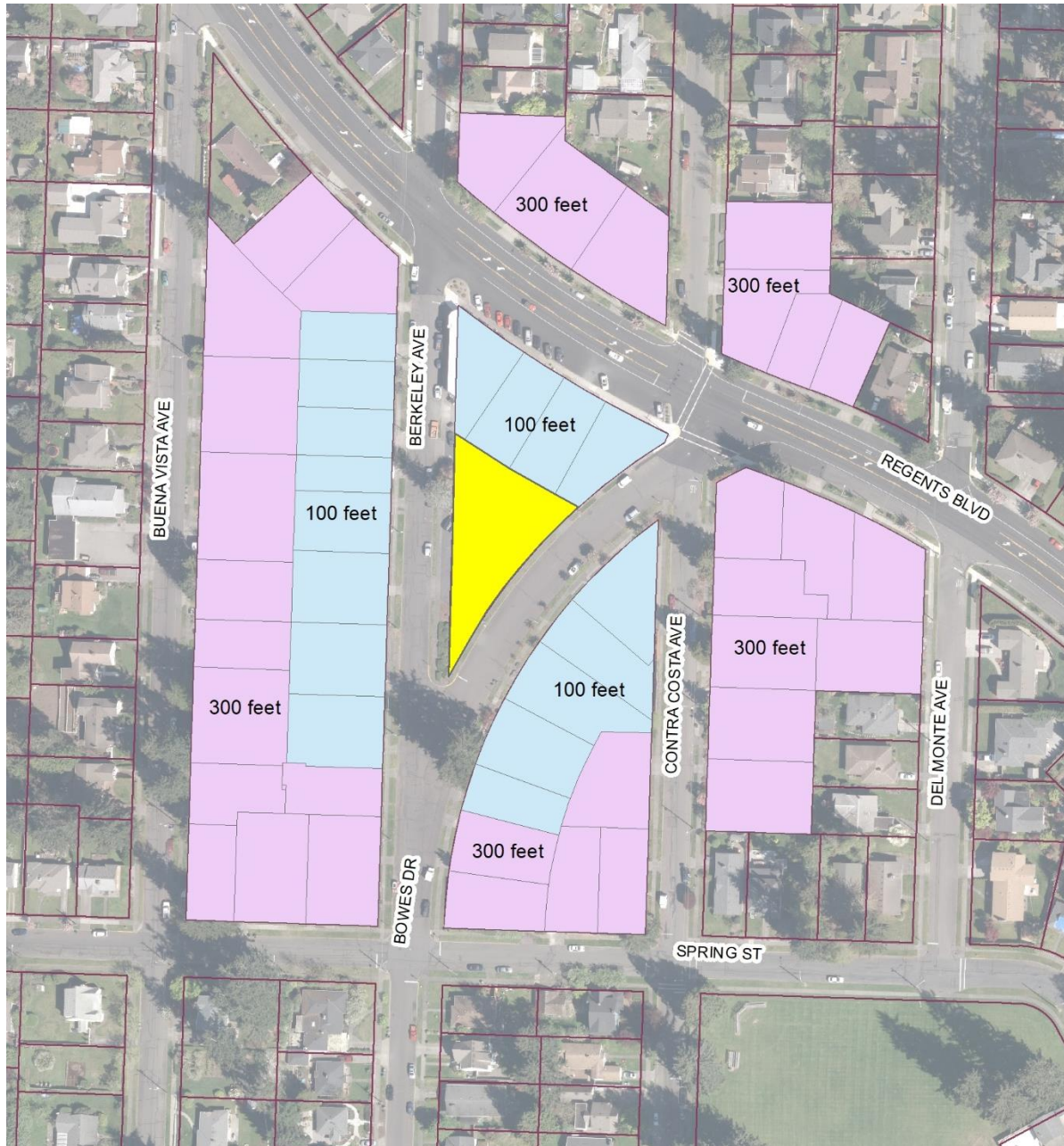
**ALTERNATIVES:** Maintain the current code.

**HISTORY:** At the request of the City Council, staff reviewed the notice requirements for Type II-A permits, which include administrative use permits, minor site plan reviews, minor variances and administrative interpretations. Type II-A applications are a staff level review and do not require a public hearing. Current code requires a 100-foot notice distance with a 10-day comment period. The Planning Commission held a public hearing on April 3, 2018 and forwarded their recommendation onto the City Council. The City Council reviewed the proposal at the April 16, 2018 study session.

The City prepared an Environmental Checklist and issued a Determination of Nonsignificance for the proposed amendments, on March 19, 2018. The environmental determination was issued with a 14-day comment/appeal period ending on April 2, 2018. No comments were received. The City submitted a Notice of Proposed Amendment with a request for Expedited Review to the Washington State Department of Commerce on March 16, 2018. The state granted the expedited review on April 2, 2018. No comments were received.

**ATTACHMENTS:** [Distance Comparison](#)  
[Planning Commission Recommendation, Resolution 18-03](#)

## Distance Comparison



**CITY OF FIRCREST PLANNING COMMISSION  
RESOLUTION NO. 18-03  
Case No. 18-04**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
FIRCREST, WASHINGTON, RECOMMENDING ADOPTION OF  
AMENDMENTS TO FMC 22.07.004 AND .005, RELATED TO TYPE II-A  
PUBLIC NOTICES.**

**WHEREAS**, the City has identified the desire to increase notice and comment opportunities for Type II-A applications; and

**WHEREAS**, the City submitted a *Notice of Intent to Adopt Amendment* with a request for *Expedited Review* to the Washington State Department of Commerce on March 16, 2018, which was issued to state agencies for a comment period that ended on April 2, 2018 as required pursuant to RCW 36A.70 RCW, and no comments were received; and

**WHEREAS**, the City issued a *Determination of Nonsignificance* on March 19, 2018 with a 14-day comment period ending April 2, 2018, and no adverse comments were received; and

**WHEREAS**, the Planning Commission conducted a public hearing on April 3, 2018 to accept public testimony and comment on the proposed amendments; and

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

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

(b) The proposed amendment will promote, rather than detract from, the public health, safety, morals and general welfare by providing greater public input for projects that may have more impact on the adjacent properties.

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

1. Amend FMC 22.07.004 to read as follows:

22.07.004 Notice of comment period for ~~administrative use permit, minor site plan review and minor variance~~ Type II-A permits.

Upon receipt of a complete application for an ~~administrative use permit, minor site plan review, or minor variance~~ Type II-A permit, the director shall send written notice to the owners of property within 100 feet of the subject property for a residential proposal,



1 and within 300 feet of the subject property for a commercial proposal, notifying them  
2 of the application and the opportunity to comment on the proposal. Public comments  
3 must be received by the director within ~~10~~ 14 calendar days of the issuance date of the  
4 notice. No public hearing will be conducted for these applications. However, public  
5 comments received within the comment period will be considered by the director prior  
6 to issuance of a written decision. Administrative interpretations are exempt from this  
7 requirement. (Ord. 1245 § 5, 2000).

8 2. Amend FMC 22.07.005 to read as follows:

9 22.07.005 Notice of decision for ~~administrative use permit, minor site plan review,~~  
10 ~~minor variance, and administrative interpretation~~ Type II-A permits.

11 Upon issuance of a decision on a proposed ~~administrative use permit, minor site plan~~  
12 ~~review, minor variance, or administrative interpretation,~~ Type II-A permit, the director  
13 shall provide a written notice of this decision to the applicant and any parties who have  
14 provided written comment during the ~~10-day~~ comment period, if applicable. The  
15 director shall also provide written notice of this decision to the planning commission.  
16 (Ord. 1611 § 2, 2018; Ord. 1512 § 2, 2011; Ord. 1245 § 6, 2000).

17 **MOVED AND ADOPTED** by the Planning Commission of the City of Fircrest on the 3<sup>rd</sup> day  
18 of April 2018 by the following vote:

19 YES: (3) McVay, McGinnis, and Halgren

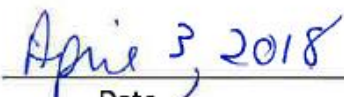
20 ABSENT: (2) Patjens and Michaelson

21 APPROVED:

22   
23 Kathy L. McVay  
24 Vice-Chair, Fircrest Planning Commission

25 ATTEST:

26   
27 Angelie Stahlnecker  
28 Planning/Building Administrator

29   
30 Date

**PUBLIC HEARING:** Amendments to F.M.C. Section 22.58, related to Accessory Building  
**ITEM 8B.** Setbacks

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

---

**RECOMMENDED MOTION:** No Motion. Public Hearing Only.

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**PROPOSAL:** The City of Fircrest proposes to amend FMC 22.58.003, Accessory Buildings as it relates to rear and side setbacks. The proposed amendments will:

- Reduce the minimum “rear yard” setback of a through-lot to five feet if no building permit required.
- Reduce the minimum setback for side street side yard to five feet if no building permit required.
- Increase the interior side yard setback and rear yard setback from three feet to five feet.

**FISCAL IMPACT:** The proposed amendments will have no direct fiscal impact.

**ADVANTAGE:** The amendments will bring more consistency, equitably, and clarity to the accessory building standards.

**DISADVANTAGES:** None.

**ALTERNATIVES:** Maintain the current code.

**HISTORY:** Last year, the Planning Commission approved a major variance to allow construction of a structure that was no more than 200 square foot in the rear yard setback of a through-lot instead of the minimum 25 feet required by code. Recently, another property owner of a through-lot is in a similar situation. Over the years, the original through-lot and corner lot regulations were intended to keep “rear” yards of properties fronting streets, such as Claremont Street and Alameda Avenue, looking like front yards. The requirement was intended to prevent large garages being lined up along the street frontage which could be adjacent to another property’s front yard. The original regulations included limiting fence heights to four feet, similar to front yards, while the current code allows a six-foot solid fence. Due to the uniqueness of these codes, staff suspects other properties have unknowingly violated this standard. While looking at amending the accessory building standards, staff also made recommendations to address concerns over fire separation, storm run-off separation, and privacy between properties.

The City prepared an Environmental Checklist and issued a Determination of Nonsignificance for the proposed amendments, on March 19, 2018. The environmental determination was issued with a 14-day comment/appeal period ending on April 2, 2018. No comments were received. The City submitted a Notice of Proposed Amendment with a request for Expedited Review to the Washington State Department of Commerce on March 16, 2018. The State granted the expedited review on April 2, 2018. No comments were received.

**ATTACHMENTS:** [Setback Comparison](#)  
[Planning Commission Recommendation, Resolution 18-04](#)

## Setback Comparison

City	Rear Yard	Side Yard	Comment
DuPont	Zero	Zero	Must maintain 5' between buildings
Fircrest	3 feet	3 feet	
Gig Harbor	3 feet	3 feet	Maximum 22x24; 12' height
Lakewood	3 feet	3 feet	Maximum 120sf and 10' Height
Sumner	3*/5 feet	3*/5 feet	*with location, use and height restrictions
Fife	5 feet	5 feet	
Puyallup	5 feet	5 feet	
University Place	5 feet	5 feet	
Eatonville	8 feet	8 feet	
Bonney Lake	10 feet	5 feet	
Port Orchard	10 feet	5 feet	
Des Moines	10 feet	10 feet	Zero if a corner lot
Yelm	25 feet	5 feet	Zero if less than 120sf and 10' Height

**CITY OF FIRCREST PLANNING COMMISSION  
RESOLUTION NO. 18-04  
Case No. 18-05**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF  
FIRCREST, WASHINGTON, RECOMMENDING ADOPTION OF  
AMENDMENTS TO FMC 22.58.003, ACCESSORY BUILDINGS SETBACKS.**

**WHEREAS**, the City has identified the desire to amend the setback requirements for accessory structures; and

**WHEREAS**, the City submitted a *Notice of Intent to Adopt Amendment* with a request for *Expedited Review* to the Washington State Department of Commerce on March 16, 2018, which was issued to state agencies for a comment period that ended on April 2, 2018 as required pursuant to RCW 36A.70 RCW, and no comments were received; and

**WHEREAS**, the City issued a *Determination of Nonsignificance* on March 19, 2018 with a 14-day comment period ending April 2, 2018, and no adverse comments were received; and

**WHEREAS**, the Planning Commission conducted a public hearing on April 3, 2018 to accept public testimony and comment on the proposed amendments; and

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

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

(b) The proposed amendment will promote, rather than detract from, the public health, safety, morals and general welfare by minimizing the impact on adjacent properties by increasing side and rear setbacks for accessory structures that will provide better fire, stormwater, and aesthetic separation and by improving equitability and preserving backyard space by establishing a five foot rear yard of a through-lot setback for accessory structures that do not require a permit.

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

1. Amend FMC 22.58.003 to read as follows:

**22.58.003 Accessory buildings.**

(a) One or more detached accessory buildings, including, but not limited to, garages, carports, garden sheds, greenhouses and other similar structures, may be

constructed on a parcel containing a principal residential structure, subject to the following standards:

Maximum building footprint area	600 sf.
Maximum lot coverage	10% of the lot area or 1,000 sf, whichever is less, for all accessory buildings combined on a single lot.
Maximum building height	18 feet at top of ridge and 10 feet at top of wall.
Minimum front yard setback	Same as specified for principal residential structure.
Minimum interior side yard setback	<del>3-5</del> feet, if located $\geq 50$ feet from the front property line. 5 feet, if located $< 50$ feet from the front property line.
Minimum side street side yard setback on a corner lot	Same as specified for principal residential structure <u>if building permit required, otherwise 5 feet.</u>
Minimum rear yard setback	<del>3-5</del> feet.
Minimum setback from <u>"rear"</u> lot line <del>on either street frontage or of a "through lot"</del>	Same as specified for required front yard for principal residential structure <u>if building permit required, otherwise 5 feet.</u>
Minimum setback from alley	<del>3-5</del> feet. Vehicle access points from garages, carports or fenced parking areas shall be set back from the alley property line to provide a straight line separation of at least 22 feet from the access point to the opposite property line of the alley. No portion of the garage or the door in motion may cross the property line abutting the alley.
Minimum separation from principal residential structure	5 feet. Note: the building code may require a 6-foot minimum separation based on construction design.
<i>Calculations resulting in a fraction shall be rounded to the nearest whole number with .50 being rounded up.</i>	

(b) Exceptions to Building Footprint Area, Height and Lot Coverage Limits. The director may grant an administrative use permit for a building that

1 exceeds the building footprint, height or lot coverage standards listed in  
2 subsection (a) of this section if it finds that:

- 3 (1) The building and its use will not significantly impact adjoining properties;  
4 (2) The architecture will incorporate exterior finish materials and design  
5 elements consistent with, or superior to, that of the principal residential  
6 structure on the property;  
7 (3) The building will fit the character of the neighborhood;  
8 (4) The architecture complies with the city's design guidelines;  
9 (5) The building footprint will not exceed 800 square feet, and the building  
10 height will not exceed 21 feet at the top of ridge or 12 feet at the top of  
11 wall; and  
12 (6) The combined building footprints of existing and proposed accessory  
13 buildings on the same lot will not exceed 1,000 square feet.

14 (c) Determination of Attached Versus Detached Status for Garages. A  
15 garage that is connected to a principal residential structure by an  
16 architecturally integrated, covered breezeway is classified as an attached  
17 garage if the separation between the parallel walls of the garage and  
18 principal structure does not exceed eight feet. For purposes of determining  
19 allowable setbacks, height and lot coverage, an attached garage is treated  
20 as if it were part of the principal structure. If the separation between the  
21 parallel walls of a garage and principal structure exceeds eight feet, the  
22 garage is classified as a detached building subject to the accessory building  
23 standards listed in this section.

24 **MOVED AND ADOPTED** by the Planning Commission of the City of Fircrest on the 3<sup>rd</sup> day  
25 of April 2018 by the following vote:


26 YES: (3) McVay, McGinnis, and Halgren

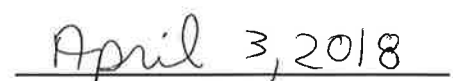
27 ABSENT: (2) Patjens and Michaelsen

28 APPROVED:

29   
30 Kathy L. McVay  
31 Vice-Chair, Fircrest Planning Commission

32 ATTEST:

  
Angelie Stahlnecker  
Planning/Building Administrator

  
Date

**NEW BUSINESS:**        **1<sup>st</sup> Quarter 2018 Financial Review**  
**ITEM 10A.**

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

---

**RECOMMENDED MOTION:**    **None. For informational and discussion purposes only.**

---

**PROPOSAL:** Review of 1st Quarter 2018 Financial Report as of March 31, 2018.

**FISCAL IMPACT:** N/A

**ADVANTAGE:** Provides a review to the Council and citizens of the financial position of the City.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** Staff provides quarterly financial reports regularly throughout the year.

**ATTACHMENT:** [1<sup>st</sup> Quarter 2018 Financial Report](#)

## Memo

To: Mayor and Councilmembers  
From: Colleen Corcoran, Finance Director  
CC: Scott Pingel, City Manager  
Date: May 8, 2018  
Re: 1st QTR 2018 Financial Report

---

This report is based on the 1st Quarter Financial reports as of March 31, 2018.

There are several charts attached. Please refer to each as they are discussed.

### GENERAL FUND REVENUES

General Fund Revenues for the 1st Quarter of 2018 are close to anticipated.

General Fund Revenue Pie Chart (Figure A): This chart shows the year to date (YTD) revenue collected in the General Fund by category. Total General Fund revenue is only at 17.9% of budget. At the end of the 1<sup>st</sup> Quarter we should be at 25%. Keep in mind that property tax, as discussed below, is due twice per year and as you can see from the chart taxes make up half of General Fund Revenue. This is also a reason we need to keep money in reserve for cash flow purposes.

Total General Fund Revenue Chart (Figure B-1): This chart shows how total General Fund revenue compares to previous years. The total line for 2018 is as of 3/31/18.

Total Taxes Chart (Figure B-2): This category consists of General and EMS Property taxes, Zoo tax, Retail Sales & Use tax, Local Criminal Justice, Gas, Garbage, Cable, Telephone, Water, Sewer, Storm Drain and Gambling tax.

The largest lines in the taxes category include General Property Tax, Retail Sales Tax, Gas Utility Tax and Telephone Tax.

Looking at the General Property Tax Chart (Figure B-3) you will see large amounts in May and November. Property tax is due to Pierce County on April 30<sup>th</sup> for the 1<sup>st</sup> half taxes and October 31<sup>st</sup> for the 2<sup>nd</sup> half taxes. The City receives the revenue the following month. Due to the passage of I-747 property taxes can only increase by 1% per year plus new construction.

The Retail Sales Tax Chart (Figure B-4): shows how sales taxes have been received since 2013. Retail Sales Tax for the 1st Quarter is at 29% of estimated.

The Gas Utility Tax (Figure B-5) and Telephone Tax (Figure B-6) charts: show how these revenues have been received since 2013. Telephone tax has been decreasing over the years as people disconnect their land lines.



Total Licenses & Permits chart ([Figure B-7](#)): This category consists of Business Licenses, Building, Mechanical, Plumbing, Excavate, and Sign Permits and Investigation Fees. Please note the fluctuation from year to year. This is due to timing of when the Non-Compete fee was received. Some years had three quarters while some had five quarters.

Total Intergovernmental Revenue chart ([Figure B-8](#)): This consists of revenue received from other government agencies and includes City Assistance, Criminal Justice Programs, DUI, Liquor Excise Tax and Liquor Board Profits.

Total Other Services & Charges chart ([Figure B-9](#)): This category consists of Passport Fees, Planning Permits, Site Development, Plan Checking Fees, Swimming Pool Revenue and Recreation Fees. Instructor Based Revenue is based on revenue collected. The City collects the fee for classes taught by outside instructors and pays the instructors a percentage of the amount collected. There is an increase in the summer months when the pool is open.

Total Fines & Forfeits chart ([Figure B-10](#)): This category consists of revenue received from the Court, Investigative Fund Assessments and DUI Investment Fund Assessments.

Total Miscellaneous Revenue chart ([Figure B-11](#)): Total Miscellaneous Revenue consists of Interest, Space & Facilities Rentals, Donations, and other miscellaneous revenues. The large changes from month to month occur when interest revenue is received from maturing CDs or interest payments on bonds, as well as quarterly payments received from Tacoma. Currently we have no CD investments. As of 3/31/18 we have four active bonds that receive bi-yearly interest payments.

#### **GENERAL FUND EXPENDITURES**

If you look at the General Fund Expenditures spreadsheet [Figure C-1](#), the General Fund Actual to Budget Chart ([Figure C-2](#)) and the Expenditures by Department Chart ([Figure C-3](#)) you can see the total expenditure for each department and how it compares to the budgeted amounts along with the percentage spent through March. The total spent as of 3/31/18 was \$1,205,953 or 22.5% of the total General Fund Budget. At the end of the 1st Quarter we should be at 25% or less.

#### **OPERATING REVENUE TO EXPENDITURES COMPARISON**

The Actual Revenue Over/(Under) Expenditures chart ([Figure D](#)) shows the effect on ending fund balance (EFB). When revenues exceed expenditures Ending Fund Balance is increased and vice versa.

General Fund: If we look at the first quarter 2018 General Fund operating revenue of \$878,208 compared to the first quarter operating expenditures of \$1,192,788 we see that operating revenue is \$314,580 less than expenditures. When including capital and non-revenues and expenditures the EFB at the end of the 1<sup>st</sup> Quarter decreased by \$327,394. Remember that in May and November we will be receiving a large amount for property taxes.

Other Funds: Also included on the Actual Revenue Over/(Under) Expenditures chart ([Figure D](#)) is a comparison for the Street, Storm, Storm Capital, Water, Water Capital, Sewer, Sewer Capital, ERR, and REET Funds. For 2018 capital funds were setup for Storm, Water and Sewer.

#### **AVAILABLE CASH BALANCES**

The Available Cash Balance per Fund ([Figure E](#)) spreadsheet shows the current available cash per fund after bond investments, reserves for cash flow and dedicated reserves are met. This amount is needed for cash flow, future capital costs, emergencies and unexpected expenditures not included in the adopted budget.

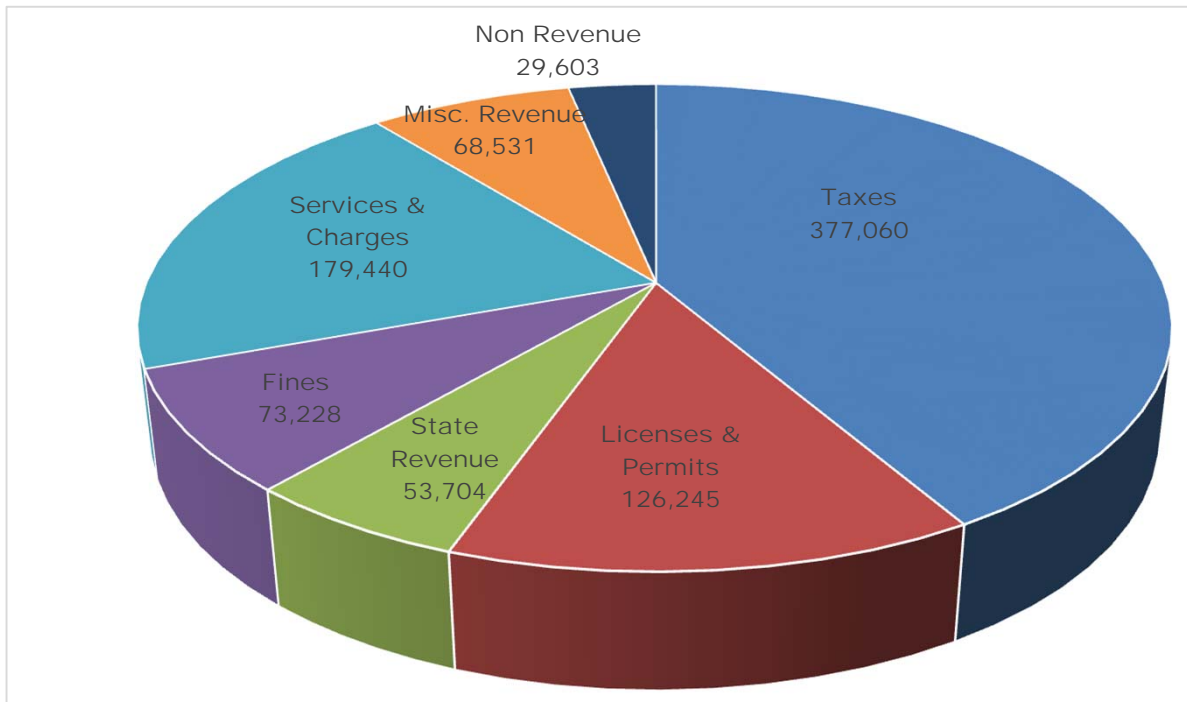
**CONCLUSION**

The above information should be used as a tool for making financial decisions for the future of the City. The trend for the past several years is continuing; revenues are remaining flat or decreasing while expenditures are increasing. The City has been very conservative during the past budgeting processes.

With future capital projects anticipated, the City will need to continue to evaluate its financial condition very carefully.

This report along with line item details can be found at the City of Fircrest's website at [www.cityoffircrest.net](http://www.cityoffircrest.net).

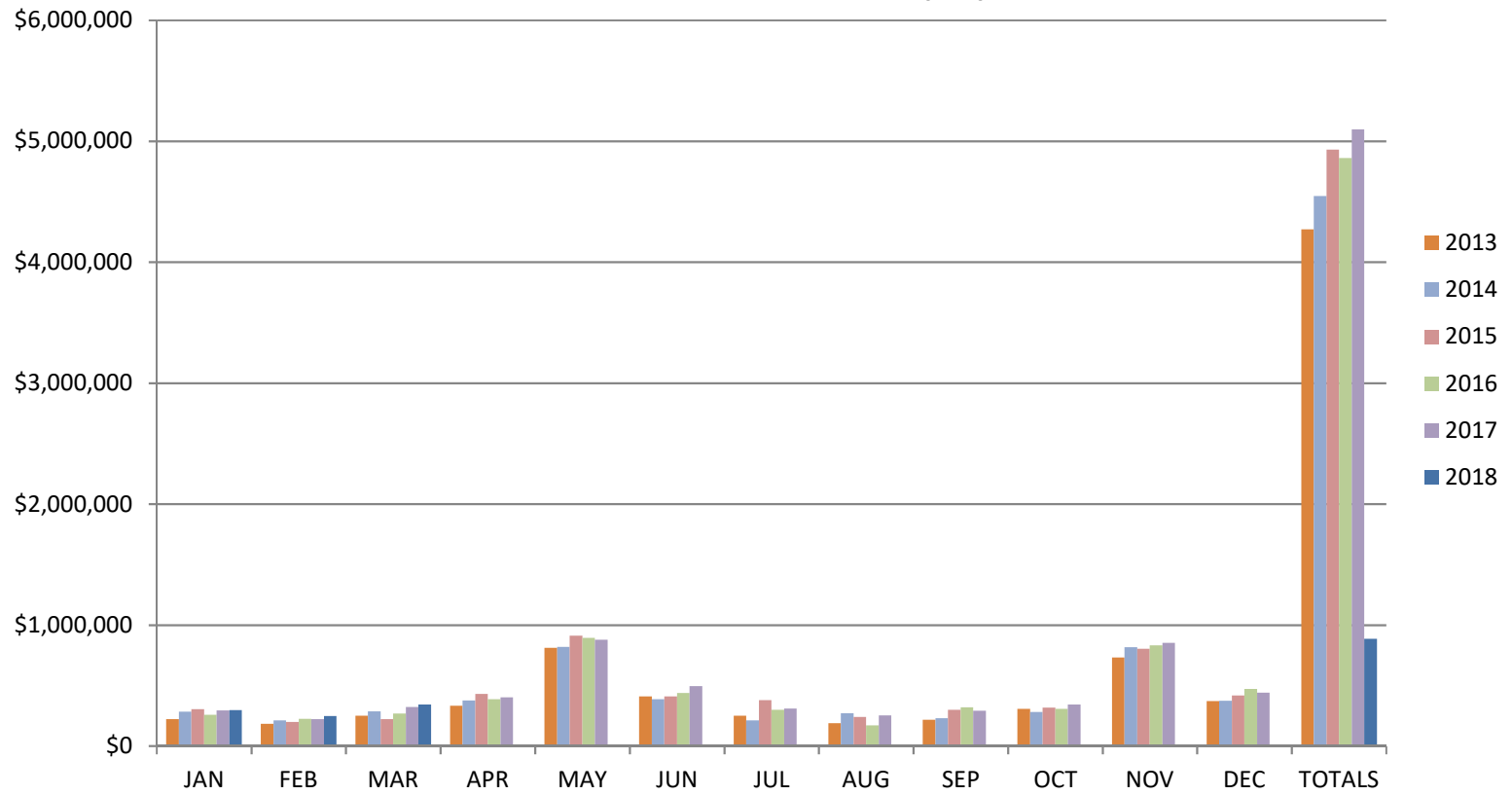
**City of Fircrest**  
**Figure A**  
**General Fund Revenue as of March 31, 2018**



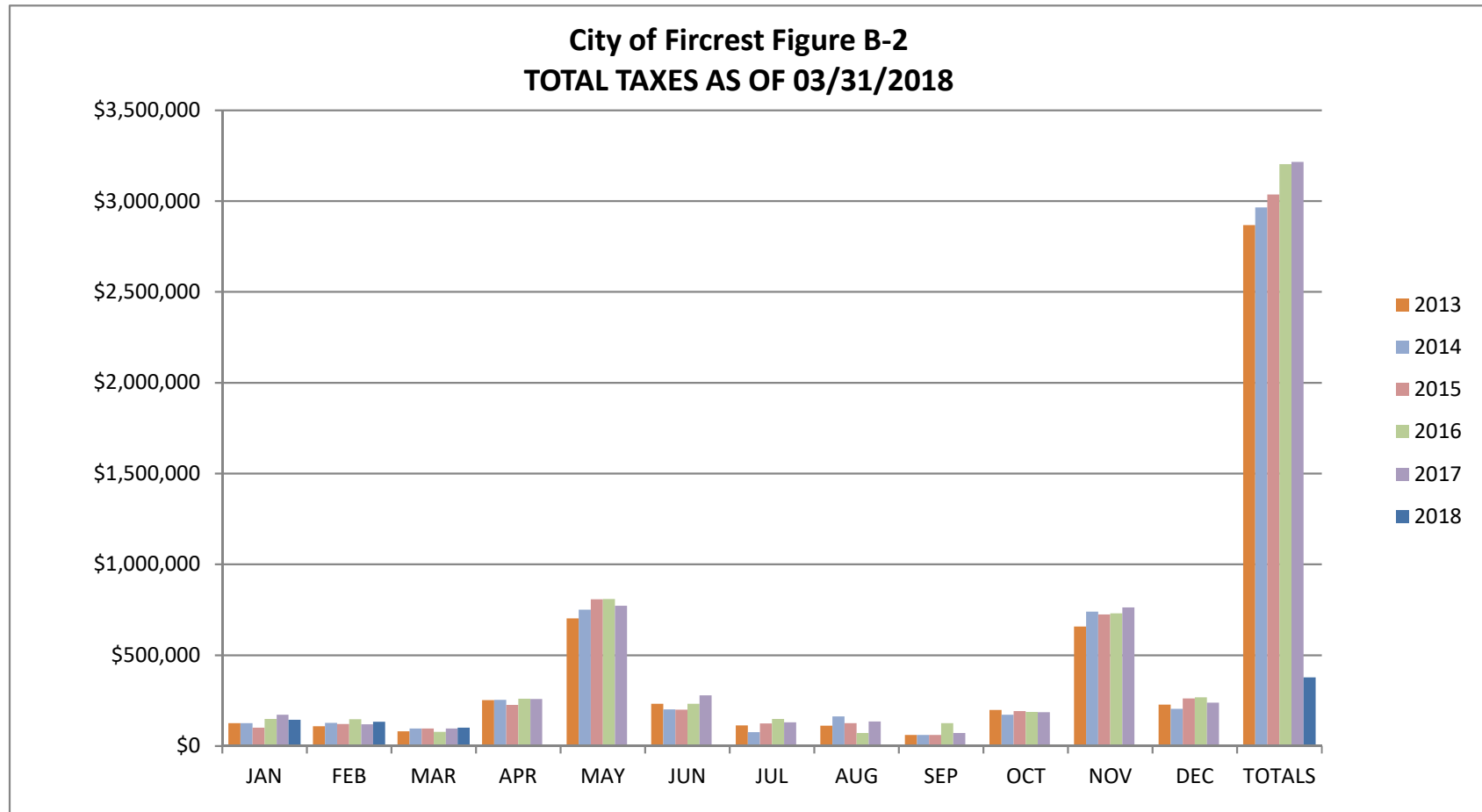
	<u>YTD 3/31/2018</u>	<u>Budget</u>	<u>%</u>
Taxes	377,060	3,219,092	11.7%
Licenses & Permits	126,245	542,100	23.3%
State Revenue	53,704	206,585	26.0%
Fines & Forfeits	73,228	203,500	36.0%
Serv & Charges	179,440	719,713	24.9%
Misc. Revenue	68,531	193,253	35.5%
Non Revenue	<u>29,603</u>	<u>0</u>	<u>0.0%</u>
TOTAL GEN FUND REV	907,812	5,084,243	17.9%

Figure A

**City of Fircrest Figure B-1  
TOTAL GENERAL FUND REVENUE AS OF 3/31/2018**



The total for 2018 is as of 3/31/18

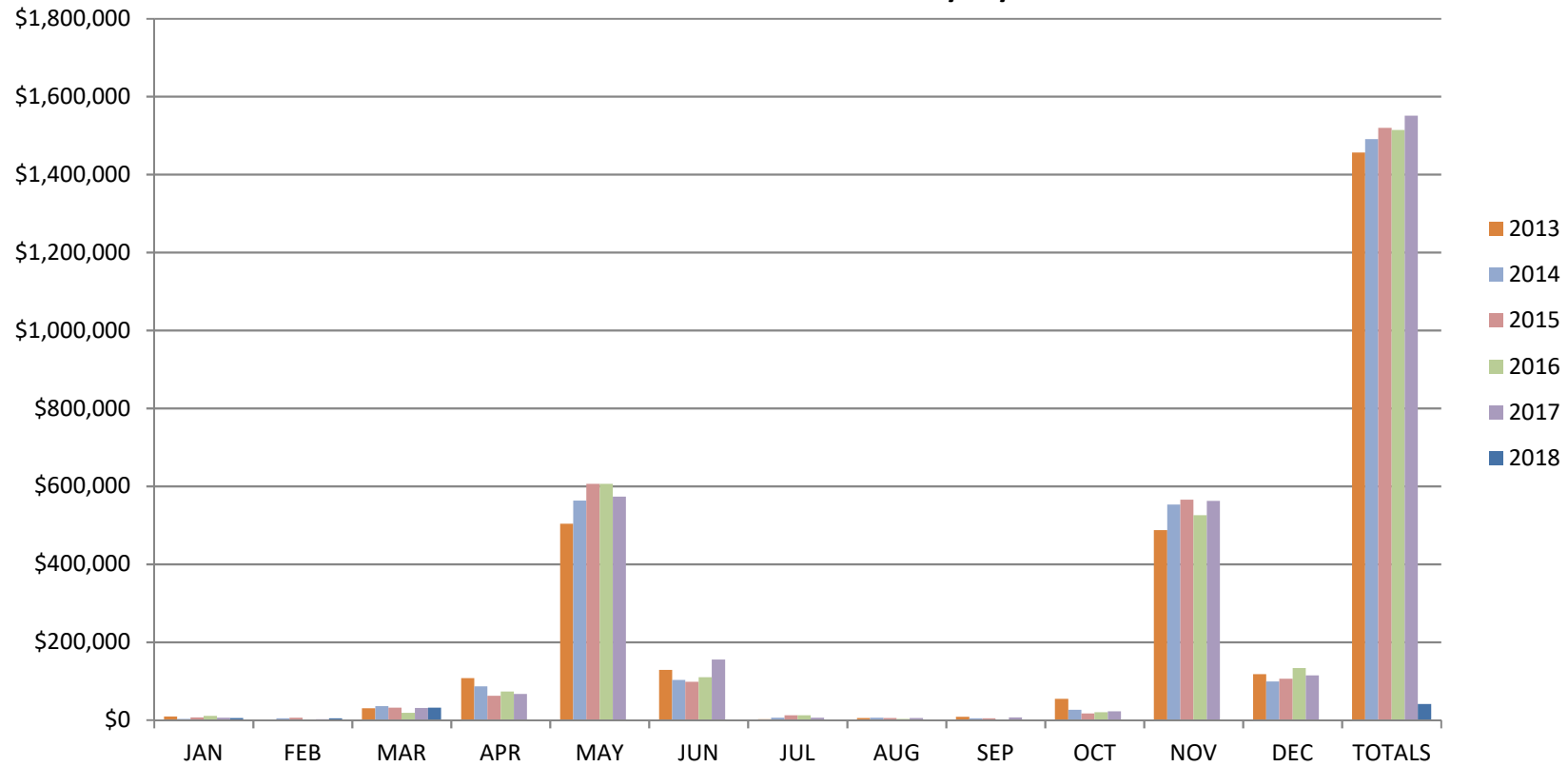


Taxes include General Property, EMS, Retail Sales and Use, Zoo, Local Criminal Justice, Water, Sewer, Gas, Garbage, Cable, and Phone

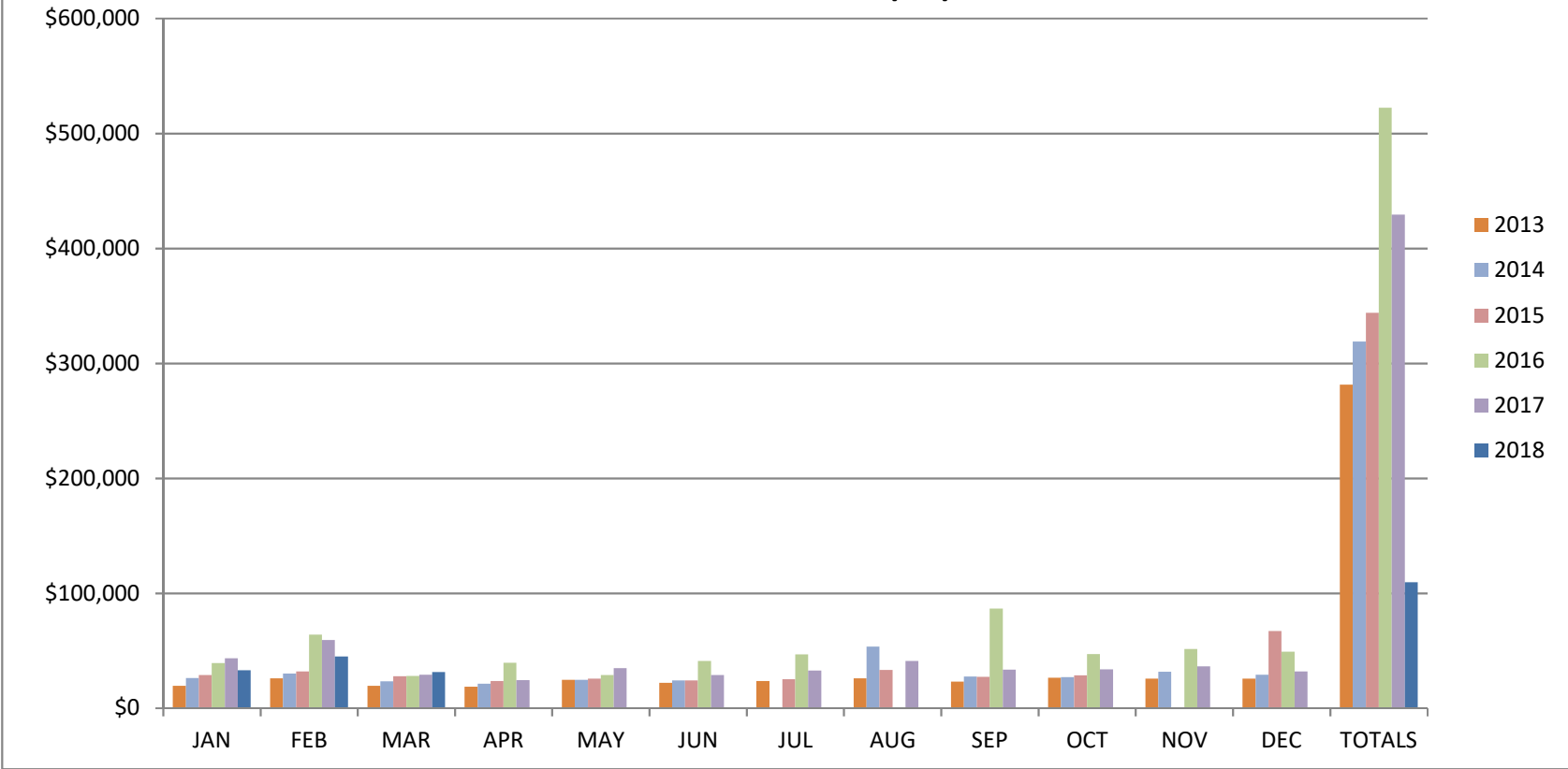
The major source of revenue in this category is property tax which is limited to a 1% increase collected from the previous year.  
In 2016 and 2017 retail sales tax increased due to Wainwright School construction.

The total for 2018 is as of 3/31/18

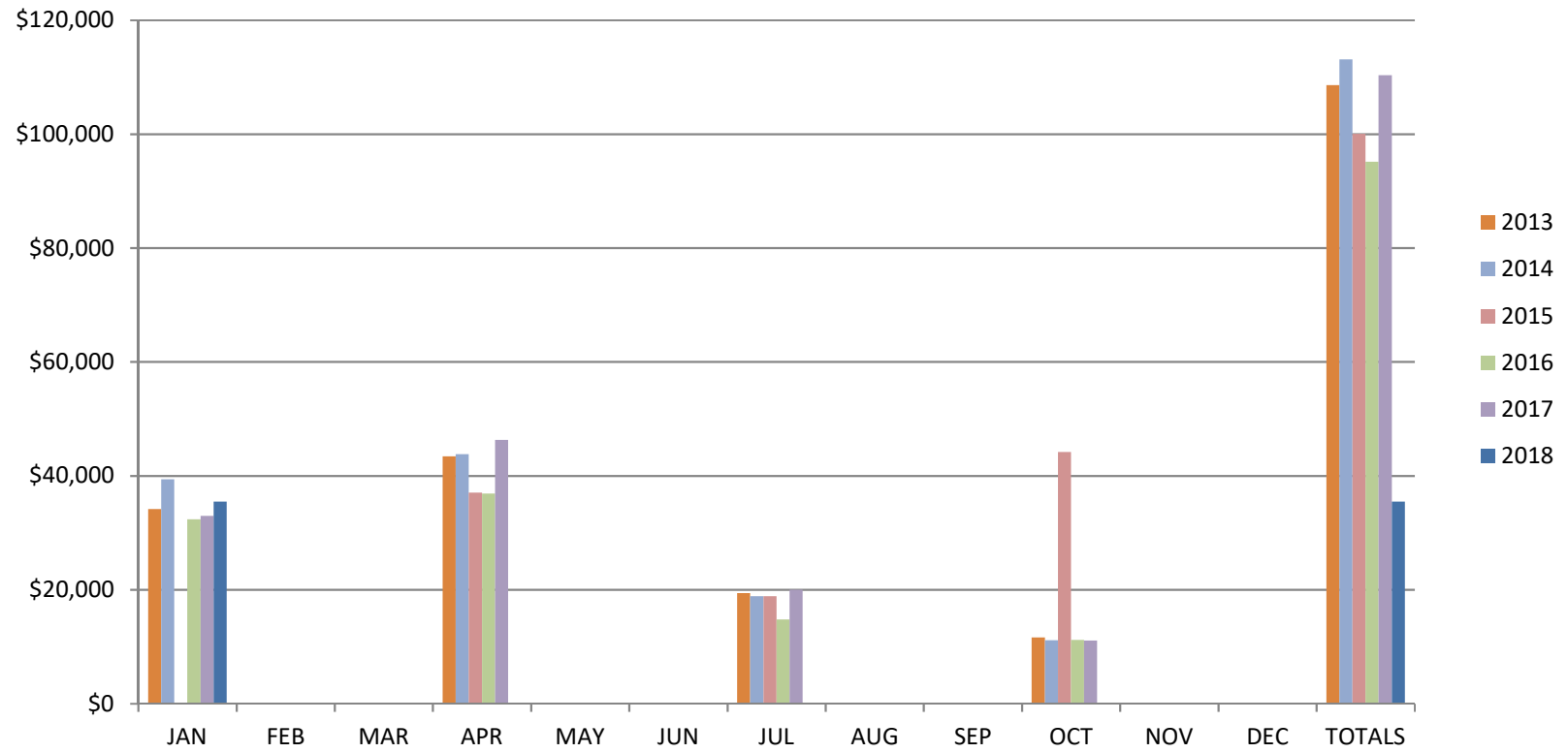
**City of Fircrest Figure B-3  
GENERAL PROPERTY TAX AS OF 3/31/2018**



**City of Fircrest Figure B-4  
RETAIL SALES TAX AS OF 3/31/2018**

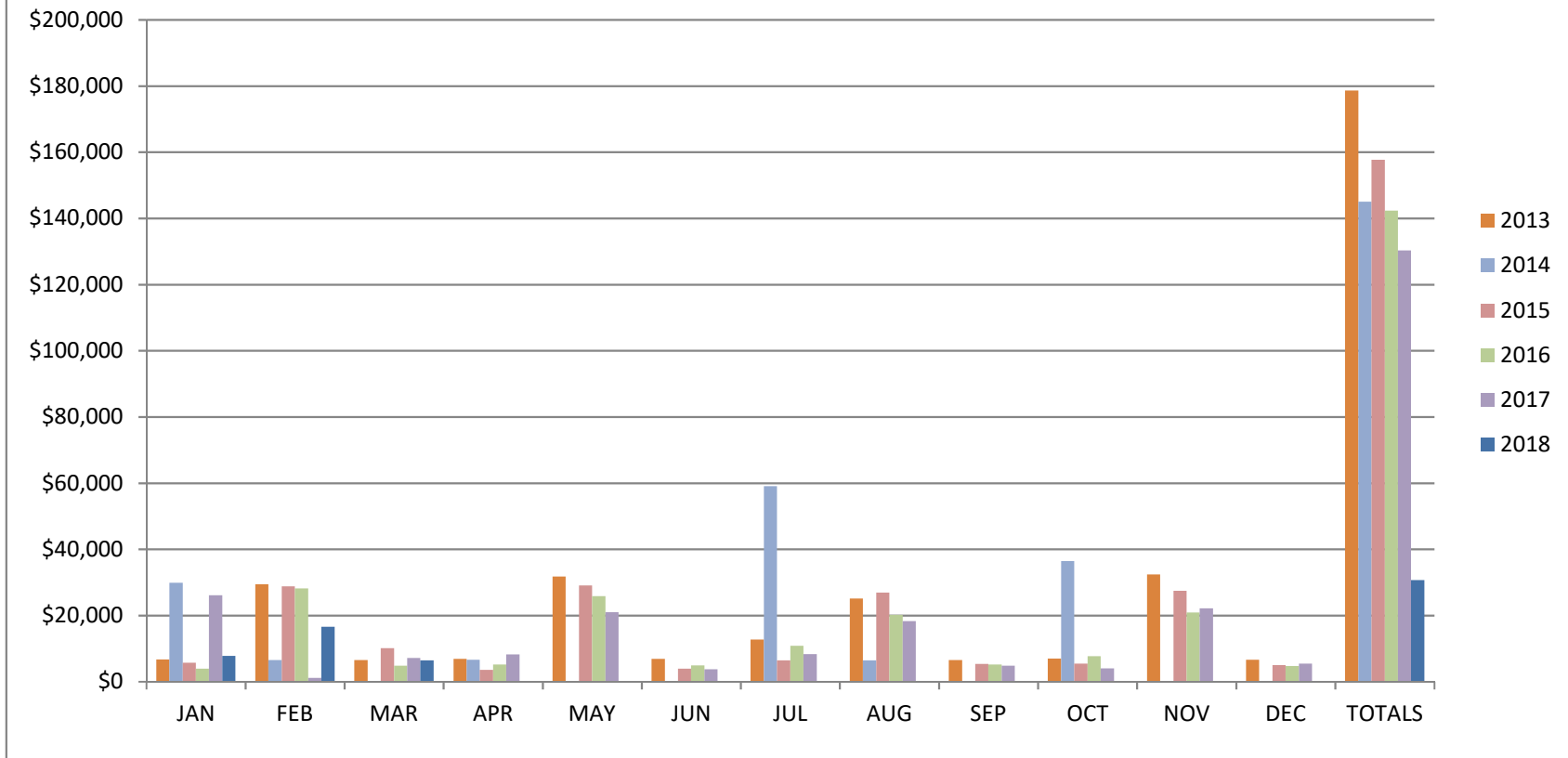


**City of Fircrest Figure B-5  
GAS UTILITY TAX AS OF 3/31/2018**

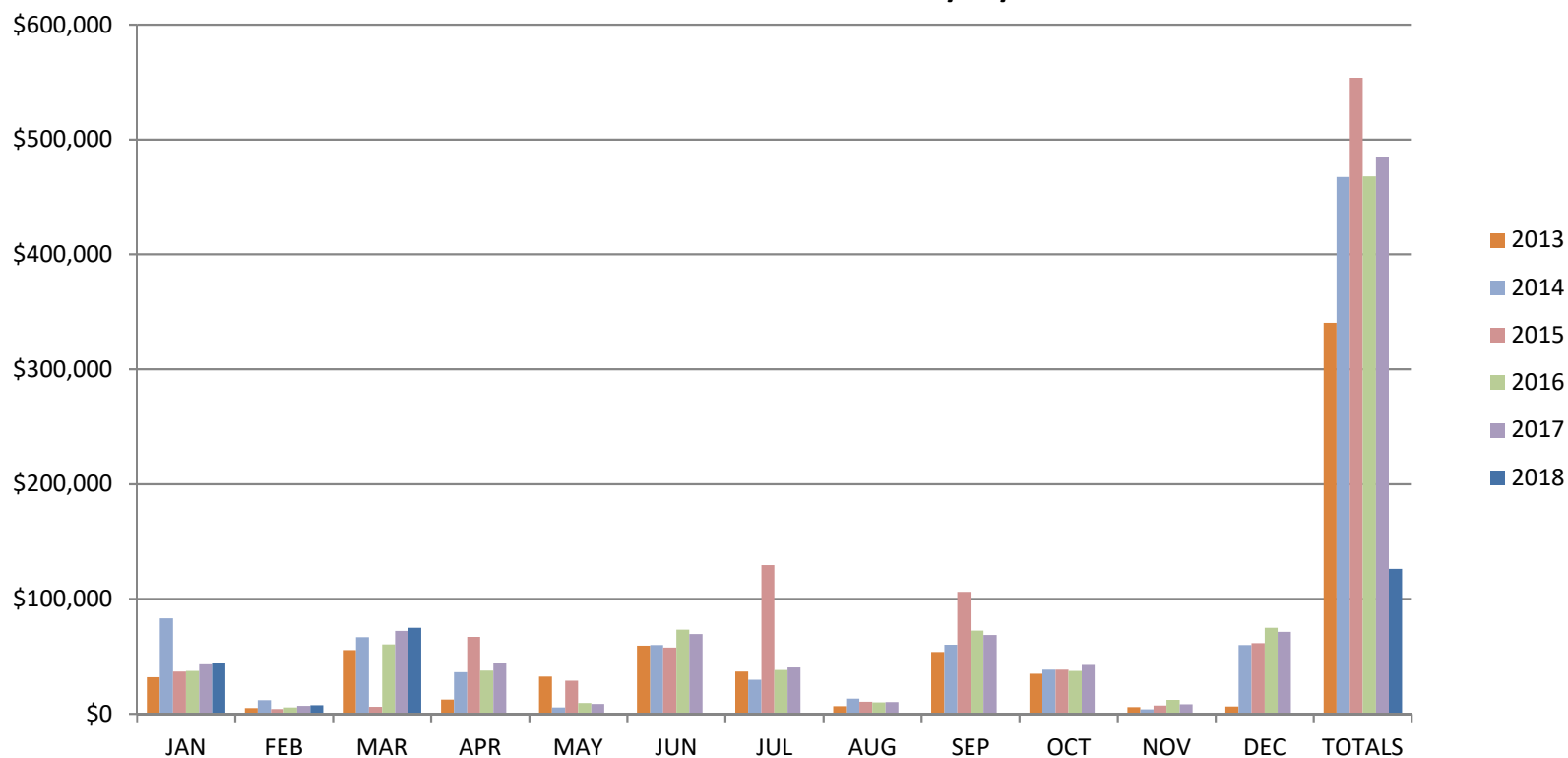




**City of Fircrest B-6  
TELEPHONE TAX AS OF 3/31/2018**



**City of Fircrest Figure B-7  
TOTAL LICENSES & PERMITS AS OF 3/31/2018**



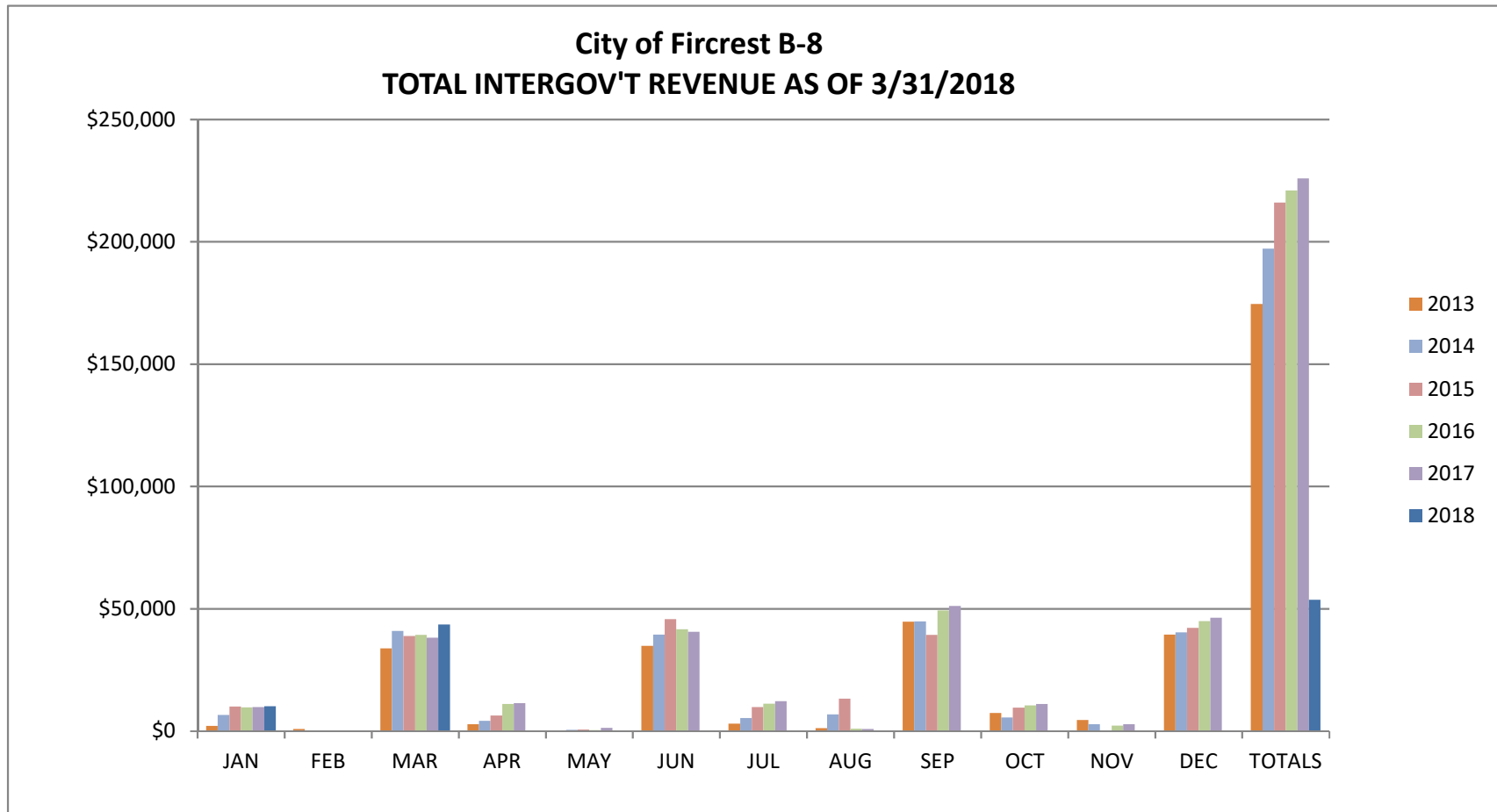
Licenses & Permits include Non Compete/Franchise Fees, Business Licenses, Building, Mechanical, Plumbing, and Excavate Permits

In 2013 only 3 quarters of Non Compete fee was received

In 2014 5 quarter of Non Compete fee was received

In 2015 Wainwright School permits were received

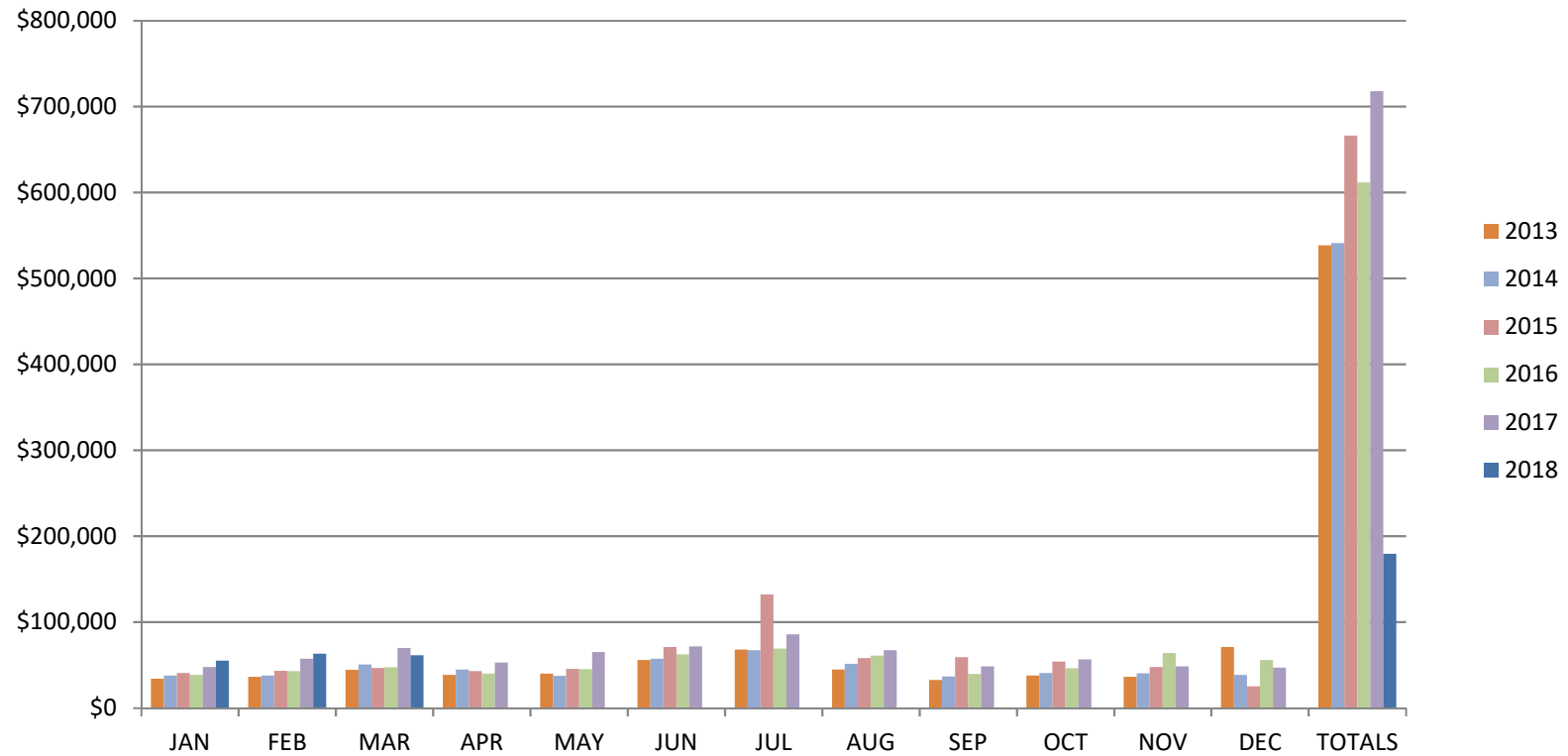
The total for 2018 is as of 3/31/18



Intergovernmental includes Overtime Reimbursements for the State, City Assistance, CJ Special Programs, DUI-Cities, Liquor Excise Tax and Liquor Board Profits

The total for 2018 is as of 3/31/18

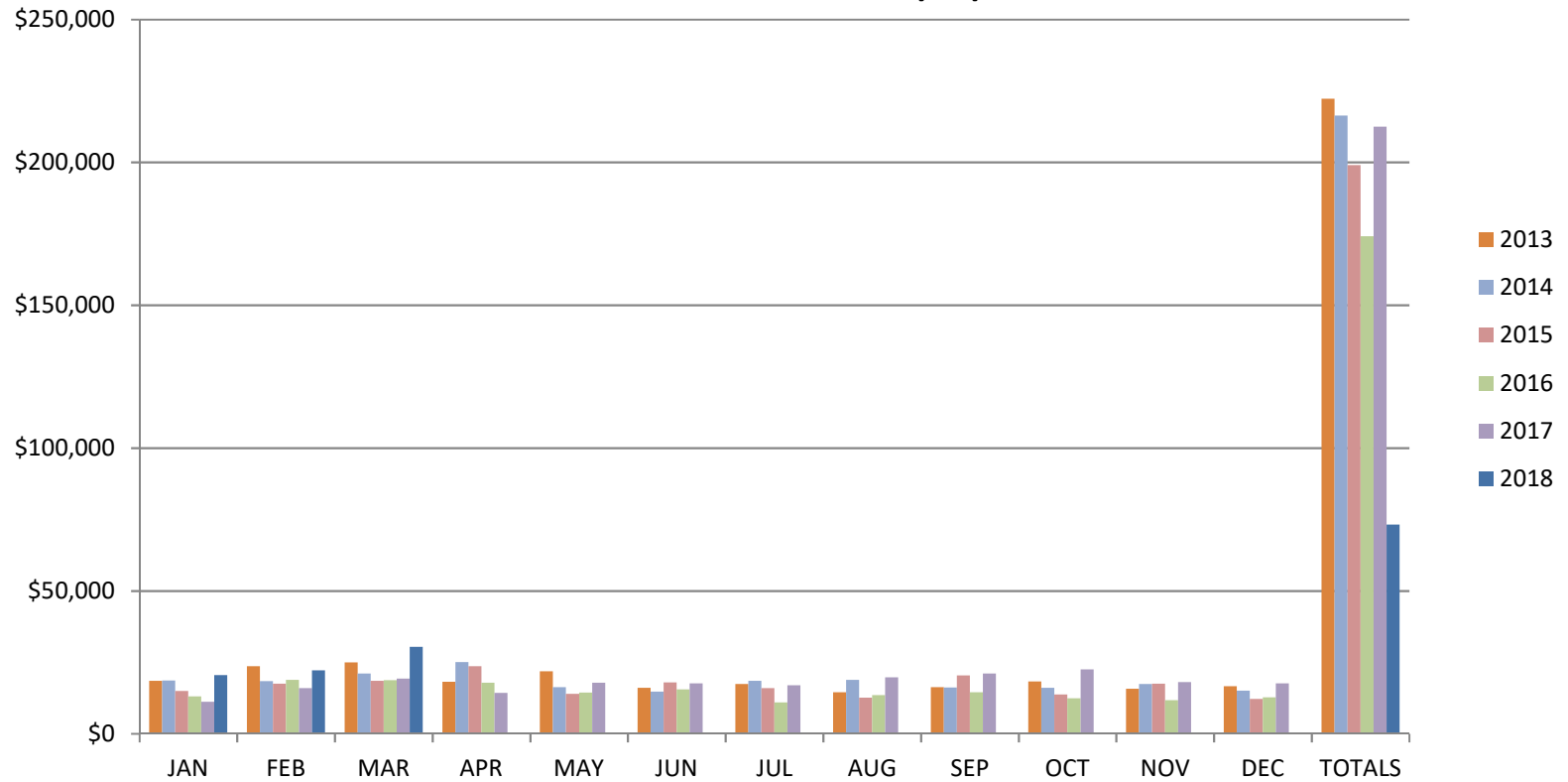
**City of Fircrest B-9  
TOTAL OTHER SERVICES & CHARGES AS OF 3/31/2018**



Other Services & Charges include Passport Fees, Planning Fees, Swimming Pool Fees/Lessons, Recreation Fees, Reimbursement for Police Overtime Non State and Interdeptmental Fees  
In 2015 the increase was due to the plan check fees and special inspections for Wainwright school.

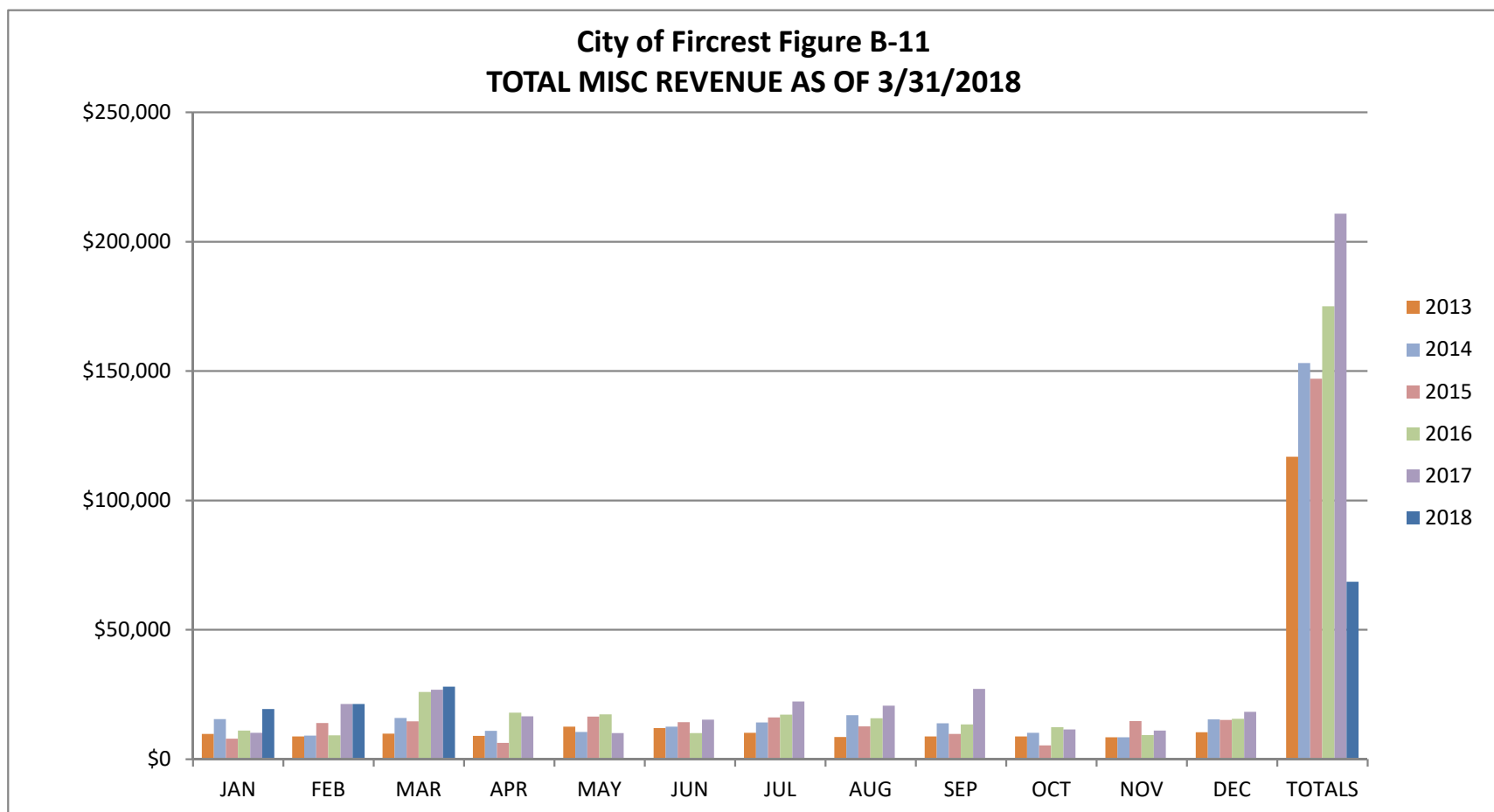
The total for 2018 is as of 3/31/18

**City of Fircrest Figure B-10  
TOTAL FINES & FORFEITS AS OF 3/31/2018**



Total Fines & Forfeits include Municipal Court, Investigative Fund Assessments and DUI Investigative Fund Assessments

The total for 2018 is as of 3/31/18



Miscellaneous includes Investment Interest, Space & Facility Rentals Donations, Reimbursements, and other miscellaneous revenues

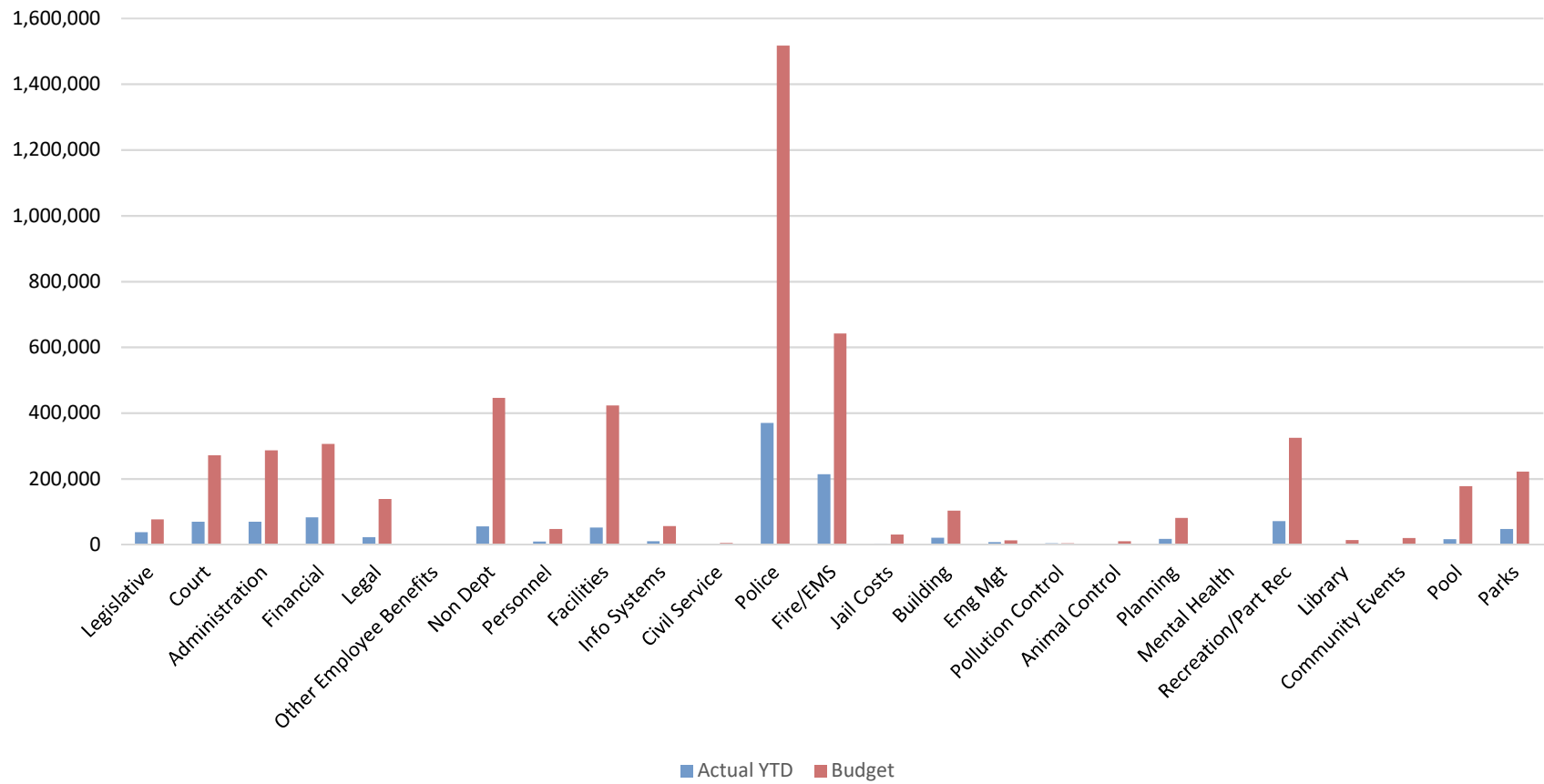
This category of revenue decreased because of very low interest rates and is now increasing because of higher rates and bond investments.

The total for 2018 is as of 3/31/18

**City of Fircrest Figure C-1**  
**General Fund Expenditures by Departments as of 03/31/2018**

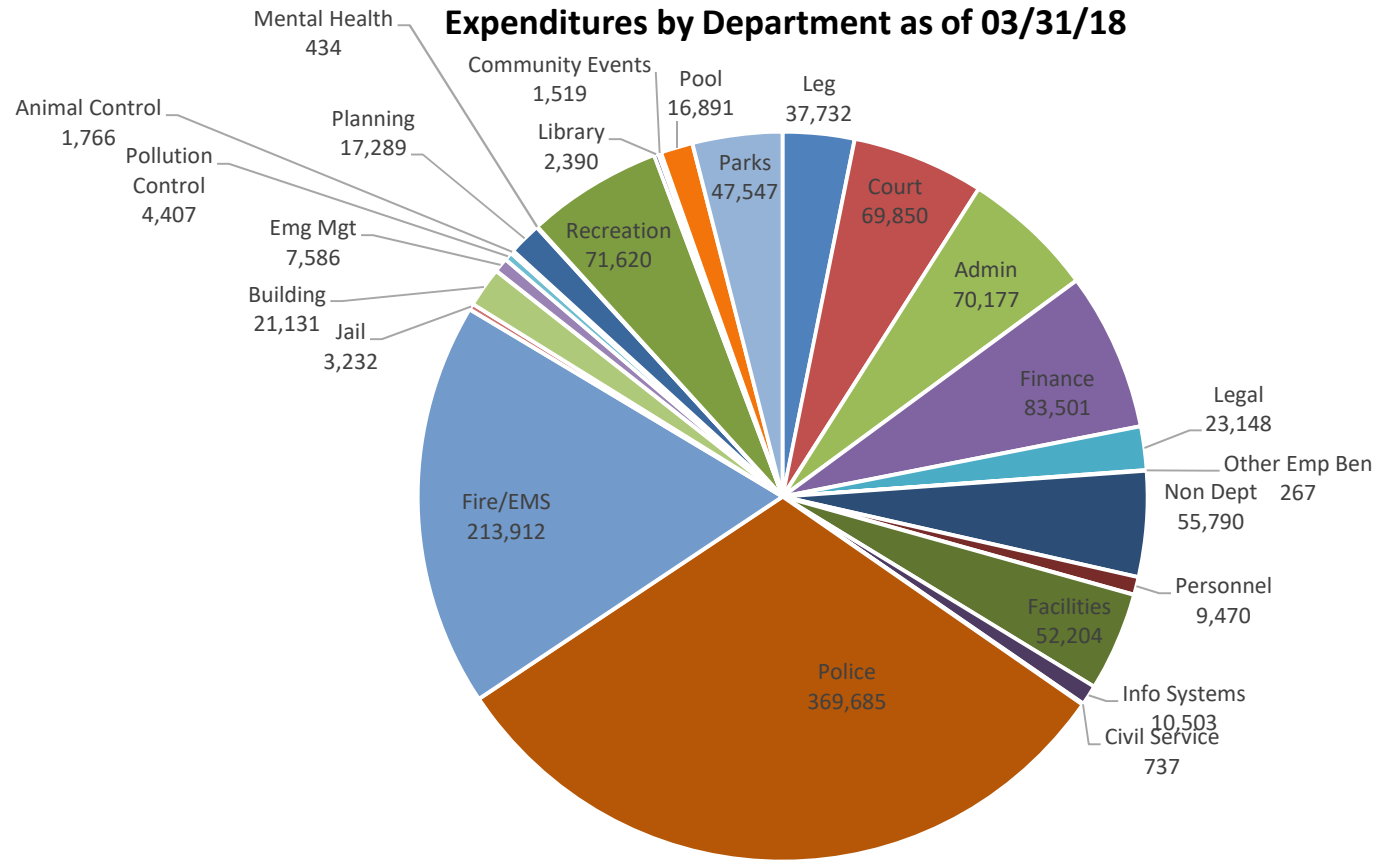
<u>DEPARTMENT</u>	<u>YTD</u>	<u>BUDGET</u>	<u>REMAINING</u>	<u>% Expensed</u>
Legislative	37,732	77,275	39,543	48.8%
Court	69,850	271,935	202,085	25.7%
Administration	70,177	287,185	217,008	24.4%
Financial	83,501	306,016	222,515	27.3%
Legal	23,148	138,475	115,327	16.7%
Other Employee Benefits	267	1,550	1,283	17.2%
Non Dept	55,790	446,333	390,543	12.5%
Personnel	9,470	48,015	38,545	19.7%
Facilities	52,204	422,927	370,723	12.3%
Info Systems	10,503	56,218	45,715	18.7%
Civil Service	737	5,500	4,763	13.4%
Police	369,685	1,517,418	1,147,733	24.4%
Fire/EMS	213,912	641,736	427,824	33.3%
Jail Costs	3,232	30,500	27,268	10.6%
Building	21,131	103,575	82,444	20.4%
Eng Mgt	7,586	13,491	5,905	56.2%
Pollution Control	4,407	4,407	0	100.0%
Animal Control	1,766	10,000	8,234	17.7%
Planning	17,289	81,492	64,203	21.2%
Mental Health	434	2,200	1,766	19.7%
Recreation/Part Rec	71,620	324,950	253,330	22.0%
Library	2,390	14,000	11,611	17.1%
Community Events	1,519	20,150	18,631	7.5%
Pool	16,891	177,950	161,059	9.5%
Parks	47,547	222,098	174,551	21.4%
 Total Gen Fund Oper Exp	 1,192,788	 5,225,396	 4,032,608	 22.8%
 Non Expenditures	 350	 0	 -350	 0.0%
Capital	12,815	141,000	128,185	9.1%
 Total General Fund	 1,205,953	 5,366,396	 4,160,443	 22.5%

**City of Fircrest Figure C-2  
GENERAL FUND ACTUAL TO BUDGET AS OF 03/31/2018**





**City of Fircrest Figure C-3**  
**Expenditures by Department as of 03/31/18**



- |                           |                     |                    |              |                 |
|---------------------------|---------------------|--------------------|--------------|-----------------|
| ■ Legislative             | ■ Court             | ■ Administration   | ■ Financial  | ■ Legal         |
| ■ Other Employee Benefits | ■ Non Dept          | ■ Personnel        | ■ Facilities | ■ Info Systems  |
| ■ Civil Service           | ■ Police            | ■ Fire/EMS         | ■ Jail Costs | ■ Building      |
| ■ Emg Mgt                 | ■ Pollution Control | ■ Animal Control   | ■ Planning   | ■ Mental Health |
| ■ Recreation/Part Rec     | ■ Library           | ■ Community Events | ■ Pool       | ■ Parks         |

Figure D

## ACTUAL REVENUE OVER/(UNDER) EXPENDITURES AS OF 3/31/2018

	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Operating Revenue	878,208	73,941	105,946	0	214,693	0	592,467	0	30,284	0
Operating Expenditures	<u>(1,192,788)</u>	<u>(103,644)</u>	<u>(103,058)</u>	<u>0</u>	<u>(225,997)</u>	<u>0</u>	<u>(554,494)</u>	<u>0</u>	<u>(27,264)</u>	<u>0</u>
<b>Net Operating Revenue Over/ (Under) Expenditures</b>	<b>(314,580)</b>	<b>(29,703)</b>	<b>2,888</b>	<b>0</b>	<b>(11,303)</b>	<b>0</b>	<b>37,973</b>	<b>0</b>	<b>3,020</b>	<b>0</b>
Capital Contributions						4,000	0	4,000	50,313	48,759
Capital Expenditures	<u>(12,815)</u>	<u>(53,877)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(8,736)</u>	<u>0</u>	<u>(395,418)</u>	<u>(71,637)</u>	<u>0</u>
	<b>(12,815)</b>	<b>(53,877)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(4,736)</b>	<b>0</b>	<b>(391,418)</b>	<b>(21,324)</b>	<b>48,759</b>
<b>Total Net Revenue over(under) Expenditures</b>	<b>(327,394)</b>	<b>(83,580)</b>	<b>2,888</b>	<b>0</b>	<b>(11,303)</b>	<b>(4,736)</b>	<b>37,973</b>	<b>(391,418)</b>	<b>(18,304)</b>	<b>48,759</b>
Non Revenue	6,818	9,015					0	0	0	
Capital Transfer In	0			470,975		543,000	0	1,641,250	0	
Non Expenditures	(350)	0	0	0	0	0	0	0	0	
Capital Transfer Out	<u>0</u>	<u>0</u>	<u>(470,975)</u>	<u>0</u>	<u>(543,000)</u>	<u>0</u>	<u>(1,641,250)</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>6,468</b>	<b>9,015</b>	<b>(470,975)</b>	<b>470,975</b>	<b>(543,000)</b>	<b>543,000</b>	<b>(1,641,250)</b>	<b>1,641,250</b>	<b>0</b>	<b>0</b>
<b>Total Change in Fund Balance</b>	<b>(320,926)</b>	<b>(74,565)</b>	<b>(468,087)</b>	<b>470,975</b>	<b>(554,303)</b>	<b>538,264</b>	<b>(1,603,277)</b>	<b>1,249,832</b>	<b>(18,304)</b>	<b>48,759</b>

## ACTUAL BEGINNING/ENDING FUND BALANCES FOR 2018

1/1/18 Beginning Fund Balance (cash)	3,308,755	258,184	634,667	0	773,815	0	2,615,038	0	1,427,188	1,350,790
Total Change in Fund Balance	<u>(320,926)</u>	<u>(74,565)</u>	<u>(468,087)</u>	<u>470,975</u>	<u>(554,303)</u>	<u>538,264</u>	<u>(1,603,277)</u>	<u>1,249,832</u>	<u>(18,304)</u>	<u>48,759</u>
<b>Ending Fund Balance as of 3/31/2018 ( total cash balance)</b>	<b>2,987,828</b>	<b>183,619</b>	<b>166,580</b>	<b>470,975</b>	<b>219,512</b>	<b>538,264</b>	<b>1,011,761</b>	<b>1,249,832</b>	<b>1,408,884</b>	<b>1,399,549</b>

Figure E

## AVAILABLE CASH AS OF 3/31/2018

<b>Undesignated Fund Balances</b>										
Total Cash Balance	2,987,828	183,619	166,580	470,975	219,512	538,264	1,011,761	1,249,832	1,408,884	1,399,549
Less Designated Light Fund	(773,178)									
Less Designated 44th/Alameda	(575,575)									
Undesignated Funds Invested in Bonds (matures 11/21/19)	(300,000)								(1,000,000)	
Reservered for cash flow (3 months of operating expenses)	<u>(1,306,349)</u>	<u>(120,210)</u>	<u>(118,573)</u>	<u>0</u>	<u>(246,286)</u>	<u>0</u>	<u>(581,587)</u>	<u>0</u>	<u>(36,997)</u>	
<b>Undesignated Fund Balance Available</b>	<b><u>32,726</u></b>	<b><u>63,409</u></b>	<b><u>48,007</u></b>	<b><u>470,975</u></b>	<b><u>(26,774)</u></b>	<b><u>538,264</u></b>	<b><u>430,174</u></b>	<b><u>1,249,832</u></b>	<b><u>371,887</u></b>	<b><u>1,399,549</u></b>

<b>Designated Fund Balance-Sale of Light</b>	
Designated Light Fund (total cash)	773,178
Designated Light Fund invested in bond (matures 10/7/19)	<u>(500,000)</u>
<b>Designated from sale of Light Fund Cash Available</b>	<b>273,178</b>

<b>Designated Fund Balance-Sale of 44th/Alameda</b>	
Designated 44th/Alameda Fund (cash)	575,575
Designated 44th/Alameda invested in bond (matures 11/21/19)	<u>(200,000)</u>
<b>Designated 44th/Alameda Property Sale Cash Available</b>	<b>375,575</b>

<b>CUMMULATIVE RESERVES</b>	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Designated Fund Balance	3,000,000	150,000			11,513		369,250			
Invested in bond (matures 9/25/19)	(2,250,000)									
Invested in bond (matures 6/13/19)	(250,000)									
Invested in bond (matures 1/7/20)	<u>(500,000)</u>									
<b>Cummulative Reserve Fund Balance Available</b>	<b><u>0</u></b>	<b><u>150,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>11,513</u></b>	<b><u>0</u></b>	<b><u>369,250</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>

Total invested in bonds \$5,000,000  
Total invested at LGIP \$6,655,120.58

**NEW BUSINESS:**        **Purchasing Card Policy**  
**ITEM 10B.**

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

---

**RECOMMENDED MOTION:**    **I move to adopt Resolution No. \_\_\_\_\_, establishing a purchasing card policy for the City of Fircrest.**

---

**PROPOSAL:** The Council is being asked to adopt a resolution that would establish a purchasing card policy for the City of Fircrest.

**FISCAL IMPACT:** None.

**ADVANTAGE:** This would allow staff to make purchases using a City purchasing card when traveling and for the purchase of goods and services when the use of City of Fircrest's purchasing process is not possible or practical.

**DISADVANTAGES:** None.

**HISTORY:** In the past, staff would use their personal cash, checks, or credit cards for travel, training and purchases from vendors who would not accept a purchase order (P.O.). They would then have to wait until the next Council meeting for reimbursement. Currently, the City has one credit card in the City Manager's name that can be checked out from Finance. A few issues with the credit card are the City Manager may not be available to sign a P.O. or the vendors may not accept the card because it is in the City Manager's name. The credit card policy and procedures will remain in place. Purchasing cards will be held at each building and will still require to be signed in and out.

**ATTACHMENTS:** [Resolution](#)  
[City of Fircrest Purchasing Card Policy](#)  
[City of Fircrest Purchasing Card Procedures](#)  
[Attachment A – Purchasing Card User Agreement](#)  
[RCW 43.09.2855 Local governments – Use of Credit Cards](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, ESTABLISHING A CITY  
PURCHASING CARD POLICY.**

**WHEREAS**, it is beneficial for the City of Fircrest to have a written and adopted City purchasing card policy; Now, Therefore,

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

**Section 1.** The Fircrest City Council hereby establishes and adopts a City purchasing card policy, which is attached hereto and incorporated herein by this reference.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 8<sup>th</sup> day of May, 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

## **CITY OF FIRCREST PURCHASING CARD POLICY**

### **1. Purpose:**

Purchasing cards are intended to provide City of Fircrest employees with an efficient method to conduct City of Fircrest business when traveling and for the purchase of goods and services when the use of City of Fircrest's purchasing process is not possible or practical. It should not be used in lieu of a contract, professional services agreement, or in an attempt to circumvent the established purchasing process.

### **2. Departments Affected:**

All

### **3. References:**

Resolution #\_\_\_\_\_, RCW 43.09.2855

### **4. Policy:**

The City Council has authorized the City Manager to implement procedures for the proper use, accounting and control of City purchasing cards by City Employees for the following uses:

- A. Travel – Purchasing cards may be used by City employees on official City business for hotel, parking, ferry, taxi, meals, gas, airline tickets and emergency City vehicle repairs, and other travel related expenses as authorized by the City Manager in accordance with the amounts allowed per the travel expense reimbursement policy (City of Fircrest Personnel Policies and Procedures Manual).
- B. Registrations – Purchasing cards may be used by City employees for conference registrations and training related to official City business, and documented with an approved Request for Training Form.
- C. Purchases – Purchasing cards may be used for ordering supplies or services, including on-line purchases when the use of City of Fircrest's purchasing process is not possible or practical in accordance with FMC 3.12 Purchasing Policy and Procedures.
- D. Credit Limit – The credit limit for the City purchasing cards shall be determined by the City Manager.
- E. Restrictions:
  - i. Cash Advances – City purchasing cards shall not be used for cash advances.
  - ii. Personal Purchases – City purchasing cards shall not be used for personal purchases.
  - iii. Gift Cards – City purchasing cards shall not be used to purchase gift cards.
  - iv. Alcohol – Alcohol purchases are strictly prohibited.
  - v. City Policies – Any purchase that is against City policies, including but not limited to policies in the "Purchasing Policy" manual, and the "Personnel Policies and Procedures" manual is prohibited and may result in disciplinary action up to and including termination.

## **CITY OF FIRCREST PURCHASING CARD PROCEDURES**

### **1. Procedures:**

- A. Card Issuance – the City Manager is responsible for authorizing the issuance of purchasing cards to employees. The cards will be secured in each department. Employees may check out the cards with the Department Director's approval.
- B. The Department Director will ensure a signed "Purchase Card User Agreement" is on file before a purchasing card is signed out; see Attachment A.
- C. The Department Director, or designee, will maintain a check in/out usage log of each card.
- D. Receipts/Verification – Receipts must be obtained for each credit card transaction. A training request, if travel or training related, must be attached to the receipt.

Department Director will:

- i. Keep original receipts for each completed transaction throughout the month.
- ii. Download the Transaction Reports from the online system.
- iii. Reconcile the Transaction Report to the original receipts (small receipts should be taped to an 8-1/2" x 11" sheet of paper), initial receipt to certify expenditure, indicate purpose of purchase, indicate BARS number and include any supporting documentation. When reconciliation is complete, the Department Director signs the Transaction Report and forwards to Finance with all documentation.
- iv. Finance will follow process for payment using the accounts payable process.

### **2. Credits:**

Vendors will issue all credits directly to the individual purchasing card account for any items they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the purchasing card account.

### **3. Disputed Charges:**

The Department Director is responsible for contacting the vendor to resolve any disputed charges or billing errors immediately.

### **4. Control:**

- A. The assigned individual is responsible for contacting the vendor when supplies purchased with the purchasing card are not acceptable (incorrect order, damage, etc.) and for arranging a return for credit or exchange.
- B. The Department Director or designee should monitor on-line charges throughout the month to insure no authorized activity is charged to the account.
- C. The Finance Director is responsible for administration of the cards to include, but not limited to; establishing purchasing cards with a bank, payment of purchasing card bills, and managing the issuance of the cards to purchasing card users.
- D. The City Manager will disallow use of the City purchasing cards for violation or misuse of the credit cards in accordance with this policy and may result in disciplinary action up to and including termination.
- E. Purchasing card users will sign a Purchasing Card User Agreement; see Attachment A, before they are eligible to use a City purchasing card.
- F. The Department Director is responsible for collecting the City purchasing card immediately if a purchasing card user leaves City of Fircrest employment.
- G. A lost or stolen purchasing card must be reported to Finance immediately.

**ATTACHMENT A**  
**PURCHASING CARD USER AGREEMENT**

I, \_\_\_\_\_, as an employee of the City of Fircrest, accept personal responsibility for the safeguard and proper use of any City purchasing card assigned to me for use in the performance of my job, in accordance with the terms outlined below.

I will only use the City purchasing card for the following purposes:

- Travel – On official City business for hotel, parking, ferry, taxi, meals, gas, airline tickets and emergency City vehicle repairs, and other travel related expenses as authorized by the City Manager in accordance with the amounts allowed per the travel expense reimbursement policy (City of Fircrest Personnel Policies & Procedures Manual).
- Registrations – For conference registrations and training related to official City business, and with an approval on a “Request for Training” form.
- Purchases – For ordering supplies or services, including on-line purchases, for City purposes in accordance with FMC 3.12 Purchasing Policy and Procedures.

I will supply all necessary documentation to my Department Director within two (2) business days from date of purchase or return from travel.

I understand that if interest, late or missing receipt request fees are incurred as a result on my failure to submit necessary documentation in a timely manner, that I will be held personally responsible for payment of those fees, and cost of any such fees incurred as a result of my failure are hereby authorized to be withheld from my paycheck.

I understand the City Manager will disallow my use of the City purchasing card for violation or misuse of the purchasing card and/or purchasing card policies and procedures and may result in disciplinary action up to and including termination.

I have read and understand the purchasing card policies and procedures.

This agreement is good for the term of employment \_\_\_\_\_.

This agreement is good for the term from \_\_\_\_\_ to \_\_\_\_\_.

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

Department Director Signature \_\_\_\_\_ Date \_\_\_\_\_

City Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**RCW 43.09.2855****Local governments—Use of credit cards.**

(1) Local governments, including counties, cities, towns, special purpose districts, municipal and quasi-municipal corporations, and political subdivisions, are authorized to use credit cards for official government purchases and acquisitions.

(2) A local government may contract for issuance of the credit cards.

(3) The legislative body shall adopt a system for:

(a) The distribution of the credit cards;

(b) The authorization and control of the use of credit card funds;

(c) The credit limits available on the credit cards;

(d) Payment of the bills; and

(e) Any other rule necessary to implement or administer the system under this section.

(4) As used in this section, "credit card" means a card or device issued under an arrangement pursuant to which the issuer gives to a card holder the privilege of obtaining credit from the issuer.

(5) Any credit card system adopted under this section is subject to examination by the state auditor's office pursuant to chapter 43.09 RCW.

(6) Cash advances on credit cards are prohibited.

[ 1995 c 30 § 2. Formerly RCW 39.58.180.]

**NOTES:**

**Findings—1995 c 30:** "The legislature finds that (1) the use of credit cards is a customary and economical business practice to improve cash management, reduce costs, and increase efficiency; and (2) local governments should consider and use credit cards when appropriate." [ 1995 c 30 § 1.]



**NEW BUSINESS:**        **Ramsdell Water Main Replacement Project Close-Out  
ITEM 10C.**

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

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**RECOMMENDED MOTION:**    **I move the City Council approve Close-Out Change Order to Pape & Sons Construction, Inc. for the Ramsdell Water Main project for the total contact price of \$412,039.11 including tax and acceptance of the project.**

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**PROPOSAL:** This proposal is a request to provide a “close-out” change order that will result in acceptance of the contract amount of \$412,039.11. By this action, the completed project will be considered accepted.

**FISCAL IMPACT:** The fiscal impact of this change order is an acceptance of the final contact cost of \$412,039.11. The original contract awarded by Council was for \$421,179.00 with an additional \$20,000 contingency allowance.

**ADVANTAGE:** This change order will close-out the project.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** This project is to replace the existing water main along Ramsdell from Contra Costa to San Juan. The contract for this project was awarded to Pape & Sons Construction, Inc. for a total project cost of \$421,179.00 (including sales tax). Additionally, a contingency allowance of \$20,000 for unforeseen problems encountered during construction (such as utility conflicts, unsuitable subgrade/trench backfill material, etc.) was included.

The changes encountered on this project were primarily due to the existing asphalt thickness and poor soil conditions between Contra Costa and Pasadena. Adjustment to the depth of the water line were made due to trench conditions. This allowed us to raise the water line from 42 inches depth to 36 inches depth. This saved cost on crushed surfacing top course, which was used for backfill and eliminated the need for the trench safety bid items. We also did the restoration work by force account and eliminated the bid items for grind and overlay. Since there was not enough existing asphalt to overlay, the roadway was ground to 3 inches and pre-leveled then paved with at 3 inch lift. This provided for a better and more permanent pavement section for the trench repair. Additional savings were made because some bid items quantities were reduced or not used. As a result in the changes, the contract amount was reduced by \$9,139.89.

**ATTACHMENTS:** [Final Pay Request #2](#)  
[Close-Out Change Order](#)

# MONTHLY PROGRESS BILLING

To: City of Fircrest 115 Ramsdell Street Fircrest, WA 98466-6999	From: Pape & Sons Construction, Inc 9401 Bujacich Road, Suite 1A Gig Harbor, WA 98332 Phone: 253-851-6040 Fax: 253-851-3290
Project: 2017 Ramsdell St Water Line Replacement Project	

Estimate No. 2	Date: 04/27/18	Work Done To: 4/27/18	Pape Job # 778
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Bid Item	Description	Contract Bid				Total Complete to Date		Total Previously Billed		Total This Pay Period	
		Units	QTY	Unit \$	Total Bid	Quantity	Payment	Quantity	Payment	Quantity	Payment
Base Bid											
1	Mobilization	LS	1	\$ 17,500.00	\$ 17,500.00	1	\$ 17,500.00	1	\$ 17,500.00	0	\$ -
2	TESC	LS	1	\$ 500.00	\$ 500.00	1	\$ 500.00	1	\$ 500.00	0	\$ -
3	Clearing & Grubbing	LS	1	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00	1	\$ 1,000.00	0	\$ -
4	Connection to Existing	LS	4	\$ 2,000.00	\$ 8,000.00	4	\$ 8,000.00	1	\$ 2,000.00	3	\$ 6,000.00
5	8" Water Pipe	LF	1,179	\$ 69.00	\$ 81,351.00	1179	\$ 81,351.00	1179	\$ 81,351.00	0	\$ -
6	8" Gate Valves	Each	8	\$ 1,200.00	\$ 9,600.00	8	\$ 9,600.00	8	\$ 9,600.00	0	\$ -
7	8"x4" Reducer	Each	2	\$ 150.00	\$ 300.00	2	\$ 300.00		\$ -	2	\$ 300.00
8	8"x6" Reducer	Each	1	\$ 250.00	\$ 250.00	1	\$ 250.00		\$ -	1	\$ 250.00
9	8"x8" Tee	Each	1	\$ 350.00	\$ 350.00	1	\$ 350.00	1	\$ 350.00	0	\$ -
10	8"x6" Tee	Each	2	\$ 200.00	\$ 400.00	2	\$ 400.00	2	\$ 400.00	0	\$ -
11	8" Cap	Each	1	\$ 100.00	\$ 100.00	1	\$ 100.00	1	\$ 100.00	0	\$ -
12	8" Cross	Each	1	\$ 400.00	\$ 400.00	1	\$ 400.00	1	\$ 400.00	0	\$ -
13	8" Tapping Tee	Each	1	\$ 5,000.00	\$ 5,000.00		\$ -		\$ -	0	\$ -
14	8" Misc Bends	Each	3	\$ 200.00	\$ 600.00	3	\$ 600.00	2	\$ 400.00	1	\$ 200.00
15	4" Misc Bends	Each	2	\$ 100.00	\$ 200.00	2	\$ 200.00		\$ -	2	\$ 200.00
16	Services	Each	23	\$ 2,000.00	\$ 46,000.00	23	\$ 46,000.00	23	\$ 46,000.00	0	\$ -
17	Air Vac Assembly	Each	3	\$ 3,000.00	\$ 9,000.00	2	\$ 6,000.00	2	\$ 6,000.00	0	\$ -
18	Fire Hydrant Installation	Each	2	\$ 2,400.00	\$ 4,800.00	2	\$ 4,800.00	2	\$ 4,800.00	0	\$ -
19	Crushed Surfacing Top Course	Tons	1,400	\$ 16.00	\$ 22,400.00	1073.19	\$ 17,171.04	1003.22	\$ 16,051.52	69.97	\$ 1,119.52
20	Grind & Overlay	SF	36,152	\$ 1.60	\$ 57,843.20		\$ -		\$ -	0	\$ -
21	Site Clean Up & Restoration	LS	1	\$ 16,000.00	\$ 16,000.00	1	\$ 16,000.00		\$ -	1	\$ 16,000.00
22	Testing	LS	1	\$ 1,725.000	\$ 1,725.00	1	\$ 1,725.00	1	\$ 1,725.00	0	\$ -
23	Traffic Control	LS	1	\$ 2,200.00	\$ 2,200.00	1	\$ 2,200.00	0.75	\$ 1,650.00	0.25	\$ 550.00
24	Trench Safety Systems (Shoring)	SF	2,948	\$ 1.00	\$ 2,948.00		\$ -		\$ -	0	\$ -
	Subtotal-Base Bid				\$ 288,467.20		\$ 214,447.04		\$ 189,827.52		\$ 24,619.52
	Sales Tax-Base Bid	9.9%	(2707)		\$ 28,558.25		\$ 21,230.26		\$ 18,792.92		\$ 2,437.33
	Total-Base Bid				\$ 317,025.45		\$ 235,677.30		\$ 208,620.44		\$ 27,056.85
Alternate Bid Items											
1	Connection to Existing	LS	3	\$ 2,000.00	\$ 6,000.00	3	\$ 6,000.00	1	\$ 2,000.00	2	\$ 4,000.00
2	8" Water Pipe	LF	533	\$ 69.00	\$ 36,777.00	533	\$ 36,777.00	500	\$ 34,500.00	33	\$ 2,277.00
3	8" Gate Valves	Each	5	\$ 1,200.00	\$ 6,000.00	5	\$ 6,000.00	5	\$ 6,000.00	0	\$ -
4	8"x8" Tee	Each	2	\$ 350.00	\$ 700.00	2	\$ 700.00	2	\$ 700.00	0	\$ -
5	8" Tapping Tee	Each	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00	1	\$ 5,000.00	0	\$ -
6	8"x6" Reducer	Each	1	\$ 250.00	\$ 250.00	1	\$ 250.00		\$ -	1	\$ 250.00
7	8" Misc Bends	Each	3	\$ 200.00	\$ 600.00	3	\$ 600.00		\$ -	3	\$ 600.00
8	6" Misc Bends	Each	1	\$ 100.00	\$ 100.00	1	\$ 100.00		\$ -	1	\$ 100.00
9	Services	Each	7	\$ 2,000.00	\$ 14,000.00	5	\$ 10,000.00		\$ -	5	\$ 10,000.00
10	Air Vac Assembly	Each	1	\$ 3,000.00	\$ 3,000.00	1	\$ 3,000.00		\$ -	1	\$ 3,000.00
11	Crushed Surfacing Top Course	Tons	624	\$ 16.00	\$ 9,984.00		\$ -		\$ -	0	\$ -
12	Grind & Overlay	SF	6,892	\$ 1.60	\$ 11,027.20		\$ -		\$ -	0	\$ -
13	Trench Safety Systems (Shoring)	SF	1,333	\$ 1.00	\$ 1,333.00		\$ -		\$ -	0	\$ -
	Subtotal-Alternate Bid				\$ 94,771.20		\$ 68,427.00		\$ 48,200.00	0	\$ 20,227.00
	Sales Tax-Alternate Bid	9.9%	(2707)		\$ 9,382.35		\$ 6,774.27		\$ 4,771.80		\$ 2,002.47
	Total-Alternate Bid				\$ 104,153.55		\$ 75,201.27		\$ 52,971.80	0	\$ 22,229.47

**MONTHLY PROGRESS BILLING**

To: City of Fircrest 115 Ramsdell Street Fircrest, WA 98466-6999	From: Pape & Sons Construction, Inc <b>9401 Bujacich Road, Suite 1A</b> Gig Harbor, WA 98332 Phone: 253-851-6040 Fax: 253-851-3290
Project: 2017 Ramsdell St Water Line Replacement Project	

<b>Estimate No. 2</b>	Date: 04/27/18	Work Done To: 4/27/18	Pape Job # 778
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Bid Item	Description	Contract Bid				Total Complete to Date		Total Previously Billed		Total This Pay Period	
		Units	QTY	Unit \$	Total Bid	Quantity	Payment	Quantity	Payment	Quantity	Payment

Additional Work

EX02 Grind, prep, pave Ramsdell Street.

Change in scope due to existing  
asphalt thickness found too thin for  
grind and overlay per plan.

LS		\$ 92,047.81	\$ -	1	\$ 92,047.81	\$ -	1	\$ 92,047.81
Subtotal-Additional Work			\$ -		\$ 92,047.81	\$ -		\$ 92,047.81
Sales Tax-Additional Work	9.9% (2707)		\$ -		\$ 9,112.73	\$ -		\$ 9,112.73
Total-Additional Work			\$ -		\$ 101,160.54	\$ -		\$ 101,160.54

Subtotal Due-All		<del>\$383,238.40</del>	\$374,921.85	\$238,027.52	\$136,894.33
Less 5% Retainage			(18,746.09)	(11,901.38)	(6,844.72)
Sales Tax @ 9.9% (2707)		\$37,940.60	\$37,117.26	\$23,564.72	\$13,552.54
<b>TOTAL DUE</b>		<b>\$421,179.00</b>	<b>\$393,293.02</b>	<b>\$249,690.87</b>	<b>\$143,602.15</b>



## PUBLIC WORKS

### CLOSE OUT CHANGE ORDER

TO: Pape & Sons Construction, Inc.  
9401 Bujacich Road Suite 1A

DATE: April 24, 2018  
Project: City of Fircrest – Ramsdell Water Line  
Replacement

You are hereby notified of the following changes in the bid pay schedule for the City of Fircrest – Ramsdell Water Line Replacement Project:

#### Change Order Item #1: Modification of Bid Quantities

The quantities for certain items have changed from the bid amount during the course of construction. The item quantities listed below shall be the final quantities paid for the items identified:

##### Base Bid

Bid Item #13 8" Tapping Tee:	0	EA
Bid Item #17 Air Vac Assembly:	2	EA
Bid Item #19 Crushed Surfacing Top Course:	1073.19	Tons
Bid Item #20 Grind & Overlay:	0	SF
Bid Item #21 Trench Safety Systems (Shoring):	0	SF

##### Alternate Bid

Bid Item #9 Services:	5	EA
Bid Item #11 Crushed Surfacing Top Course:	0	Tons
Bid Item #12 Grind & Overlay:	0	SF
Bid Item #13 Trench Safety Systems (Shoring):	0	SF

#### Added Items

##### EXO2

Grind, prep, and pave Ramsdell Street. Change in scope due to existing asphalt thickness found too thin for grind and overlay per plan. Work done per agreed amount pricing for force account work. See attached details

1 LS \$92,047.81

Net decrease in Contract Cost due to modification of bid quantities and added item of a total of \$9,139.89 (including sales tax);

City of Firecrest  
Owner  
[Signature]  
By  
Public Works Director  
Title

ACCEPTANCE OF CLOSE OUT CHANGE ORDER

Receipt of the above CLOSE OUT CHANGE ORDER is hereby acknowledged by:

Pape & Sons Construction Inc., this date April 24, 2018.  
[Signature]  
By  
President - James Pape  
Title



**PAPE & SONS CONSTRUCTION, INC**

9401 Bujacich Road NW, Suite 1A

Gig Harbor, WA 98332

Phone (253) 851-6040 Fax (253) 851-3290

Contractors Registration # PAPESI\*204DE

April 12, 2018

City of Fircrest  
115 Ramsdell Street  
Fircrest, WA 98466-6999

**PROJECT:** 2017 Ramsdell Street Water Line Replacement Project**BILLING:** Force Account Work**DATE:** Various**INVOICE/FILE:** 778 EX02

**DESCRIPTION:** Grind, prep, pave Ramsdell Street. Change in scope due to existing asphalt thickness found too thin for grind and overlay per plan. (see attached detailed breakdown)

Reference	Labor Hours		Equip Hours	Labor Rates		Equip Rate	Total Costs		Subs	Material & Misc. Costs	Total Costs
	Reg	OT		Reg	OT		Labor	Equip			
Foreman/Operator	27.00			68.63	102.95		1,853.01				1,853.01
Operator	26.00			67.51	101.27		1,755.26				1,755.26
Pipelayer	26.00			53.86	80.79		1,400.36				1,400.36
Laborer	24.00			52.84	79.26		1,268.16				1,268.16
Flagger	6.50			44.89	67.34		291.79				291.79
Truck Driver	20.00			32.13	48.20		642.60				642.60
Becker Blacktop Invoice #2318PW									4,200.00		4,200.00
Becker Blacktop Invoice #2315									58,213.95		58,213.95
Jenke Trucking Invoice #2786									5,985.00		5,985.00
Puget Paving Invoice#3006										168.00	168.00
Puget Paving Invoice#3009										744.00	744.00
Service Truck			13.00			33.00		429.00			429.00
Sakai Roller			7.00			57.00		399.00			399.00
570 JD Grader			12.00			69.50		834.00			834.00
250 Loader			12.00			47.60		571.20			571.20
Dump Truck & Trailer			20.00			96.40		1,928.00			1,928.00
<b>Total</b>							7,211.18	4,161.20	68,398.95	912.00	80,683.33
Mark up - Labor	29%										2,091.24
Mark up - Equipment	21%										873.85
Mark up-Subcontractors	12%										8,207.87
Mark up - Materials	21%										191.52
Subtotal Before Sales Tax											92,047.81



**NEW BUSINESS:**        **Tennis Court Contract Award**  
**ITEM 10D.**

**FROM:**                    **Jeff Grover, Parks and Recreation Director**

---

**RECOMMENDED MOTION:**    **I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute an agreement between Combined Construction, Inc. and the City of Fircrest for the resurfacing of the Whittier Park Tennis Courts.**

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**PROPOSAL:** The Council is being asked to authorize an agreement between Combined Construction and the City of Fircrest. The purpose of this Agreement is to resurface all three Whittier Park Tennis Courts.

**FISCAL IMPACT:** Combined Construction shall provide all labor, equipment and materials necessary to resurface the three Whittier Tennis Courts. We received two bids to resurface the tennis courts and Combined Construction submitted the low bid at \$29,575.00. The 2018 budget includes \$35,000 under Capital Improvements for the Whittier Park Tennis Courts. In addition and for future planning, it is a widely recommended that outdoor tennis courts should be resurfaced every 4 to 8 years depending on the level of wear and tear.

**ADVANTAGE:** The tennis courts have been closed since the Fall of 2017. This will enable the City to reopen the courts and allow tennis to resume at Whittier Park.

**DISADVANTAGES:** None.

**ALTERNATIVES:** Do not resurface courts and close down permanently.

**HISTORY:** The Whittier Tennis Courts were last resurfaced around 20 years ago and have outlived their lifespan by many years. The Whittier Tennis Courts are a popular gathering spot in the spring, summer, and fall. Almost every morning, one can find all three courts full of local tennis players. Resurfacing these courts will not only improve the safety and aesthetics of our park system but will also increase the social capital of our great City.

**ATTACHMENTS:** [Resolution](#)  
[Professional Service Agreement](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER  
TO EXECUTE AN AGREEMENT WITH COMBINED  
CONSTRUCTION TO RESURFACE ALL THREE WHITTIER PARK  
TENNIS COURTS.**

**WHEREAS**, the Whittier tennis courts in the City of Fircrest were last resurfaced around twenty years ago and have outlived their lifespan by many years; and

**WHEREAS**, the City desires to resurface the Whittier tennis courts to not only improve the safety and aesthetics of our park system but to also increase the social capital of the City; and 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 an Agreement with Combined Construction for the resurfacing of the three tennis courts at Whittier Park.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 8<sup>h</sup> day of May, 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



**CITY OF FIRCREST  
PROFESSIONAL SERVICES AGREEMENT**

**1. Date and Parties.**

This Agreement, for reference purposes only, is dated the \_\_\_\_ day of \_\_\_\_\_, 2018, and entered into by and between the City of Fircrest, a political subdivision of the State of Washington and hereinafter referred to as the "City" and Combined Construction, hereinafter referred to as "Consultant".

**2. General Recitals.**

- A. The City wishes to have professional services performed on an on-call basis as outlined in Exhibit A, Scope of Services.
- B. The Consultant has represented it has particular expertise in the area of tennis court resurfacing and is able to perform services in connection with the City's needs as outlined in Exhibit A, Scope of Services, and is willing and agreeable to provide such services upon the terms and conditions herein contained.

**3. Assignment.**

Neither party may assign this Agreement or any rights or responsibilities under it, whether during performance nor after performance, without first obtaining the other party's written consent.

**4. Scope of Services.**

The Consultant agrees to perform in a good and professional manner the tasks described in Exhibit A, Scope of Services, attached hereto and incorporated herein by this reference. The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the City.

**5. Consultant's Representations.**

The Consultant hereby represents that it has all necessary licenses and certifications to perform the services provided for herein, and is qualified to perform such services.

**6. Compliance With Laws.**

Consultant shall comply with applicable laws, regulations and ordinances that are in effect at the time of performance.

**7. Taxes.**

Consultant shall comply with federal, state, and local tax laws, Social Security Acts, Unemployment Compensation and Workers Compensation Acts in so far as applicable to the performance of this Agreement.

**8. City's Responsibilities.**

The City shall do the following in a timely manner so as not to delay the services of the Consultant:

- A. Designate the City Manager as the City's representative with respect to the services. The City Manager or his designee shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services.
- B. Furnish the Consultant with all information, criteria, objectives, schedules and standards for the project and the services provided for herein.
- C. Examine and evaluate all studies, reports, memoranda, plans, sketches, and other documents prepared by the Consultant and render decisions regarding such documents in a timely manner to prevent delay of the services.

**9. Acceptable Standards.**

The Consultant shall be responsible to provide the services in this Agreement, in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

**10. Term of Agreement.**

This Agreement shall be in effect until September 10, 2018, and may be extended or modified by mutual consent of the parties.

**11. Ownership and Use of Documents.**

All documents, reports, memoranda, diagrams, sketches, plans, surveys, design calculations, working drawings and any other materials created or otherwise prepared by the Consultant as part of his performance of this Agreement (the "Work Products") shall be owned by and become the property of the City. The City agrees that if it uses products prepared by Consultant for purposes other than those intended in this Agreement, it does so at its sole risk and it agrees to hold the Consultant harmless therefor.

**12. Insurance.**

The Consultant shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverage and in the amounts described below. The Consultant shall furnish evidence, satisfactory to the City, of all such policies. During the term hereof, the Consultant shall take out and maintain in full force and effect the following insurance policies:

- A. Comprehensive public liability insurance, including General Liability, insuring the City and the Consultant against loss or liability for damages for personal injury, death or property damage arising out of or in connection with the performance by the Consultant of its obligations hereunder, with minimum liability limits of \$2,000,000 combined single limit for personal injury, death or property damage in any one occurrence.
- B. Such workmen's compensation and other similar insurance as may be required by law.
- C. Professional liability insurance with minimum liability limits of \$1,000,000.

Any payment of deductible shall be the sole responsibility of the Consultant. City shall be named as a primary non-contributory additional insured on the General Liability policies described above.

The insurance policies shall (1) state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that the City will be given at least 30 days prior written notice of any cancellation, suspension or material change in coverage.

The limits of liability required above are minimum required limits only and do not relieve the Consultant of claims that may exceed these minimum limits.

**13. Indemnification.**

With the exception of the sole negligence of the City, Consultant shall protect, defend, indemnify and hold harmless the City, its employees, directors, officers, and Councilmembers from any and all claims, demands, losses, actions, and liabilities to or by any person or entity arising out of or resulting from the acts or omissions of Consultant, its officers, and employees and its agents in performing this Agreement.

**14. Compensation.**

The Consultant shall be compensated for the work specified in Exhibit A, Scope of Services. The Consultant will regularly update the City relative to progress and the estimated cost of completing the same. Consultant will not provide services exceeding said budget unless otherwise authorized by the City in writing. The Consultant will provide the City with the Consultant's Rate Schedule and that will be Exhibit B of the contract. The Consultant will regularly update the City relative to progress of each task order. Consultant will not provide services exceeding each task order unless otherwise authorized by the City in writing. Payment for work performed shall be in accordance with Consultant's Rate Schedule in Exhibit B, Consultant's Rate Schedule.

**15. Billing.**

The Consultant shall provide the City with monthly billing statements that detail the work performed, the time involved, and the charges related thereto. The City shall pay the invoice amount within thirty (30) days.

**16. Records Inspection and Audit.**

All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of accounts pertaining to any work performed under this Agreement shall be subject to inspection and audit by the City for a period of up to three (3) years from the final payment for work performed under this Agreement.

**17. Independent Contractor.**

The Consultant is engaged hereunder as an independent contractor and nothing contained herein shall be construed as giving rise to an employer-employee relationship between the City and Consultant.

**18. Termination and Suspension.**

Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

The City may terminate this Agreement upon not less than seven (7) days written notice to the Consultant if the services provided for herein are no longer needed from the Consultant.

If this Agreement is terminated by the City, the Consultant shall be compensated for services performed prior to termination.

**19. Non-Discrimination.**

The consultant agrees not to sex discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, notional origin, marital status, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.

**20. Severable Provisions.**

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

**21. Entire Agreement.**

This Agreement constitutes the entire agreement between the parties, and both parties acknowledge that there are no other agreements oral or otherwise that have not been fully set forth in the text of this Agreement.

**CITY OF FIRCREST**

**CONSULTANT**

By: \_\_\_\_\_  
Scott Pingel, City Manager

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

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**APPROVED AS TO FORM:**

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

## **Exhibit A**

### **1. Scope of Work**

Project shall include all labor, equipment and materials necessary to resurface three public tennis courts. Contractor shall obtain and pay for City of Fircrest Business Licenses before work begins.

### **2. Location**

The work address is 921 Contra Costa Avenue, Fircrest, WA 98466.

### **3. Authorized Work Days and Hours**

Work on the Project shall be scheduled for weekdays, excluding holidays, Monday through Friday, 7:00 am to 5:00 pm. Weekends may be possible with approval from the City.

### **4. Work Schedule**

The Work is scheduled to complete over a two-week period. Work shall only be performed when current and forecast weather conditions are consistent with product manufacturer's specifications.

### **5. Public Notification and Safety**

Contractor to post signs at least 48 hours in advance, at tennis courts informing residents the date that the courts will be closed. Contractor shall take all necessary precautions to protect the public including staff to keep park users away from contractor trucks and equipment and provide all traffic control required to perform the work.

### **6. Court Resurfacing Products**

Contractor shall submit list of proposed materials to be used for approval in advance of application. All court crack filler, resurfacing and color course materials shall be applied per manufacturer's specifications. Contractor to specify the application rate for each coat of resurfacer and color coating in advance of application. Contractor shall use crack repair fabric on approximately 850' cracks.

### **7. Court Resurfacing**

- a) Preparation: pressure wash all courts, grinding loose court surfacing for repairs/raised areas, patching cracks/saw cuts between and under nets, grinding down patching to level.
- b) Colors: To match existing color scheme.
- c) Playing Lines: Accurately locate, mark and paint white two-inch-wide playing lines. Playing lines shall be located to match the existing lines.
- d) Warranty: Contractor shall warrant the completed resurfacing to be free of significant defects in workmanship and material for a period of one year from date of completion of the work.

### **8. Cleanup**

Contractor shall clean up any debris or spills resulting from the work.