

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, JUNE 26, 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. Certificate of Appreciation: Planning Commissioner Kenneth Halgren
  - B. [Proclamation: LGBTQ Pride Month](#)
  - C. ARC Architects: Community Center and Pool Update
  - D. [Council Rules of Procedures 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. Parks & Recreation
  - B. Pierce County Regional Council
  - C. Public Safety, Court
  - D. Street, Water, Sewer, and Storm Drain
  - E. Other Liaison Reports
- 7. CONSENT CALENDAR**
  - A. Approval of [vouchers](#)/payroll checks
  - B. Approval of minutes: [May 22, 2018 Regular Meeting](#)  
[June 4, 2018 Special Meeting](#)
- 8. PUBLIC HEARING 7:15 P.M.**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
  - A. [Liquor License Renewal: Shogun Japanese Express](#)
  - B. [Resolution: Tacoma Hearings Examiner for Dog Hearings Agreement](#)
- 11. CITY MANAGER COMMENTS**
  - A. Council Workshop Goals
  - B. West Regents Island
  - C. 19th Street Center Lane
  - D. Council Meeting Audio
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
  - A. To discuss the performance of a public employee pursuant to RCW 42.30.110
- 15. ADJOURNMENT**

**PRESIDING OFFICER'S REPORT:** Proclamation: LGBTQ Pride Month  
**ITEM: 4B**

**FROM:** Hunter T. George, Mayor

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**RECOMMENDED MOTION:** I move to authorize the Mayor's signature on a proclamation proclaiming the month of June to be Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month in the City of Fircrest.

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**PROPOSAL:** Council is being asked to approve the Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month proclamation.

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

**ADVANTAGE:** Increased awareness about Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month helps recognize the contribution of our LGBTQ neighbors.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** Not to participate.

**HISTORY:** June is National Pride Month in commemoration of the 1969 Stonewall Inn riot in Manhattan, which is often credited with being the beginning of the LGBTQ liberation/rights movement in the United States.

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



# THE CITY OF FIRCREST

## Office of the Mayor

### *PROCLAMATION*

**WHEREAS**, the City of Fircrest is fortunate to include a diverse community of people from all walks of life including Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) residents; and

**WHEREAS**, Fircrest welcomes people of all sexual orientations and gender identities; and

**WHEREAS**, June is National Pride Month in commemoration of the 1969 Stonewall Inn riot in Manhattan, which is often credited with being the beginning of the LGBTQ liberation/rights movement in the United States; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FIRCREST**, does proudly recognize the contribution of our LGBTQ neighbors, and hereby proclaim the month of June 2018 as

**Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month**

Passed this 26<sup>th</sup> day of June 2018

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Hunter T. George, Mayor

**PRESIDING OFFICER'S REPORT:** Council Rules of Procedures Update  
**ITEM: 4D**

**FROM:** Hunter T. George, Mayor

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**RECOMMENDED MOTION:** For discussion purposes only.

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**PROPOSAL:** The Council is being asked to consider staff's recommended updates to the 2009 Fircrest Council Rules of Procedures.

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

**ADVANTAGE:** The recommended updates include clarifications, corrections to Scribner's errors, and opportunities to conduct meetings in a more efficient manner while still providing the public with the opportunity to participate meaningfully in the discussion of City business.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** Not to accept staff's recommendations.

**HISTORY:** This item was discussed at the May 21, 2017 Council study session and due to time constraints, staff indicated they would bring this item before Council at a later date to continue the discussion on proposed changes to the Council Rules of Procedures.

**ATTACHMENT:** [Draft Council Rules of Procedures](#)

**FIRCREST CITY COUNCIL RULES OF PROCEDURE  
RESOLUTION NO. \_\_\_\_**

**SECTION I – GENERAL PROVISIONS**

**RULE 1. COUNCIL MEETING - LOCATION**

All meetings of the City Council shall be held at the location (City Hall) specified in FMC 2.12.020 or other such location within the City as may be designated by resolution. ~~Committee~~ Of of The the Whole meetings, study sessions, or retreats may be held at places that are reasonably accessible to the general public, whether within or without the corporate limits of the City.

**RULE 2. COUNCIL MEETING - TIME**

The regular meetings of the City Council shall be held at the times (2nd and 4th Tuesdays at 7:00 P.M.) specified in FMC 2.12.010. If a meeting falls on a holiday, it shall be held the next business day unless otherwise provided by Council. As specified in Rule 20(P), regular meetings of the City Council are not permitted to continue beyond 10:30 P.M. without approval of the majority of the Councilmembers who are present and eligible to vote.

**RULE 3. COUNCIL MEETINGS - OPEN TO THE PUBLIC**

All meetings of the City Council and of committees thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140 as amended.

**RULE 4. ELECTION OF OFFICERS**

Procedures for election officers are as follows:

- A. Biennially, at the first meeting of the new Council, the members thereof shall choose a chair from among their number who shall have the title of Mayor. In addition to the powers conferred upon him/her as Mayor, he/she shall continue to have all the rights, privileges and immunities of a member of the Council. If a vacancy occurs in the Office of Mayor, the members of the Council at their next regular meeting shall select a Mayor from among their number for the unexpired term. (RCW 35A.13.030)
- B. In conjunction with the above election, a Mayor Pro Tempore shall also be elected for a two-year term. An alternate Mayor Pro Tempore may also be elected periodically. (RCW 35A.13.035)
- C. The City Clerk shall call the meeting to order and shall chair the meeting until a new Mayor is elected.  
The above elections shall be by affirmative motion.

**RULE 5. PRESIDING OFFICER**

- A. The Mayor shall preside at all meetings of the Council, and be recognized as the head of the City for all ceremonial purposes. The Mayor has no regular administrative or executive purposes.
- B. Mayor Pro Tempore.  
In case of the Mayor's absence or temporary disability, the Mayor Pro Tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability of the Mayor and the Mayor Pro Tempore, the City Clerk shall call the meeting to order and shall chair the meeting

until an alternate A-Mayor Pro Tempore is selected by members of the Council. The alternate Mayor Pro Tempore shall act as Mayor during the continuance of the absences or disabilities. An alternate Mayor Pro Tempore mayshall be selected by the members of the Council.

C. The Mayor, Mayor Pro Tempore and Alternate Mayor Pro Tempore are referred to as "Presiding Officer" from time to time in these Rules of Procedure. (RCW 35A.13.030)

D. Presiding Officer's Duties.

It shall be the duty of the Presiding Officer to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control discussion in an orderly manner.
  - a. Every Councilmember who wishes an opportunity to speak must be recognized by the Chair.
  - b. Permit audience participation at the appropriate times.
  - c. Require all speakers to speak to the question and to observe the rules of order.
4. State each motion before it is discussed and before it is voted upon.
5. Put motions to a vote and announce the outcome.

E. Presiding Officer, Question of Order.

The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.

## **RULE 6. QUORUM**

At all meetings of the Council, four (4) Councilmembers, who are present and eligible to vote, shall constitute a quorum for the transaction of business. A less number may adjourn from time to time, provided that written notice of said adjournment be posted on the exterior City Hall front entry doors per RCW 42.30.090. Council meetings adjourned under the previous provision shall be considered to have been duly conducted for all purposes.

## **RULE 7. ATTENDANCE, EXCUSED ABSENCES**

RCW 35A.12.060 provides that a Councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Presiding Officer prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Presiding Officer, the member shall contact the City Manager or designee, who shall convey the message to the presiding Officer. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and excuse the member's absence. The Clerk will make an appropriate notation in the minutes. If another Councilmember questions the member's absence, the Presiding Officer shall inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes.

RCW 35A.13.035 provides that in the event of extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

## **RULE 8. SPECIAL COUNCIL MEETINGS**

- A. A special meeting may be called by the Mayor or any four (4) members of the Council.
- B. Notice of the special meeting shall be prepared in writing by the Clerk. The notice shall contain the following information about the meeting: time, place, and business to be transacted.
- C. The notice shall be delivered by mail or personally to each Councilmember, the City Manager, and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings. The notice must be delivered personally or by mail at least twenty-four (24) hours prior to the meeting.
- D. The notices provided in this section may be dispensed with in the circumstances provided by RCW 42.30.080~~;~~ that is:
  - 1. As to any member who at or prior to the time of the meeting convenes files with the Clerk a written waiver of notice,
  - 2. As to any member who was actually present at the meeting at the time it convenes, and
  - 3. In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
- E. Final disposition shall not be taken on any other matter.

## **RULE 9. REGULAR COUNCIL MEETING AGENDA**

- A. The City Manager or designee shall arrange a list of such matters ascending to the order of business and prepare an agenda for the Council with the concurrence of the ~~Mayor~~Presiding Officer.
- B. A copy of the agenda and Council packets containing supporting materials shall be prepared for Councilmembers and the City Manager on or before 4:30 P.M. two working days before a regular Council ~~Meeting~~meeting.
- C. A copy of the agenda shall be prepared for the press on or before 4:30 P.M. two working days before a regular Council ~~Meeting~~meeting.
- D. The Council shall have the option of deleting any item from the agenda or deferring an item on the agenda to a subsequent Council meeting. The Presiding Officer, one Councilmember, or the City Manager may introduce a new item to the agenda.

## **RULE 10. STUDY SESSIONS**

- A. ~~Special s~~Study sessions may be designated as ~~Committee Of of The the~~ **Whole Study Sessions** where no official action is contemplated. Study sessions may be held for the purpose of considering current issues of the City, coordinating the work of the City Council, and discussing draft ordinances, resolutions, and policy issues in detail. The City Clerk, under the direction of the City Manager and concurrence of the ~~Mayor~~Presiding Officer, shall arrange a Council ~~Work-work Study-study Session session~~ agenda for the Study Session. The Council ~~Study-study Session-session~~ agenda shall list the topics of discussion. After the proposed Council ~~Study-study Session-session~~ agenda has been approved by the City Manager, a copy of it along with any supporting materials shall be prepared for Councilmembers and the City Manager on or before 4:30 P.M. at least 24 hours before the Council ~~Study-study Session-session~~.
- B. During the Council ~~Study-study Session-session~~, the Presiding Officer may:

1. introduce the subject and give background information;
  2. identify the eventual goal of the study session;
  3. act as facilitator to keep the meeting discussion focused to the subject; [and](#)
  4. alert the Council when it is appropriate to call for a motion or other official direction of the Council.
- C. Minutes shall be taken of Council ~~Study-study Session-sessions~~ recording the names of Councilmembers present, motions made, actions taken, and an account of business discussed.
- ~~D.~~ Standing ~~Study-study Session-sessions~~ may be set by the majority vote of the Council for specific dates and times.
- ~~E.~~ Study sessions shall be held to a two-hour time limit unless extended by a motion and voice vote.

### **RULE 11. CITY MANAGER**

~~A.~~—The City Manager shall have the powers and duties listed in RCW 35A.13.080, including having general supervision over the administrative affairs of the City and attending all meetings of the Council at which his/her attendance may be required by that body unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Manager has an excused absence, the designee shall attend the meeting.

### **RULE 12. CLERK OF THE COUNCIL**

The City Clerk shall be ex-officio Clerk of the Council and shall see that minutes are kept and shall perform such other and further duties in the meeting as may be required by the Council, Presiding Officer, or City Manager. In the absence of the City Clerk, the City Manager shall appoint another qualified person to act as Clerk of the Council.

### **RULE 13. CITY ATTORNEY**

The City Attorney shall attend all [regular](#) meetings of the Council unless excused by the City Manager who will notify the Presiding Officer of the excused absence. The City Attorney shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian. The Acting City Attorney shall attend meetings when the City Attorney has been excused if his/her attendance is required.



**SECTION II –  
DUTIES AND PRIVILEGES OF MEMBERS**

**RULE 14. FORMS OF ADDRESS**

The Mayor shall be addressed as "Mayor (surname)", "Your Honor", or "Mr./Madam Mayor". The Mayor Pro Tempore, when acting for the Mayor, shall be addressed as "Mayor Pro Tem (surname)". Members of the Council shall be addressed as "Councilmember (surname)".

**RULE 15. SEATING ARRANGEMENT**

Councilmembers shall occupy the respective seats in the Council Chambers assigned to them by the Mayor.

**RULE 16. APPEARANCE OF FAIRNESS DOCTRINE AND ITS APPLICATION**

**A. Appearance of Fairness Doctrine Defined.**

1. "When the law which calls for public hearings gives the public not only the right to attend but the right to be heard as well, the hearings must not only be fair but must appear to be so. It is a situation where appearances are quite as important as substance. The test of whether the appearance of fairness doctrine has been violated is as follows: Would a disinterested person, having been apprised of the totality of a board member's personal interest in a matter being acted upon, be reasonably justified in thinking that partiality may exist? If answered in the affirmative, such deliberations, and any course of conduct reached thereon, should be voided." *Zehring v. Bellevue*, 99 Wn.2d 488 (1983).

**B. Types Of Hearings To Which Doctrine Applies.**

1. The Appearance of Fairness Doctrine shall apply only to those actions of the Council which are quasi-judicial in nature. Quasi-Judicial actions are defined as actions of the City Council which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested proceeding.
2. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community or neighborhood plans or other land use planning documents, or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance. (RCW 42.36.010).
3. Some examples of quasi-judicial actions which may come before the Council are:
  - rezones or reclassifications of specific parcels of property;
  - appeals from decisions of the Planning Commission;
  - substantive appeals of threshold decisions under the State Environmental —Protection Act, subdivisions, street vacations, and special land use permits.

**C. Obligations of Councilmembers, Procedure.**

1. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve the Councilmember or a Councilmember's business associate or a member of the Councilmember's immediate family. It could involve ex parte (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents or opponents, announced predisposition, and the

like.

2. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If a potential violation exists, no matter how remote, the Councilmember should disclose such facts to the City Manager who may seek the opinion of the City Attorney as to whether a potential violation exists. The City Manager shall communicate such opinion to the Councilmember and to the Presiding Officer.
3. Anyone seeking to disqualify a Councilmember from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of the decision; upon failure to do so, the Doctrine may not be relied upon to invalidate the decision. The party seeking to disqualify the Councilmember shall state with specificity the basis for disqualification; for example: demonstrated bias or prejudice for or against a party to the proceedings, a monetary interest in the outcome of the proceedings, prejudgment of the issue prior to hearing the facts on the record, or ex parte contact. Should such challenge be made prior to the hearing, the City Manager shall direct the City Attorney to interview the Councilmember and render an opinion as to the likelihood that an Appearance of Fairness violation would be sustained in superior court.
4. Should such challenge be made in the course of a quasi-judicial hearing, the Presiding Officer shall call a recess to permit the City Attorney to make such interview and render such opinion.
5. The Presiding Officer shall have sole authority to request a Councilmember to excuse himself/herself on the basis of an Appearance of Fairness violation. Further, if two (2) or more Councilmembers believe that an Appearance of Fairness violation exists, such individuals may move to request a Councilmember to excuse himself/herself on the basis of an appearance of Fairness violation. In arriving at this decision, the Presiding Officer or other Councilmembers shall give due regard to the opinion of the City Attorney.
6. Notwithstanding the request of the Presiding Officer or other Councilmembers, the Councilmember may participate in any such proceeding.

D. Specific Statutory Provisions.

1. Candidates for the City Council may express their opinions about pending or proposed quasi-judicial actions while campaigning. (RCW 42.36.040)
2. A candidate for the City Council who complies with all provisions of applicable public disclosure and ethics laws shall not be limited under the Appearance of Fairness Doctrine from accepting campaign contributions to finance the campaign, including outstanding debts. (RCW 42.36.050)
3. During the pendency of any quasi-judicial proceeding, no Councilmember may engage in ex parte communications with proponents or opponents about a proposal involved in the pending proceeding, unless the Councilmember:
  - a. places on the record the substance of such oral and written communications; and
  - b. provides that a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. This does not prohibit correspondence between a citizen and his or her elected official if the correspondence is made a part of the record, when it pertains to the subject matter of a quasi-judicial proceeding. (RCW 42.36.060)

E. Procedure ~~On~~ Application.

Any person making application for any action leading to a quasi-judicial hearing shall be provided with a document containing the following information:

1. the names and addresses of all members of the City Council, and the Planning Commission; and;
2. a statement that if the applicant intends to raise an Appearance of Fairness issue, the applicant should do so at least two weeks prior to any public hearing. The applicant shall acknowledge receipt of such document.

**RULE 17. DISSENTS AND PROTESTS**

Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason therefore entered in the minutes.

**RULE 18. RULES OF ORDER**

Robert's Rules of Order Newly Revised shall be used as the guideline for conduct of Council Meetings, except in those cases where specific provisions contrary to Robert's Rules are provided in these rules. Rules of order not specified by statute, ordinance, or resolution shall be governed by Robert's Rules of Order, Newly Revised

**RULE 19. MOTIONS**

All ordinances, resolutions, contracts and items of business that require Council approval prior to the expenditure of funds shall be in the form of an affirmative motion.

**RULE 20. ORDER OF BUSINESS**

The business of all regular meetings of the Council shall be transacted as follows; provided, however that the Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously. Further, any Councilmember may request additions, corrections, or other modifications to the agenda prior to or during a regular Council meeting.

- A. Call to order by the Presiding Officer.
- B. Pledge of Allegiance.
- C. Roll Call. (See Rule 7 for procedure to excuse an absence).
- D. Presiding Officer's Report.
- E. Citizen-Public Comments (for items not on the agenda).
  1. Subjects not on the current agenda. Any member of the public may request time to address the Council after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officer deems necessary, generally five (5) minutes. Following such comments the Presiding Officer may place the matter on the current agenda or a future agenda, or refer the matter to the City Manager for investigation and report.
  2. Subjects on the current agenda. Any member of the public who wishes to address the Council on

an item on the current agenda shall make such request to the Presiding Officer at the time when comments from the public are requested. As an option, the Presiding Officer may invoke the sign-in procedure defined in Rule 21(A). The Presiding Officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent owners, vested interests, etc.

3. Any ruling by the Presiding Officer relative to the preceding two subsections may be overruled by a vote of a majority of members present.

F. Committee, Commission, and Liaison Reports.

G. Consent Calendar.

1. The City Manager, in consultation with the Presiding Officer, shall set the following items of business on the Consent Calendar: Consent Calendar items shall consist of items that have been previously discussed or policies set by the Council and/or are so routine or technical in nature that passage is likely, such as, but not limited to, the following:
  - a. approval of vouchers/payroll warrants;
  - b. approval of minutes;
  - c. setting public hearings;
  - d. Routine resolutions, including contracts if already funded in the budget;
  - e. Communications requiring no action (e.g. liquor license renewals);
  - f. Appointments of individuals to committees, boards, and commissions;
  - g. Treasurer's reports and financial reports; and
  - h. Other items designated by the City Council.
2. The Clerk of the Council shall read the Consent Calendar.
3. The proper Council motion on the Consent Calendar is as follows: "I move for adoption of the Consent Calendar." This motion is non-debatable and will have the effect of moving to adopt all items on the Consent Calendar. Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar.
4. Therefore, prior to the vote on the motion to adopt the Consent Calendar, the Presiding Officer shall inquire if any Councilmember wishes an item to be withdrawn from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting. Items not removed shall be adopted by majority vote of the Councilmembers present and eligible to vote without discussion.

H. Public Hearings (see Rule 21 for procedural details).

I. Unfinished Business.

1. All matters of business that have been presented to Council previously but which have not reached closure will be listed as sub-parts.
2. All necessary ordinances or resolutions will be included with sub-parts and listed by title.

J. New Business.

1. All matters of new business will be listed as sub-parts.

2. All necessary ordinances or resolutions will be included with sub-parts and listed by title.

K. City Manager Comments.

L. Department Head Comments.

M. Councilmember Comments.

N. Executive Session(s).

O. Adjournment.

No meeting shall be permitted to continue beyond 10:30 P.M. without approval of the majority of the Councilmembers who are present and eligible to vote. A new time limit must be established before taking a Council vote to extend the meeting. In the event that a meeting has not been closed or continued by Council vote prior to 10:30 P.M., the items not acted on shall be deferred to the next regular Council meeting, unless the Council, by majority vote of the members present, determines otherwise.

## **RULE 21. ACTIONS FOR A PUBLIC HEARING**

A. (See appendix for full procedures)

B. Presiding Officer:

1. May require speakers to sign in with Clerk and may set time limits.
2. Asks Councilmembers if any reason requiring member to excuse themselves pursuant to Appearance of Fairness Doctrine. If answered in the affirmative, Councilmember excuses himself/herself and exits the Council Chamber.
3. Introduces item, opens hearing, announces rules of order:
  - If zoning amendment or zoning reclassification, asks parties to limit presentation to information within scope of legal standards and may ask Planner to announce legal standards.
4. Asks City Manager to describe matter under consideration.
5. Calls for proponents in quasi-judicial proceedings and speakers in non-quasi-judicial proceedings.
  - If zoning amendment or zoning reclassification may ask Planner to announce that site plans, artistic renditions, etc. in support of zoning amendment should be avoided and such plans are to go through the City's design review process through the Planning Commission.
6. Calls for additional proponents 3 times.
7. Call for opponents.
8. Calls for additional opponents 3 times.
9. Calls for proponents to speak in rebuttal.
10. Calls for Administration to introduce any material to subjects raised by proponents or opponents or alter initial recommendations.
11. Asks Councilmembers if questions and if so, appropriate person is recalled to podium.
12. Closes public hearing.
13. Asks if motion by any Councilmember
  - Must be in the form of affirmative motion.
  - Then ask for discussion by ~~council~~Council.

- Asks administration for final comments/recommendations.
- May ask ~~clerk~~ Clerk to conduct a roll call vote.

## **RULE 22. VOTING**

The votes during all meetings of the Council shall be transacted as follows:

- A. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a roll call shall be taken by the Clerk. The Clerk shall call the names in an alphabetical sequence with the Mayor, as Presiding Officer, voting last. Names for subsequent votes will go down the alphabetical list and the Clerk will call on the next name in alphabetical sequence with the Mayor, as Presiding Officer, voting last. This rotating alphabetical sequence will be continued throughout the meeting during voting sequences.
- B. In case of a tie in votes on any proposal, the proposal shall be considered lost.
- C. Every member who was in the Council Chambers when the question was put, shall give their vote unless the Council, for special reasons, shall excuse the member by motion or unless the Councilmember is excused in accordance with Rule 16.
- D. The general rule is that when a Councilmember refuses to vote, such member is regarded as having voted with the majority.
  1. Neutrality in voting is frowned upon except when a Councilmember has a direct or pecuniary interest that would result in a conflict of interest or when participation is prevented due to the Appearance of Fairness Doctrine. In that instance, the refusal to vote shall not be considered as an affirmative vote.
  2. In all other instances, except as hereinafter noted, the rule is that when a quorum is present, members present and not voting are deemed to have voted with the majority.
  3. If the vote is tied with a member abstaining, such member will be considered as voting in the affirmative so that the proposition being considered passes.
  4. However, when an affirmative vote of a majority is required by statute or ordinance, a failure to indicate a ye or nay vote will be considered as a negative indication, as abstention cannot be considered in fulfilling such affirmative vote requirement. Most matters before Council merely require a concurrence of a majority and this would be considered to be an exception to the general rule.
  5. When abstaining from voting, Councilmembers must explain the basis for their abstention. If the reason involves a legitimate rationale for not voting, the abstention will not be considered as a vote for the majority. If the rationale does not involve disqualifying circumstances, the abstention will be counted as a vote with those voting in the majority, unless the noted exception outlined previously applies.
- E. The affirmative vote of at least a majority of the whole membership of the Council (4 Councilmembers) is required for the passage of:
  - ordinances,
  - grant or revocation of franchise or license,
  - any resolution for the payment of money,
  - any approval of warrants, and
  - any resolution pertaining to personnel actions.

- F. The affirmative vote of at least a majority of the whole Council plus one (5 Councilmembers) is required for the passage of:
- public emergency ordinances (which take effect immediately),
  - expenditures for any calamity, violence of nature, riot, insurrection, or war,
  - budget amendments.
- G. The affirmative vote of at least a majority of the membership of Council who are present and eligible to vote is required for the passage of:
- motions or resolutions not subject to the provisions of RCW, FMC, or these rules as amended.

### **RULE 23. COMMITTEES**

All Committee meetings shall be open to the public. The Committee structure of the Council and the procedures governing all committees shall be as follows:

- A. Committee ~~Of of The the~~ Whole.
1. The only standing committee of the Council shall be the Committee ~~Of The of the~~ Whole (COW), composed of the entire Council sitting as a legislative study committee. The Committee of the Whole shall not take any official action while in committee.
  2. The Presiding Officer chairs the COW.
- B. Special Ad Hoc Council Study Committees.
1. Special Ad Hoc Council Study Committees may be created by the Council for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Council or COW meeting.
  2. Ad Hoc Study Committees shall consist of three Councilmembers appointed by the Mayor.
  3. The Mayor shall appoint the Chair of Ad Hoc Study Committees.
  4. Special Ad Hoc Council committees shall sunset at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Council thereafter for a specified time period.
- C. Special Ad Hoc Citizen Advisory Committees.
1. Special Ad Hoc Citizen Advisory Committees may be created by the Council for a particular purpose. Committee members shall be appointed by the Mayor, with the advice and consent of the Council.
  2. The Mayor shall appoint the Chair of the Committee.
  3. Ad Hoc Citizen Advisory Committees shall sunset at the end of each calendar year unless specifically continued by the Council thereafter for a specified time period.
  4. At least one Councilmember will be appointed as a member and liaison of a Citizen Advisory Committee.
- D. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Council. The Committee Chair may present the recommendations of the committee during the discussion of the item of business.
- E. Employees shall staff the various committees as directed by the City Manager, but no staff person shall serve as a member of a Council or citizen study committee.



F. Minutes need not be taken of committee meetings, except for the Committee ~~Of The~~of the Whole.

#### **RULE 24. COUNCIL LIAISONS**

- A. In order to build additional Council expertise in various areas of City operations, the Mayor shall designate functional areas and appoint a Councilmember, at the beginning of the fiscal year, to serve as a liaison to the City Manager. Functional areas for liaison assignments may include the following, though specific areas may be adjusted depending on the organization of the City:
- Parks and Recreation
  - Environment, Planning, Building
  - Administration
  - Finance, IT
  - Water, Sewer, Storm
  - Public Safety, Court
  - Streets, Facilities & Equipment
- B. The City Manager and respective department heads shall strive to provide liaisons with additional information beyond that normally provided to the Council as a whole, and to keep the liaisons abreast of developments, trends, conditions and issues in the various functional areas of City government.

#### **RULE 25. ENACTED ORDINANCES, RESOLUTIONS, MOTIONS, AND PROCLAMATIONS**

- A. An enacted **ordinance** is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.
- B. An enacted **resolution** is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- C. An enacted **motion** is a form of action taken by Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.
- D. An enacted **proclamation** is an official announcement made by either the City Council or the Mayor on non-controversial events which have a major city-wide impact. Controversy is defined as a dispute, especially a lengthy and public one, between sides holding opposing views.



## **RULE 26. PROCLAMATIONS**

### **A. City Council Proclamations.**

City Council proclamations shall be publicly read at a City Council meeting and presented to a representative of the event during the Council meeting.

### **B. Mayor's Proclamations.**

Are requested by a special interest group from within the City. Mayor's proclamations are signed by the Mayor and forwarded to a representative of the event.

### **C. The Mayor and City Manager shall determine if the proclamation request is for a City Council proclamation or a Mayor's proclamation.**

## **RULE 27. RESOLUTIONS**

### **A. Except for franchise resolutions as provided under Rule 28(B), a resolution may be put to its final passage on the same day on which it was introduced.**

### **B. The Presiding Officer will read a summary statement of the Resolution prior to its passage; provided, should a majority of the Councilmembers present request that the entire resolution or certain of its sections be read, such requests shall be granted.**

### **C. Printed copies shall be made available upon request to any person attending a Council meeting.**

### **D. Resolutions take effect immediately after they are approved by the vote of the Council, unless otherwise provided.**

## **RULE 28. ORDINANCES**

The procedure for ordinances is as follows:

### **A. With the exception of franchise ordinances as provided below, an ordinance may be put to its final passage on the same day on which it was introduced.**

1. The Presiding Officer will read a summary statement of the Ordinance prior to its passage; provided, should a majority of the Councilmembers present request that the entire ordinance or certain of its sections be read, such requests shall be granted.

2. Printed copies shall be made available upon request to any person attending a Council meeting.

3. No ordinance shall contain more than one subject.

4. An ordinance does not take effect until five days after date of publication, except for emergency situations.

### **B. Franchises.**

All resolutions and ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five (5) days after the first reading.

1. All franchise ordinances and resolutions may be passed only at a regular meeting of the Council; and at least four (4) Councilmembers must vote in favor of the franchise.

### **C. Emergency Ordinances.**

By vote of one more than the majority (5 Councilmembers), the City Council may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in RCW 35.33.081.

- D. A Councilmember may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or the Committee ~~Of The~~of the Whole for study and consideration. The committee shall report its findings to the Council.
- E. If a motion to pass an ordinance fails, the ordinance shall be considered lost.
- F. Any ordinance amending or repealing any portion of the FMC shall also amend or repeal the respective portions of any underlying ordinance(s).

#### **RULE 29. PERMISSION TO ADDRESS THE COUNCIL**

Persons other than Councilmembers and management shall be permitted to address the Council upon introduction by the Presiding Officer or the chair of the appropriate Council committee.

#### **RULE 30. RECONSIDERATION**

- A. Any action of the Council, including final action on applications for changes in land use status; but excluding a reconsideration of any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline; shall be subject to a motion to reconsider.
  - 1. Such motions can be made only by a member of the prevailing side on the original action.
- B. A motion to reconsider must be made no later than the next succeeding regular Council meeting.
- C. A motion to reconsider is debatable only if the action being reconsidered is debatable.
- D. Upon passage of a motion to reconsider, the subject matter is returned to the table anew for any action the Council deems advisable.

### **RULE 31. COMPLAINTS AND SUGGESTIONS TO COUNCIL**

When citizen complaints or suggestions are brought before the City Council not on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

- A. If legislative and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to a committee, Administration or the Committee of the Whole for study and recommendation.
- B. If administrative and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Presiding Officer should then refer the complaint directly to the City Manager for his/her review if said complaint has not been so reviewed. The City Council may direct that the City Manager brief or report to the City Council when his/her response is made.

### **RULE 32. FILLING COUNCIL VACANCIES**

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in RCW 42.12.070.
- B. To hold office as a Councilmember, the person must be a registered voter and a Fircrest resident for a period of at least one year prior.
- C. Where one position is vacant, the remaining members of the Council shall appoint a qualified person to fill the vacant position.
- D. Where two or more positions are vacant and two or more Councilmembers remain in office, the remaining Councilmembers shall appoint a qualified person to fill one of the vacant positions.
  - 1. The remaining Councilmembers and the newly appointed Councilmember shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled.
  - 2. If less than two Councilmembers remain in office, the County Council shall appoint a qualified person or persons to the Council until the Council has two members.
- E. If the City Council fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the County Council shall appoint a qualified person to fill the vacancy.
  - 1. If the County Council fails to appoint a qualified person to fill the vacancy within 180 days, the governor may be petitioned to appoint a qualified person to fill the vacancy.
- F. As provided in RCW 29A.24.191 and 29A.52.240, each person appointed serves until a qualified person is elected at the next Council election that occurs 28 days or more after the occurrence of the vacancy.
  - 1. A primary is held if time exists and more than two candidates file for the vacant office; otherwise, a primary shall not be held and the person receiving the greatest number of votes is elected.
  - 2. The person elected takes office immediately when qualified and serves the remainder of the unexpired term.
  - 3. If an election for the position that became vacant would otherwise have been held at this general election date, only one election to fill the position shall be held and the person elected to fill the succeeding term for that position shall take office immediately when qualified and shall serve both the remainder of the unexpired term and the succeeding term.

**RULE 33. PHOTOGRAPHS, MOTION PICTURES, VIDEO TAPE -- PERMISSION REQUIRED FOR ARTIFICIAL ILLUMINATION**

No photographs, motion pictures, or video tapes that require the use of flash bulbs, electronic flashes, flood lights, or similar artificial illumination shall be made at City Council meetings without the consent of the Presiding Officer or a majority of the Council.

**RULE 34. COUNCIL TRAVEL**

- A. The Council may appropriate funds for Council travel in the legislative department of the annual City budget.
  - 1. Any Councilmember who desires to expend Council travel funds, where the cost of such travel, lodging and meals would exceed \$150, shall complete the regular City "Training Attendance Request" form.
  - 2. Upon receipt by the City Manager, the completed form will be put in the Council packets for the next regular meeting. The City Manager shall bring the item to the floor under City Manager's Report/Comments and the Council shall act to approve, disapprove, or modify the request.

**RULE 35. APPROVAL OF CITY MANAGER TRAVEL EXPENSE CLAIMS AND PERSONNEL ACTION FORMS**

The Presiding Officer or designee will approve City Manager travel expense claims and Personnel Action forms.

**RULE 36. VACANCIES IN COMMISSIONS AND BOARDS**

Notices will be posted at all public buildings when vacancies exist in cCommission and Bboard positions. Notices will request letters of interest and list any required qualifications.

**RULE 37. PUBLICATION AND POSTING OF NOTICES FOR HEARINGS AND FORTHCOMING COUNCIL MEETINGS**

- A. Public Hearings.

Except where a specific means of notifying the public of a public hearing is otherwise provided by law or ordinance, notice of upcoming public hearings before the City Council shall be given by one publication of notice containing the time, place, and date when the hearing is to be held and subject thereof, in the City's official newspaper at least ten (10) days before the date set for the hearing.
- B. Council Meetings.

The public shall be notified of the preliminary agenda for a forthcoming Council meeting by posting a copy of the agenda at the following four (4) public places at least twenty-four (24) hours in advance of the meeting:

  - 1. Fircrest City Hall
  - 2. Fircrest Recreation Center Building
  - 3. Fircrest Public Safety Building
  - 4. Fircrest Public Works Facility

### **RULE 38. COUNCILMEMBERS' MAIL AND MESSAGES**

- A. The majority of Council's mail is sent to City Hall. Unless marked "personal" or "confidential", staff opens and date stamps all mail unless notified by a Councilmember to leave it sealed. Each Councilmember is assigned a mail and message box, which is located in City Hall. All mail and messages will be included in Council packets.
- B. A message box will be maintained for "General Council Information" and will be located near the individual Councilmembers' mail and message boxes.
- C. Phone messages will be taken and placed in Council mail and message boxes. Councilmembers' home and work telephone numbers will be given to the general public upon request, unless a Councilmember has an unlisted phone number or requests that a number not be given.

### **RULE 39. REQUESTS FOR LEGAL OPINIONS**

- A. It is the policy of the City that all requests for legal assistance from the City Attorney's Office which require a written response (opinion, resolution, or ordinance) be processed through the City Manager's office or with the approval of the Mayor in recognition that the City Attorney also serves the City Council as a whole.
- B. This policy shall not apply to requests made by motion of the Council or to routine matters that can be addressed over the phone or in person without a formal written response.

### **RULE 40. CODE OF ETHICS**

The conduct of Councilmembers will be in compliance with F.M.C. 2.46 Conduct ~~Of~~of Public Officials. (See attachment)

### **RULE 41. MISCELLANEOUS**

When Councilmembers register to attend an official conference requiring voting delegates, such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote; when possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

### **RULE 42. SUSPENSION AND AMENDMENT OF RULES**

Any provision of these rules not governed by state law or ordinance, may be temporarily suspended by a majority vote of the Council.

These rules may be amended, or new rules adopted, by a majority vote of the Council.

# ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>16888</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4298</b>	<b>AWC Employee Benefit</b>	<b>631.64 July 2018</b>
521 22 20 01	LEOFF I Medical Premium	001 000 521	General Fund	631.64	July 2018 Retired Medical
<b>16843</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4296</b>	<b>AWC</b>	<b>475.00 AWC Annual Conference - Jamie Nixon</b>
511 60 49 05	Reg & Tutition - Legislativ	001 000 511	General Fund	475.00	AWC Annual Conference - Jamie Nixon (06/26/18 - 06/29/18) Yakima, WA
<b>16860</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7418</b>	<b>Alarm Center Inc</b>	<b>61.32 Replaced Fire Alarm Panel Batteries - Recreation Center</b>
518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	61.32	Replaced Fire Alarm Panel Batteries (Quantity: 2) - Recreation Center
<b>16872</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3719</b>	<b>American Public Work Assn</b>	<b>380.00 Agency Membership, Chapter Dues (Period Covered: 09/01/18 - 08/31/19)</b>
531 50 49 05	Dues,Member,Sub - Storm	415 000 531	Storm Drain	95.00	Membership, Dues (Jeff Davis, Jerry Wakefield) - Storm
534 10 49 03	Dues,Member,Sub - Water	425 000 534	Water Fund (de	95.00	Membership, Dues (Jeff Davis, Jerry Wakefield) - Water
535 10 49 02	Dues,Member,Sub - Sewer	430 000 535	Sewer Fund (de	95.00	Membership, Dues (Jeff Davis, Jerry Wakefield) - Sewer
542 30 49 03	Dues,Member,Sub - Street	101 000 542	City Street Fun	95.00	Membership, Dues (Jeff Davis, Jerry Wakefield) - Street
<b>16907</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6122</b>	<b>Amundsen, Nikita</b>	<b>59.00 1 Yr Library 2018</b>
572 21 49 00	Library Services	001 000 572	General Fund	59.00	1 Yr Library 2018 / Nikita Amundsen
<b>16871</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7066</b>	<b>Apex Engineering</b>	<b>1,271.70 P#49 Ramsdell Water Project: Task Order No. 2018-001</b>
594 34 63 02	Project Engineering Water	426 000 594	Water Improve	1,271.70	P#49 Construction Services (05/01/18 - 05/31/18)
<b>16880</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6018</b>	<b>Canon Financial Services Inc</b>	<b>563.79 Copier Rental (June 2018) - City Hall, Public Works, Parks &amp; Recreation, Municipal Court</b>
512 50 45 00	Oper Rentals - Copier - Coi	001 000 512	General Fund	140.95	Copier Lease - Court
518 10 45 00	Oper Rentals - Copier - No	001 000 518	General Fund	140.95	Copier Lease - City Hall
531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	Storm Drain	35.24	Copier Lease - Storm
534 10 45 02	Oper Rentals - Copier - Wa	425 000 534	Water Fund (de	35.23	Copier Lease - Water
535 10 45 00	Oper Rentals - Copier - Sev	430 000 535	Sewer Fund (de	35.24	Copier Lease - Sewer
542 30 45 00	Oper Rentals - Copier - Str	101 000 542	City Street Fun	35.24	Copier Lease - Street
571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	126.85	Copier Lease - Recreation
576 80 45 00	Oper Rentals - Copier - Par	001 000 576	General Fund	14.09	Copier Lease - Parks
<b>16825</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7374</b>	<b>Celis, Victor</b>	<b>73.00 Eyewear Reimburse</b>

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	521 22 20 00	Personnel Benefits - Police	001 000 521 General Fund	73.00	Eyewear Reimburse - Victor Celis
<b>16881</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3994 CenturyLink</b>	<b>61.31</b>	<b>Public Works Fax</b>
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	15.33	Public Work Fax - Storm
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	15.33	Public Work Fax - Water
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	15.33	Public Work Fax - Sewer
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	15.32	Public Work Fax - Street
<b>16882</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3994 CenturyLink</b>	<b>64.89</b>	<b>Parks Primary 911</b>
	576 80 42 00	Communication - Parks	001 000 576 General Fund	64.89	Parks Primary 911
<b>16883</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3994 CenturyLink</b>	<b>132.36</b>	<b>Direct Inward Dial - City Hall</b>
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	132.36	Direct Inward Dial - City Hall
<b>16884</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3994 CenturyLink</b>	<b>126.26</b>	<b>Police BA Machine / Modem</b>
	521 22 42 00	Communication - Police	001 000 521 General Fund	126.26	Police BA Machine / Modem
<b>16885</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>5805 CenturyLink</b>	<b>51.98</b>	<b>Long Distance Usage &amp; Access Line</b>
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	51.98	Long Distance Usage & Access Line
<b>16835</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>302 Chambers, Linda A</b>	<b>29.50</b>	<b>1/2 Library 2018</b>
	572 21 49 00	Library Services	001 000 572 General Fund	29.50	1/2 Library 2018 / Linda Chambers
<b>16811</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>331 Cheesman, John G</b>	<b>619.64</b>	<b>WASPC Training Conference / Lodging, Meals</b>
	521 22 43 00	Travel - Police	001 000 521 General Fund	619.64	WASPC Training Conference / Lodging, Meals - John Cheesman (05/20/18 - 05/24/18) Spokane, WA
<b>16814</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4324 City Treasurer-City of Tacoma</b>	<b>53,478.00</b>	<b>July 2018 Fire / EMS</b>
	522 20 50 00	Tacoma Contract - Fire	001 000 522 General Fund	26,303.58	July 2018 Fire
	522 20 51 00	Tacoma Contract - EMS	001 000 522 General Fund	27,174.42	July 2018 EMS
<b>16816</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4318 City of Fircrest Treasurer</b>	<b>7,641.99</b>	<b>June 2018 Interfund</b>
	518 30 47 00	Public Utility Services - Ci	001 000 518 General Fund	502.46	
	531 50 47 02	Public Utility Services/Bldg	415 000 531 Storm Drain	186.63	
	531 50 47 02	Public Utility Services/Bldg	415 000 531 Storm Drain	11.65	
	534 10 47 00	Utility Services/Building -	425 000 534 Water Fund (de	186.63	
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	953.64	
	534 80 47 03	Public Utility Services/Met	425 000 534 Water Fund (de	15.13	
	535 10 47 00	Utility Services/Building -	430 000 535 Sewer Fund (de	186.63	
	535 80 47 04	Public Utility Services/Met	430 000 535 Sewer Fund (de	4.46	

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542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	186.62	
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	4.39	
542 80 47 00	Public Utility Services-St E		101 000 542 City Street Fun	97.10	
548 65 47 00	Utilities ShopGarage		501 000 548 Equipment Ren	33.50	
576 20 47 00	Public Utility Services - Po		001 000 576 General Fund	2,160.15	
576 20 47 00	Public Utility Services - Po		001 000 576 General Fund	259.08	
576 80 47 00	Public Utility Services - Pa		001 000 576 General Fund	2,853.92	
<b>16900</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4322</b>	<b>10,036.13</b>	<b>Power / Various Locations</b>
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	576.92	
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	110.77	
534 10 47 00	Utility Services/Building -		425 000 534 Water Fund (de	110.77	
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	4,087.17	
535 10 47 00	Utility Services/Building -		430 000 535 Sewer Fund (de	110.78	
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	1,179.39	
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	110.77	
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fun	49.38	
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fun	2,163.44	
548 65 47 00	Utilities ShopGarage		501 000 548 Equipment Ren	23.14	
576 80 47 00	Public Utility Services - Pa		001 000 576 General Fund	1,513.60	
<b>16813</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6647</b>	<b>600.00</b>	<b>"Hook Me Up" Band Performance (06/24/18)</b>
573 90 49 01	Community Events		001 000 573 General Fund	600.00	"Hook Me Up" Band Performance (06/24/18) - Strawberry Feed & Band Concert @Fircrest Park
<b>16817</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3565</b>	<b>8,990.80</b>	<b>May 2018</b>
515 30 41 01	City Attorney		001 000 515 General Fund	1,436.50	May 2018 - Administration
515 30 41 03	City Prosecutor		001 000 515 General Fund	7,554.30	May 2018 - Court, Police
<b>16832</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3572</b>	<b>9.93</b>	<b>56 Watt Ballast - City Hall</b>
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	9.93	56 Watt Ballast - City Hall
<b>16833</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3572</b>	<b>12.51</b>	<b>Light Bulbs - Public Safety Building</b>
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	12.51	T-12 Light Bulbs (Quantity: 2) - Public Safety Building
<b>16834</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3572</b>	<b>141.31</b>	<b>Light Bulbs - Recreation Center</b>
518 30 31 01	Oper Sup/Rec Bldg		001 000 518 General Fund	141.31	T-8 Light Bulbs (1), Sylvania 23 Watt Light Bulbs (5) - Recreation Center
<b>16826</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3573</b>	<b>56.92</b>	<b>05/04/18 - 06/03/18 Police</b>
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	56.92	05/04/18 - 06/03/18 Police



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<b>16902</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3573 Copiers Northwest Inc</b>	<b>297.71</b>	<b>Copier Usage (05/18/18 - 06/17/18) City Hall, Court, Parks &amp; Recreation, Public Works</b>
512 50 45 00	Oper Rentals - Copier - Co		001 000 512 General Fund	23.76	Copier Usage (05/18/18 - 06/17/18) - Court
518 10 45 00	Oper Rentals - Copier - No		001 000 518 General Fund	149.31	Copier Usage (05/18/18 - 06/17/18) - City Hall
531 50 45 00	Oper Rentals - Copier - Sto		415 000 531 Storm Drain	12.67	Copier Usage (05/18/18 - 06/17/18) - Storm (25%)
534 10 45 02	Oper Rentals - Copier - Wa		425 000 534 Water Fund (de	12.67	Copier Usage (05/18/18 - 06/17/18) - Water (25%)
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535 Sewer Fund (de	12.67	Copier Usage (05/18/18 - 06/17/18) - Sewer (25%)
542 30 45 00	Oper Rentals - Copier - Str		101 000 542 City Street Fun	12.67	Copier Usage (05/18/18 - 06/17/18) - Street (25%)
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	66.56	Copier Usage (05/18/18 - 06/17/18) - Rec (90%)
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	7.40	Copier Usage (05/18/18 - 06/17/18) - Parks (10%)
<b>16854</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3589 Databar Inc</b>	<b>1,195.24</b>	<b>Town Topics Newsletter (June 2018)</b>
518 10 49 01	Town Topics		001 000 518 General Fund	1,195.24	Town Topics Newsletter (June 2018)
<b>16855</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3589 Databar Inc</b>	<b>427.29</b>	<b>Community Sponsorship Program Letter</b>
542 80 31 04	Beautification-Supplies		101 000 542 City Street Fun	427.29	Community Sponsorship Program Letter
<b>16856</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3589 Databar Inc</b>	<b>3,139.98</b>	<b>Community Center Public Meeting &amp; Fircrest Postcard Saturation Mailing</b>
518 10 49 01	Town Topics		001 000 518 General Fund	1,020.98	Community Center Public Meeting & Fircrest Postcard Saturation Mailing (Inserts, Composition Layout) - Mailing Service
518 10 49 01	Town Topics		001 000 518 General Fund	2,119.00	Community Center Public Meeting & Fircrest Postcard Saturation Mailing - Postage
<b>16827</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>333 Deal Jr, Robert</b>	<b>13.45</b>	<b>USPS / Certified Mail Postage - Officer Deal</b>
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	13.45	USPS / Certified Mail Postage - DUI Blood Vials "Washington State Patrol Lab" - Officer Deal
<b>16873</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3599 Dept Of Licensing</b>	<b>32.70</b>	<b>DOL Witness Mileage (Bench Trial 06/13/18)</b>
512 50 49 04	Witness Costs		001 000 512 General Fund	32.70	DOL Witness Mileage (Bench Trial 06/13/18) Citation Number: 6Z0295509 (60 Miles X 0.545 Cents Per Mile)
<b>16889</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4310 Dept Of Revenue-EXCISE TAX</b>	<b>445.46</b>	<b>May 2018 Excise Tax</b>
531 50 53 00	Excise Tax - Storm		415 000 531 Storm Drain	13.07	
534 10 53 00	Excise Tax - Water		425 000 534 Water Fund (de	17.28	
535 10 53 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	37.92	
571 20 53 00	Excise Tax - Participation I		001 000 571 General Fund	9.51	
571 20 53 00	Excise Tax - Participation I		001 000 571 General Fund	199.98	
576 20 53 00	Excise Tax - Pool Revenue		001 000 576 General Fund	7.62	

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	576 20 53 00	Excise Tax - Pool Revenue	001 000 576 General Fund	160.08	
<b>16904</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3606 Dickson Company</b>	<b>287.34</b>	<b>Asphalt / Concrete Disposal</b>
	535 80 47 02	Dumping Fees - Sewer	430 000 535 Sewer Fund (de	287.34	Asphalt / Concrete Disposal - Vassar Sewer
<b>16863</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6995 Endicott, Cynthia J.</b>	<b>259.70</b>	<b>Silver Sneakers Yoga Instruct &amp; Chair Yoga</b>
	571 20 49 06	Instructor Fees	001 000 571 General Fund	259.70	Silver Sneakers Yoga Instruct & Chair Yoga (05/01/18 - 05/31/18)
<b>16805</b>	<b>06/15/2018</b>	<b>06/26/2018</b>	<b>6702 Ewing, Jeff</b>	<b>12.37</b>	<b>04-00260.2 - 428 ELECTRON WAY</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-2.76	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-2.92	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-6.69	
<b>16867</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7613 Furrow Pump</b>	<b>564.75</b>	<b>Fluoride Injection Pump Kits - Wells</b>
	534 50 31 01	Oper Supplies - Water Mai	425 000 534 Water Fund (de	564.75	Fluoride Injection TMP Liquidpro Pump Rebuilt Kits (Quantity: 4) - Wells
<b>16908</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6216 Gentile, Aaron</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 / Kerri Gentile
<b>16823</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3657 Green River Community College/WETRC</b>	<b>220.00</b>	<b>WETRC Workshop "Anatomy Of A SCADA Controlled Pump Station" - Russ Parsons (06/25/18)</b>
	534 10 49 02	Reg & Tuition - Water	425 000 534 Water Fund (de	220.00	WETRC Workshop "Anatomy Of A SCADA Controlled Pump Station" - Russ Parsons (06/25/18)
<b>16815</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6774 Greenleaf Landscaping 1 Inc</b>	<b>4,049.58</b>	<b>June 2018 Landscaping</b>
	518 30 41 01	Contract Maintenance	001 000 518 General Fund	2,996.69	June 2018 Landscaping - General Fund
	542 80 49 03	Beautification Services (co	101 000 542 City Street Fun	1,052.89	June 2018 Landscaping - Street Fund (Islands)
<b>16905</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6774 Greenleaf Landscaping 1 Inc</b>	<b>307.72</b>	<b>Additional Landscaping Services (June 2018)</b>
	542 80 31 04	Beautification-Supplies	101 000 542 City Street Fun	109.90	Install Flowers (2 Large Pots / Step Platforms) - Public Works Building
	542 80 31 04	Beautification-Supplies	101 000 542 City Street Fun	197.82	Install Plants (Hakonechola Gold Grass, Heuchera Kassandra, Hosta Patriot, Iberis Purity) - Regents / Orchard Entry Islands
<b>16906</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6774 Greenleaf Landscaping 1 Inc</b>	<b>1,538.60</b>	<b>Trim Hedges, Holly Plant &amp; Vine Maples - Public Safety Bldg</b>

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518 30 48 04	Rep & Maint - PSB		001 000 518 General Fund	1,538.60	Trim Hedges (Back Parking Lot Stair Path Area), Trim Vine Maples Selectively (8' To 10" Height), Trim Portugal Laurel Hedge, Cut Dying Photina Down To Ground Level, Remove Debris - Public Safety Bldg		
<b>16822</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4131</b>		<b>Humane Society - Tacoma</b>	<b>415.98</b>	<b>06/2018 Contract Billing</b>
554 30 41 00	Animal Control		001 000 554 General Fund	415.98	06/2018 Contract Billing "Boarding Fee"		
<b>16874</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>8122</b>		<b>Jean, Robert W.</b>	<b>2,000.00</b>	<b>Council Vision &amp; Goals Facilitator (Workshop Date: 06/18/18)</b>
511 60 41 00	Prof Svcs - Legislative		001 000 511 General Fund	2,000.00	Council Vision & Goals Facilitator (Workshop Date: 06/18/18) - Robert W. Jean "RWJ Consultants"		
<b>16818</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3751</b>		<b>KPG, PS</b>	<b>4,754.52</b>	<b>Stormwater Management Program (Through 05/25/18) Task Order No. 2018-003</b>
531 50 41 00	Prof Svcs - Storm		415 000 531 Storm Drain	4,754.52	Stormwater Management Program (Professional Services Through 05/25/18) Task Order No. 2018-003 "Review Of Previous SWMP, Gap Analysis, Meeting To Review Proposed Revisions"		
<b>16819</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3751</b>		<b>KPG, PS</b>	<b>627.26</b>	<b>ADA Program Access Plan (Through 05/25/18) Task Order No. 2018-004</b>
542 30 41 00	Prof Svcs - Street		101 000 542 City Street Fun	627.26	ADA Program Access Plan (Professional Services Through 05/25/18) Task Order No. 2018-004 "Complete ADA Access Plan"		
<b>16821</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3776</b>		<b>Lemay Mobile Shredding</b>	<b>58.90</b>	<b>May 2018 Shredding - Court, Finance</b>
512 50 49 00	Miscellaneous - Court		001 000 512 General Fund	33.40	May 2018 Shredding (65 Gallon Cart) - Court (05/02/18)		
514 23 49 00	Miscellaneous - Finance		001 000 514 General Fund	25.50	May 2018 Shredding (35 Gallon Cart) - Finance (05/02/18)		
<b>16868</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3782</b>		<b>Lincoln Aquatics</b>	<b>58.48</b>	<b>Hydrostatic Relief Valves (2) - Swimming Pool</b>
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	58.48	Hydrostatic Relief Valves (2) - Swimming Pool		
<b>16836</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3789</b>		<b>Lovelace, Linda Kay</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 / Linda Lovelace		
<b>16890</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3791</b>		<b>Lowe's Company-#338954</b>	<b>36.55</b>	<b>Concrete Mix</b>
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	36.55	Concrete Mix - Parks		

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<b>16891</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3791</b>	<b>39.58</b>	<b>Roundup Tank Sprayer, Gloves, Ant Killer</b>
	576 80 31 02	Oper Supplies - Parks	001 000 576	39.58	Roundup Tank Sprayer, Water Resistant Gloves, Ant Killer - Parks
<b>16892</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3791</b>	<b>27.71</b>	<b>Valve Boxes</b>
	576 80 31 02	Oper Supplies - Parks	001 000 576	27.71	Valve Boxes - Parks
<b>16909</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>167</b>	<b>59.00</b>	<b>1 Yr Library 2018</b>
	572 21 49 00	Library Services	001 000 572	59.00	1 Yr Library 2018 / Elizabeth Maier
<b>16858</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>5234</b>	<b>342.00</b>	<b>Men's 4X4 Basketball Scorekeep (28.50 Hrs)</b>
	571 20 41 01	Referees/Basketball	001 000 571	342.00	Men's 4X4 Basketball Scorekeep (04/12/18 - 06/07/18) - Mike Mallouf
<b>16869</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6639</b>	<b>170.66</b>	<b>Top Soil (5 Yards) - Sewer Repairs</b>
	535 50 31 01	Oper Supplies - Sewer Mai	430 000 535	170.66	Top Soil (5 Yards) - Sewer Repairs
<b>16864</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3841</b>	<b>508.20</b>	<b>Ballet Instruct</b>
	571 20 49 06	Instructor Fees	001 000 571	508.20	Ballet Instruct (03/17/18 - 05/31/18)
<b>16837</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3882</b>	<b>29.50</b>	<b>1/2 Library 2018</b>
	572 21 49 00	Library Services	001 000 572	29.50	1/2 Library 2018 / Angela Nellist
<b>16844</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3910</b>	<b>263.38</b>	<b>Office Chair, Paper Trimmer, Markers, Wireless Mouse, Astro Bright Paper - Recreation Center</b>
	571 10 31 00	Office Supplies - Rec	001 000 571	76.24	Markers, Astro Bright Paper - Recreation Center
	571 10 35 00	Small Tools & Equip - Rec	001 000 571	110.09	Realspace Calusa Mesh Mid-Back Chair, Rolling Wheels, Black (Jenny Huntsman) - Recreation Center (SAA No. 1654)
	571 10 35 00	Small Tools & Equip - Rec	001 000 571	22.01	Wireless Mouse (Chris Wells) - Recreation Center
	571 10 35 00	Small Tools & Equip - Rec	001 000 571	55.04	Westcott Carbo Titanium Paper Trimmer - Recreation Center (SAA No. 1655)
<b>16893</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3910</b>	<b>53.92</b>	<b>Stapler, Scissors, Post-It Dispenser</b>
	571 10 31 00	Office Supplies - Rec	001 000 571	53.92	Stapler, Scissors, Post-It Dispenser - Recreation Center
<b>16829</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3923</b>	<b>478.85</b>	<b>Service: Start-Up Heaters - Big Pool &amp; Wading Pool (05/05/18); Hypochlorite Solution, Harborlite, Tubing, Tube Fitting Connectors</b>

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576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	257.51	Hypochlorite Soutlion, Harborlite, Tubing, Tube Fitting Connectors
576 20 48 00	Rep & Maint - Pool		001 000 576 General Fund	221.34	Service: Start-Up Heaters - Big Pool & Wading Pool (05/05/18)
<b>16830</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3923 Orca Pacific Inc</b>	<b>279.55</b>	<b>Hypochlorite Solution, Acid Magic</b>
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	279.55	Hypochlorite Solution, Acid Magic
<b>16831</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3923 Orca Pacific Inc</b>	<b>705.99</b>	<b>Hypochlorite Solution, Test Reagent</b>
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	705.99	Hypochlorite Solution, Test Reagent
<b>16820</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3957 PC Budget &amp; Finance</b>	<b>17,500.00</b>	<b>Assigned Counsel Services (1st Half)</b>
515 30 41 00	Assigned Counsel		001 000 515 General Fund	17,500.00	Assigned Counsel Services (1st Half) Indigent Defense Services (January - June 2018)
<b>16865</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>8120 Palermo, Julie</b>	<b>100.00</b>	<b>Refund Rental Deposit / Julie Palermo</b>
586 00 00 00	Deposit Refunds		001 000 580 General Fund	100.00	Refund Rental Deposit / Julie Palermo - Senior Room (Event Date: 05/26/18) Baby Shower
<b>16910</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>1429 Pasic, Brian</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 / Brian Pasic
<b>16899</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3955 Petrocard Systems Inc</b>	<b>747.47</b>	<b>Gas / Fuel</b>
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	111.74	Diesel Fuel - Parks
548 65 31 12	Street Gas		501 000 548 Equipment Ren	394.22	Diesel Fuel - Street
548 65 31 13	Storm Gas		501 000 548 Equipment Ren	204.99	Diesel Fuel - Storm
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	36.52	Diesel Fuel - Wtr / Swr
<b>16824</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3970 Pitney Bowes Global LLC</b>	<b>394.91</b>	<b>2nd Qtr 2018 Meter Read</b>
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	394.91	2nd Qtr 2018 Meter Read (Rental Charges)
<b>16838</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>1553 Porter, Ken</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 / Kenneth E. Porter
<b>16901</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>8123 Potts, Samuel A.</b>	<b>133.19</b>	<b>Spanish Interpreter (2 Hrs + Mileage)</b>
512 50 41 03	Prof Srvs - Interpreter		001 000 512 General Fund	133.19	Spanish Interpreter (Case No. 7Z0927334) 06/13/18
<b>16839</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>1899 Price, Hewlett</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 / Kathy Price
<b>16870</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7000 RWC Group</b>	<b>416.18</b>	<b>#36851D (1997 Chevy Bus) Vehicle Inspection</b>

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548 65 48 11	O & M - Parks/Rec		501 000 548 Equipment Ren	416.18	#36851D (1997 Chevy Bus) Vehicle Inspection "Department Of Transportation Inspection & 32 Point Inspection"
<b>16851</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4004 Reserve Account</b>	<b>2,000.00</b>	<b>#15690704 Meter Refill</b>
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	2,000.00	#15690704 Meter Refill (Pitney Bowes)
<b>16828</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7820 Roberts, John H</b>	<b>54.85</b>	<b>Amazon Marketplace / Ear Piece Connection, Lapel Microphone - Officer John Roberts</b>
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	54.85	Amazon Marketplace / Ear Piece Connection, Lapel Microphone - Officer John Roberts
<b>16840</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>2521 Rosati*, Michael</b>	<b>29.50</b>	<b>1/2 Library 2018</b>
572 21 49 00	Library Services		001 000 572 General Fund	29.50	1/2 Library 2018 / Michael Rosati
<b>16875</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4035 Sarco Supply</b>	<b>232.38</b>	<b>Towels, Toilet Seat Covers, Floor Cleaner</b>
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	57.10	Floor Cleaner - Public Safety Building
576 80 31 01	Janitorial Supplies - Parks		001 000 576 General Fund	175.28	Towels, Toilet Seat Covers - Recreation Center
<b>16806</b>	<b>06/15/2018</b>	<b>06/26/2018</b>	<b>7759 Schnell, Kyle</b>	<b>24.17</b>	<b>02-00560.3 - 137 DEL MONTE AVE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-20.14	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-19.21	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	15.18	
<b>16857</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>6088 Sentinel Pest Control Inc</b>	<b>192.33</b>	<b>Extended Rodent Coverage - Public Works (06/07/18) Serviced Existing Bait Stations, Notice Moderate Feeding, Treated Perimeter With General Pest Control, Spot Treated Exterior Doors &amp; Windows</b>
531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	48.08	Extended Rodent Coverage - Storm
534 50 48 01	Rep & Maint - Water Main		425 000 534 Water Fund (de	48.08	Extended Rodent Coverage - Water
535 50 48 00	Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	48.08	Extended Rodent Coverage - Sewer
542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fun	48.09	Extended Rodent Coverage - Street
<b>16841</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>5728 Shelton*, Paul J</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 / Surtida Shelton
<b>16911</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>3171 Shigeno, June</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 / June Shigeno

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<b>16876</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>5779</b>	<b>Sirchie Acquisition Company LLC</b>	<b>162.45 Disposable Gloves, Red Sirchmark Tape, Red Evidence Strips - Police</b>
	521 22 31 00	Office & Oper Sup - Police	001 000 521	General Fund	162.45 Disposable Gloves, Red Sirchmark Tape, Red Evidence Strips - Police
<b>16879</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7308</b>	<b>SiteCrafting Inc</b>	<b>99.00 WordPress Managed Hosting (06/15/18)</b>
	518 81 41 02	Web Design & Maintenanc	001 000 518	General Fund	99.00 WordPress Managed Hosting (Bill Date: 06/15/18) "cityoffircrest.net"
<b>16894</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4084</b>	<b>Staples Business Advantage</b>	<b>238.79 Central Supplies</b>
	518 10 34 01	Central Office Supplies	001 000 518	General Fund	238.79 Batteries, Folder Frame, Pastel Paper, Envelopes, Facial Tissue, Dryline Liquid Paper, Yellow Highlighter Pens, Mesh Paper Clip Holder, Palm Support, Removable Tape, Upright Sign Holder, Sharpie Pens
<b>16895</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4084</b>	<b>Staples Business Advantage</b>	<b>46.62 Ink Cartridge - Court</b>
	512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	79.58 Ink Cartridge - Court (Original Invoice From 09/27/2017: 3353824400)
	512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	-32.96 Underdesk Keyboard Drawer - Court (Credit From Invoice: 3358443301) RETURN ITEM
<b>16896</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4328</b>	<b>Systems for Public Safety Inc</b>	<b>24.52 #49845D (2009 Crown Victoria) Removed Radio &amp; Sector Printer</b>
	548 65 48 08	O & M - Police	501 000 548	Equipment Ren	24.52 #49845D (2009 Crown Victoria) Removed Radio & Sector Printer For New Build - Police
<b>16897</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4328</b>	<b>Systems for Public Safety Inc</b>	<b>77.24 #60942D (2016 Interceptor) LOF</b>
	548 65 48 08	O & M - Police	501 000 548	Equipment Ren	77.24 #60942D (2016 Interceptor) Lube, Oil, Filter - Police
<b>16898</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4328</b>	<b>Systems for Public Safety Inc</b>	<b>996.49 #49844D (2009 Crown Victoria) Intake Manifold, Spark Plugs, Coolant, LOF, Light Bulb</b>
	548 65 48 08	O & M - Police	501 000 548	Equipment Ren	996.49 #49844D (2009 Crown Victoria) Replace Intake Manifold, Replace Spark Plugs, Coolant, Lube, Oil, Filter, Replace Right Front Corner Marker Light - Police
<b>16845</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>400.00 AwcNet.Org / AWC Annual Conference - Scott Pingel</b>
	513 10 49 01	Reg & Tuition - Admin	001 000 513	General Fund	400.00 AWC Annual Conference - Scott Pingel (06/27/18 - 06/29/18) Yakima, WA

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<b>16846</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>15.00 Facebook / Mother &amp; Son Dance Advertising</b>
573 90 49 01	Community Events	001 000 573	General Fund	15.00	Facebook / Mother & Son Dance Advertising (Facebook Boost Post)
<b>16847</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>122.25 Tacoma Pierce County Dept Of Health / Strawberry Fee Food Handling Permit (\$55) &amp; Processing Fee (\$10); Party City / Hawaiian Pool Party Supplies (\$57.25)</b>
573 90 49 01	Community Events	001 000 573	General Fund	55.00	Tacoma Pierce County Dept Of Health / Strawberry Feed Food Handling Permit
573 90 49 01	Community Events	001 000 573	General Fund	10.00	Tacoma Pierce County Dept Of Health / Strawberry Feed Permit Processing Service Fee
573 90 49 01	Community Events	001 000 573	General Fund	57.25	Party City / Floral Lei, Luau Items, Splash Rocket Fruit, Beach Balls, Beach Pails, Bubbles, Chalk Box, Frisbee, Cinch Bags, Inflatables, Jump Rope - Hawaiian Pool Party Supplies
<b>16848</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>43.32 Spring Lake Cafe / Business Meeting Lunch Meals (Quantity: 3)</b>
513 10 49 00	Miscellaneous - Admin	001 000 513	General Fund	43.32	Spring Lake Cafe / Business Meeting Lunch Meals (Quantity: 3) Scott Pingel, Hunter George, Jeff Edwards
<b>16849</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>97.56 Sammy's Pizza / Pizza</b>
511 60 49 04	Meals	001 000 511	General Fund	97.56	Sammy's Pizza / Pizza (06/18/18) Study Session/Council Workshop
<b>16850</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4139</b>	<b>Tapco Visa Card</b>	<b>83.07 Costco / Caesar Salads, Napkins, Paper Plates, Soda, Water</b>
511 60 49 04	Meals	001 000 511	General Fund	18.62	Costco / Caesar Salads (06/18/18) Study Session/Council Workshop
517 90 31 01	Health Program - Supplies	001 000 517	General Fund	64.45	Costco / Napkins, Paper Plates, Soda, Water - Wellness Supplies
<b>16912</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4156</b>	<b>Tronson, Lindsay</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 / Lindsay Tronson
<b>16886</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4188</b>	<b>Verizon Wireless LLC</b>	<b>400.12 05/02/18 - 06/01/18 Air Cards (10)</b>
521 22 42 00	Communication - Police	001 000 521	General Fund	400.12	05/02/18 - 06/01/18 Air Cards (10) - Police
<b>16887</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4188</b>	<b>Verizon Wireless LLC</b>	<b>275.89 Public Works Plan (9 Phones) &amp; Global Positioning System Air Card (1)</b>



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531 50 42 00	Communication - Storm		415 000 531 Storm Drain	10.00	GPS Air Card - Storm
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	58.97	PW Cell Phones (05/02/18 - 06/01/18) - Storm
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	10.00	GPS Air Card - Water
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	58.97	PW Cell Phones (05/02/18 - 06/01/18) - Water
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	10.01	GPS Air Card - Sewer
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	58.97	PW Cell Phones (05/02/18 - 06/01/18) - Sewer
542 30 42 00	Communication - Street		101 000 542 City Street Fun	10.00	GPS Air Card - Street
542 30 42 00	Communication - Street		101 000 542 City Street Fun	58.97	PW Cell Phones (05/02/18 - 06/01/18) - Street
<b>16861</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>339 Villamor, John</b>	<b>17.60</b>	<b>Harbor Freight / Disposable Safety Gloves</b>
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	17.60	Harbor Freight / Disposable Safety Gloves - John Villamor
<b>16852</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>8056 Vortex Industries Inc</b>	<b>775.10</b>	<b>Emergency Service: Pool Access Door Repairs (06/07/18)</b>
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	775.10	Emergency Service: Pool Access Door Repairs (06/07/18) "Health Department Shut Down Wading Pool Until Door Was Fixed"
<b>16853</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>8056 Vortex Industries Inc</b>	<b>515.38</b>	<b>Service: Pool Access Door Repairs (06/11/18)</b>
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	515.38	Service: Pool Access Door Repairs (06/11/18) "Removed Closer, Installed New Closer, Adjusted Closer Speed, Tested Door Repeatedly, Installed Closer Cover"
<b>16903</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>8056 Vortex Industries Inc</b>	<b>2,838.47</b>	<b>Service: Recreation Center Entrance Doors (06/20/18)</b>
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	2,838.47	Service: Recreation Center Entrance Doors (06/20/18) West & East Entrance Glass Aluminum Doors
<b>16862</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>330 Wells Jr, Christopher</b>	<b>112.89</b>	<b>Wellness Lunch Makings (2nd Qtr 2018) Menu: BBQ Ribs, Baked Beans, Caesar Salad</b>
517 90 31 01	Health Program - Supplies		001 000 517 General Fund	112.89	Deep Roaster Pans, Regtangular Roasters, Ribs, Baked Beans, Caesar Salads, Ground Turkey - Chris Wells
<b>16866</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>8121 White, Cierra</b>	<b>100.00</b>	<b>Refund Rental Deposit / Cierra White</b>
586 00 00 00	Deposit Refunds		001 000 580 General Fund	100.00	Refund Rental Deposit / Cierra White - Room B (Event Date: 06/03/18) Birthday Party
<b>16859</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7925 White, Giovanni</b>	<b>60.00</b>	<b>Basketball Referee / Scorekeep (5 Hrs)</b>

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571 20 41 01	Referees/Basketball		001 000 571 General Fund	60.00	Basketball Referee / Scorekeep (02/17/18) - Giovonni White
<b>16812</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>7040 Williams, Jesse</b>	<b>400.00</b>	<b>DJ Music Services</b>
573 90 49 01	Community Events		001 000 573 General Fund	400.00	Disc Jockey & Master Of Ceremonies - Hawaiian Pool Party (06/02/18) 2 Hrs + Set Up
<b>16877</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4256 Winning Seasons</b>	<b>110.72</b>	<b>Youth Baseball T-Shirts (Quantity: 13)</b>
571 20 49 09	Youth Baseball		001 000 571 General Fund	110.72	Youth Baseball T-Shirts (Quantity: 13)
<b>16878</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>5286 Winsupply</b>	<b>383.28</b>	<b>Electric Irrigation Valve, PVC Nipple - Parks</b>
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	383.28	Electric Irrigation Valve, PVC Nipple - Parks
<b>16842</b>	<b>06/26/2018</b>	<b>06/26/2018</b>	<b>4264 Wynne, Catherine</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 / Catherine Wynne

Report Total: 139,993.14

Fund	
001 General Fund	117,029.15
101 City Street Fund	5,302.15
415 Storm Drain	5,374.83
425 Water Fund (department)	6,452.78
426 Water Improvement Fund	1,271.70
430 Sewer Fund (department)	2,243.99
501 Equipment Rental Fund	2,318.54

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 regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, and Blake Surina were present. Mayor Hunter T. George was absent and excused.

**PRESIDING OFFICER'S REPORT**

**A. Community Center and Pool Update**

Parks and Recreation Director Grover briefed the Council on the pool status, providing a background on repairs performed to date and stating the pool leaked 10,500 gallons over a 24-hour period on April 16, 2018. Grover indicated further repairs were made and staff observed a 10,008 water loss over a 24-hour period ending the afternoon of May 22, 2018. Grover indicated they could not determine the source of the leak, and confirmed that KPG had performed a ground penetrating radar and found no major voids and no indication of where the water was escaping from. City Manager Pingel indicated the pool was set to open on Saturday and requested Council feedback on their comfort level given the loss levels. Pingel stated staff had discussed with the City's insurance and they confirmed the City was insured for injuries. There was a brief discussion to possibly close the pool for the season due to financial, environmental, water conservation, and safety concerns. Grover indicated staff would continue to work with KPG to explore all avenues of repairs and would prepare an analysis of costs associated with the water loss. Pingel indicated the City would lose two seasons due to project construction and bond timeline, and indicated he was comfortable opening the pool as staff and the engineers had done its due diligence regarding assessing the pool leak and associated risk. After a brief discussion, there was a general consensus to open the pool for a month and staff was directed not to sell season passes until staff returned to Council for a reassessment of the water loss and to immediately close the pool should there be any indication of immediate risk. **Viafore MOVED to set a special meeting on Monday, June 4, 2018 at 6:00 P.M. for the sole purpose of pool discussion; seconded by Wittner.** Waltier invited council comments; Reynolds inquired about Council being notified if there was an immediate risk that would cause the pool to be closed. Waltier invited public comment; none were provided. **The Motion Carried (6-0).**

**B. Planning Commission Appointments**

Waltier asked for a motion confirming the Mayor's appointment of Sarah Hamel to the Planning Commission, **Wittner moved to confirm the Mayor's appointment of Sarah Hamel to the City of Fircrest Planning Commission effective May 23, 2018 through June 15, 2021; seconded by Nixon.** Waltier invited councilmember comment; Viafore stated his concerns regarding the process, stating there should have been a checks and balance of administration and legislation in the review of candidates. Viafore inquired why the Planning and Building Liaison was not involved in the selection process. Wittner indicated he was asked by George to participate in the interview process as the Planning and Building Liaison was not available to attend the interviews, and spoke of the qualified candidates. Reynolds stated she was unavailable to attend the interviews due to work, and indicated she received a week's notice and was told by staff that teleconferencing would not be an option. Reynolds indicated she would not vote in favor due to the process concerns. Nixon stated he would be voting in favor of the Mayor's appointments as he deemed the candidates qualified and trusted the due diligence of George and Wittner. Waltier stated that he was disappointed that the candidate he recruited was not selected and indicated that he understood that although this candidate did not interview well, his heart was all Fircrest. Waltier indicated he would not vote in favor of both candidates as he was concerned about the absence of the Planning and Building Liaison in the

process. The Motion Failed (3-3) with Reynolds, Viafore, and Waltier casting the dissenting votes.

Viafore MOVED to confirm the Mayor’s appointment of Karissa Carpenter to the City of Fircrest Planning Commission effective June 16, 2018 through June 15, 2024; seconded by Nixon. Waltier invited councilmember comment; none were provided. Waltier invited public comment; none were provided. The Motion Failed (3-3) with Reynolds, Viafore, and Waltier casting the dissenting votes.

Due to the time, Waltier proceeded to the Public Hearing at 7:44 P.M.

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

Waltier invited public comment. None were provided.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Parks and Recreation**

Wittner reported that the Mother/Son dance was a success and that the post event P-1 report would be issued soon. Wittner indicated staff was in the planning stages of the summer car show, and reported on the status of the tennis courts resurfacing project and Whittier Park irrigation.

**B. Pierce County Regional Council**

Reynolds indicated that the May 17, 2018 Pierce County Regional Council (PCRC) meeting was canceled, and stated the Zoo Board revised bylaws would be coming before the PCRC at a future meeting.

**C. Public Safety, Court**

Viafore reported staff was continuing to work with Ruston on the provision of municipal court services, and stated that he, the Court Administrator, Judge Miller, reviewed RFP submittals for collections and would be performing interviews soon. Viafore indicated the City would be possibly making changes to its collection process as the City’s collection rate averaged 35%. Viafore commented on his disappointment with the Tacoma School District regarding their decision to not budget for a crossing guard at Whittier Elementary School on Alameda Avenue, and indicated the City Manager was in communications with the school district to mitigate the problem. Wittner commented on his recent observations of the implementation of pedestrian hand-held crosswalk flags in Spokane.

**D. Street, Water, Sewer, and Storm Drain**

Surina reported that it was National Public Works Week and commended the Public Works staff for their efforts. Surina indicated the flower hanging baskets would be up in time for Memorial Day and the dead trees on Emerson Street would be replaced. Surina stated staff was participating in the update to Pierce County’s countywide emergency plan, and staff was in discussions with the City of University Place regarding the traffic signal timing at Alameda Avenue and Regents Boulevard to address the back-ups at that intersection. Surina indicated that the Drake Street Lift Station project was underway and would be complete in 14-16 weeks. Viafore commented on his observations of the traffic back-ups on south 67<sup>th</sup> Avenue W. and confirming the need to address the problem.

**CONSENT CALENDAR**

Waltier requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 211225 through Voucher Check No. 211313 in the amount of \$313,241.34; approval of Payroll Check No. 13152 through Voucher Check No. 13156 in the amount of \$106,759.44; and approval of the April 24, 2018 regular Council meeting minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Surina. The Motion Carried (6-0).**

**PUBLIC HEARING**

**A. 2019-2024 Transportation Improvement Program**

At 7:44 P.M., Waltier opened the public hearing. Public Works Director Wakefield briefed the Council on the draft 2019-2024 Transportation Improvement Program (TIP), stating the TIP was a guidance document throughout the budgetary planning process, would also serve as the adopted priority array of projects to be completed in the future, and that it would be included in regional and State planning documents as well. Wakefield indicated the TIP would provide staff with a guidance document to apply for grant opportunities and/or loans in the future as opportunities arise. Waltier invited public testimony; Yolonda Brooks, 6448 19th Street W., inquired when residents would be informed of the Sound Transit project on 19th Street. Pingel indicated he had been in communications with Sound Transit, who indicated the public outreach on this project was slated for several years out, and stated that staff would inform residents of the project once information became available. Reynolds indicated she would inform the City Manager once information became available through her role on the Pierce County Regional Council. Viafore inquired about the emphasis on bike lanes for the roadway improvements project on Alameda Avenue; Wakefield referred to a Council adopted streetscape standards document, stating element would comply with the WSDOT complete streets requirement as well as increase the City's opportunity for grant funding. Viafore recommended staff transmit letters to the residents of the 1300 block of Buena Vista Avenue in 2019/2020 regarding sewer improvements; Wakefield indicated this project was deferred for the purpose of working with residents. Surina inquired about the timing of improvements made during the Wainwright construction and the Alameda Avenue from Regents Boulevard to S. 19th Street project; Wakefield indicated Wainwright advanced its timeline and were required to do the necessary frontage improvements, and that the City received a grant from Puget Sound Regional Council for 2019 for the preservation of that roadway. At 7:56 P.M., Waltier closed the public hearing.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

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

Planning and Building Stahlnecker briefed the Council on the proposed to amendments to Fircrest Municipal Code 22.07.004 and .005, related to Type II-A Public Notices, which would increase the minimum distance of public notice for commercial projects to 300 feet from 100 feet and increase the minimum comment period from 10 days to 14 days calendar days. Stahlnecker clarified language on administration interpretations, stating were not project based and, as such, would not require notice. Viafore inquired why a public hearing was held and whether the two councilmembers who were absent at the public hearing were eligible to vote on the item; Stahlnecker indicated it was a legislative public hearing and City Attorney Smith stated the Council present could vote on the item as it was a non-quasi-judicial item. **Viafore**

**MOVED to adopt Ordinance No. 1615, amending Fircrest Municipal Code 22.07.004 and 22.07.005, related to public notices for Type II-A projects; seconded by Reynolds.** Waltier invited councilmember comment; Reynolds thanked staff for putting this item forward as it served to increase transparency. **The Motion Carried (6-0).**

**B. Amendments to F.M.C. Section 22.58, Accessory Building Setbacks**

Stahlnecker briefed the Council on the proposed to amendments to Fircrest Municipal Code 22.58.003, Accessory Buildings as it relates to rear and side setbacks, which would 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, and increase the interior side yard setback and rear yard setback from three feet to five feet. **Reynolds MOVED to adopt Ordinance No. 1616, amending Fircrest Municipal Code 22.58.003, related to accessory building setbacks; seconded by Nixon.** Waltier invited councilmember comment; none were provided. Waltier invited public comment; none were provided. **The Motion Carried (6-0).**

**C. Fircrest Soccer Club Field Use Agreement**

Grover briefed the Council on the proposed agreement between the Fircrest Soccer Club and the City of Fircrest that would address fees, materials and hours of usage in order to offset city expenses, protect turf fields, and minimize the impact to adjacent residents. Grover recommended approval as the agreement would provide clear expectations between the City of Fircrest and the Fircrest Soccer Club on field maintenance, policies and rules, fees and charges, and liability. Surina inquired about the fee structure; Grover indicated the existing fee structure was carried over into the agreement and the per team fee was increased to cover field maintenance costs. Grover indicated staff was working on the schematic design of the irrigation at Whittier Park and that he was coordinating with the Fircrest Golf Club to aerify the fields. **Viafore MOVED to adopt Resolution No. 1532, authorizing the City Manager to execute an agreement between the Fircrest Soccer Club and the City of Fircrest for the use of Fircrest and Whittier Park Soccer Fields from July through December 2018; seconded by Reynolds.** Waltier invited councilmember comment; Viafore commended staff for the preparation of the agreement and inquired about the term of the contract. Pingel indicated the term was as such to provide both parties more time in the event of adjustments. Viafore inquired about billing and whether it would be based off the final roster; Grover stated the Fircrest Soccer Club could be billed immediately after their season started. **The Motion Carried (6-0).**

**D. Senior Bus Purchase**

Finance Director Corcoran briefed the Council on proposed purchase of a 14 passenger bus to replace the current senior bus. Corcoran indicated the low bid came in at \$55,575 plus tax and was within the budgeted amount of \$60,000. Corcoran indicated the current senior bus would be traded in and lower the total of the purchase price by approximately \$1,500. Corcoran stated that the City’s purchasing policy required Council approval and award for any bid award for a purchase over \$20,000. **Viafore MOVED to authorize the City Manager to purchase a 14-passenger bus from Northwest Bus Sales for the amount of \$55,575 plus sales tax; seconded by Reynolds.** Waltier invited councilmember comment; Wittner inquired about the bus type and use. Corcoran indicated it was a new, Ford bus from the Starquest series, and stated while the bus did not have a lift in it, staff was going to have back-up cameras installed on it. Viafore provided a background on the historical use of the current senior bus and commented on potentially expanding services for seniors and teens, and Surina recommended

budgeting to retrofit the new bus to make it handicap accessible. Waltier invited public comment; Yolonda Brooks, 6448 19th Street W., inquired about the eligible age for senior programs. Grover indicated the Department was in the process of rebranding the senior program to a more active adult program and was inclusive. **The Motion Carried (6-0).**

**CITY MANAGER COMMENTS**

Pingel reported that he had toured Wainwright Intermediate School for a possible location for the Council workshop and requested Council to set the meeting. **Viafore MOVED to set a special meeting of the Fircrest City Council on June 18, 2018 at 4:00 P.M. for the purpose of a Council Workshop at Wainwright Intermediate School, 130 Alameda Avenue, Fircrest, WA; seconded by Reynolds.** Waltier invited councilmember comment; Reynolds indicated she might be ten to fifteen minutes late. Waltier invited public comment; none were provided. **The Motion Carried (6-0).**

Pingel reported that a public meeting on the community center and pool project would be held on May 29, 2018 at the Community Center at 6:00 P.M. Pingel indicated the he was coordinating with the City’s bond counsel on bond reimbursement options and would be bringing forth a resolution would be brought forth for Council consideration at its June 12, 2018 regular meeting. Pingel thanked the Council for the pool discussion and for providing direction on moving forward. Viafore requested factual information on the current status of the pool be presented at the June 4, 2018 special meeting. Waltier inquired if a concept had been developed; Wittner indicated no concept had been developed as the Steering Committee had discussions on location and design elements. Wittner stated there was a general consensus to keep the pool in the existing location and the next steps after the May 29, 2018 meeting would include the design of the pool.

**DEPARTMENT HEAD COMMENTS**

- Wakefield reported that staff would be placing barricades in preparation for the Contra Costa grind and overlay project and that it would be completed in one day prior to the pool opening. Wakefield indicated notices had been distributed to nearby residents.

**COUNCILMEMBER COMMENTS**

- Surina thanked the public for their attendance.
- Wittner commented on his disappointment in the Council regarding the Council’s action on the Planning Commission nominees, stating he took a half day off from work and volunteered his time when the Mayor had asked him to step in and assist with conducting the interviews for the Planning Commission vacancies. Wittner indicated it was a unanimous decision on the selection of the two nominees for the Mayor to nominate and stated the Planning Commission vacancies served as a problem as there was a major fast food chain application going before the Planning Commission shortly. Wittner indicated had the Mayor been present, it would have been a 4-3 vote in favor of his nominations and the Planning Commission vacancies would have been fulfilled. Wittner commented that if he was one of the candidates who wished to serve their community and witnessed what had transpired at the Council meeting, he would not be interested in serving in that capacity any longer.
- Reynolds reported that the City typically budgeted for designated voting delegates to attend the AWC Annual Conference and confirmed that the designation of voting delegates would be on the June 12, 2018 budget. Reynolds referred to a submitted letter from a 7<sup>th</sup> grade student regarding the pedestrian crossing 67<sup>th</sup> Avenue W and Regents Boulevard.

**May 22, 2018**

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

- Viafore thanked Wakefield and the City Clerk for their work on the Transportation Improvement Plan document and the golf club for assisting with the turf preparation. Viafore indicated Mr. Highland was retiring and suggested sending a letter of appreciation to the board regarding the relationship Mr. Highland had with the City. Viafore inquired about the Emerson Court tree planting; Pingel indicated June 1, 2018.

**EXECUTIVE SESSION**

There was none.

**ADJOURNMENT**

**Reynolds MOVED to adjourn the meeting at 8:51 P.M., seconded by Surina. The Motion Carried (6-0).**

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Denny Waltier, Mayor Pro Tempore

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Jessica Nappi, City Clerk



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

Mayor Hunter T. George called the special meeting to order at 6:01 P.M. and led the pledge of allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Denny Waltier, Blake Surina, and Jamie Nixon were present.

**COMMUNITY POOL STATUS**

George welcomed the audience for their attendance and indicated he would provide for public comment after the staff briefing. Parks and Recreation Director Grover briefed the Council on the pool status, water and chlorine usage and costs, and indicated the pool opened over Memorial Day weekend. Grover provided a background on the recent improvements made to the pool to mitigate the water loss, stating that although there was an initial loss of approximately 10,000 gallons of water loss during a one day reading, the historical water and chlorine usage from 2009 through 2017 showed there had not been a drastic increase in water usage over the last eight years other than a spike in 2013. Grover indicated that water consumption rates had remained steady since 2010. Grover indicated similar trends were observed for chlorine usage, stating more was used in 2017 than 2016 due to sun and higher temperatures. Grover stated that after running the pool, staff observed water usage stabilized at 6,500 gallons a day and the pool operating at stable levels better than in 2017. Grover indicated staff has utilized cyanuric acid to stabilize the chlorine and reduce the effects of ultraviolet rays on chlorine, thereby reducing the amount of chlorine usage. Grover stated he was confident the pool could remain open at stable water and chlorine consumption rates and recommended resuming selling season passes and punch cards. There was a brief discussion regarding estimating the amount of water loss due to evaporation and splashing; Pingel indicated the pool's operator estimated approximately 3,000-3,500 could be attributed to evaporation and splashing. Waltier inquired if the City could prorate refunds of season passes and punch cards in the event the pool had to close; Pingel indicated it could be done. Viafore stated that given the information provided in the report, he was confident the pool was no worse off than last year, and indicated that the pool could proceed as a normal year while the City Manager continued to monitor and inform the Council of the pool status. Reynolds requested more organization as it related to shut down decisions and was in favor of prorated refunds. Nixon stated he was content with the information provided as he was concerned related to the possible environmental costs and requested to establish a baseline should the water loss become problematic. Surina commented on maintaining the stabilized usage to get through the season as it related to seasonal employees job security and the pool replacement project timeline. Wittner thanked Waltier for recommending opening the pool for one month while staff assembled information at the May 22, 2018 meeting, and stated his concerns regarding the chlorine usage and environmental impacts. Grover indicated that he had not looked into the environmental effects of chlorinated water, however he stated the chlorine levels were five to seven parts per million and diluted for swimming purposes. Grover indicated the chlorine usage had decreased since the pool opening due to the climate and staff's schedule to lessen the use of chlorine. Waltier requested to use the term "water loss" to describe the problem, month-to-month analysis, and a comparison of other pools as it related to water and chlorine usage and costs. There was a general consensus to not go month-to-month and to keep the pool open for the remainder of the season due to the information provided, swim team's schedule, and commitment to the seasonal employees. George invited public comment; Mark Hendrickson, 1223 Princeton Street, suggested utilizing a pool cover to aid in eliminating the evaporation factor from the water loss estimate. Grover indicated staff covered the pool during

**June 4, 2018**

**Fircrest City Council Meeting Minutes – Special 2**

the night and could cover over a twenty-four hour period to provide a snapshot and be scheduled during a weekday. George and Viafore stated they would defer to staff on how to monitor the pool evaporation. Grover indicated he would notify the public immediately regarding the availability of season passes and punch cards, and Pingel indicated staff would report back to Council on the status of the pool.

**ADJOURNMENT**

**Viafore MOVED to adjourn the meeting at 6:34 P.M., seconded by Reynolds. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk

**NEW BUSINESS:**       **Liquor License Renewal: Shogun Japanese Express**  
**ITEM 10A.**

**FROM:**               **Scott Pingel, City Manager**

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**RECOMMENDED MOTION: I move to register no objections to the liquor license renewal for the Shogun Japanese Express.**

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**PROPOSAL:** The Council is being asked to approve a motion to register no objections to the liquor license renewal for the Royal Thai Bistro at 2009 Mildred Street W. There were no problems regarding liquor sales at this establishment. Financing, Planning and Building, and Police have expressed no concerns regarding renewing this license.

**FISCAL IMPACT:** None identified.

**ADVANTAGE:** Allows Council input on the license renewal.

**DISADVANTAGES:** None identified.

**ALTERNATIVES:** Council could recommend not renewing the license.

**HISTORY:** The Washington State Liquor and Cannabis Control Board sent notification of the liquor license application. This allows the City an opportunity to submit comments and recommendations regarding approval or disapproval to the Board. Unless the Council has objections, the license will be issued.

**ATTACHMENTS:** [Liquor License Renewal Application](#)  
[Staff Response Forms](#)



**Washington State  
Liquor and Cannabis Board**

PO Box 43098, 3000 Pacific Ave. SE, Olympia WA 98504-3098, (360) 664-1600  
www.liq.wa.gov Fax #: (360) 753-2710

CITY OF FIRCREST

JUN 07 2018

RECEIVED

June 06, 2018

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at [wslcb@liq.wa.gov](mailto:wslcb@liq.wa.gov).

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 06/06/2018

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20180930

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. RICKY AND STEPHANIE LLC	SHOGUN JAPANESE EXPRESS 2009 MILDRED ST W FIRCREST WA 98466 0000	406311	BEER/WINE REST - BEER/WINE



**THE CITY OF FIRCREST**

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

**Applicant Information**

**Liquor License Renewal**

Applicant Name	Ricky and Stepanie LLC
Establishment Name	Shogun Japanese Express
Address	2009 Mildred St W
<b>Comments</b>	
No concerns per Finance	
Director Signature	<i>Colleen Concoran</i>
Date	6/15/2018
Department	Finance



**THE CITY OF FIRCREST**

115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

Applicant Information

Liquor License Renewal

Applicant Name	Ricky and Stephanie LLC		
Establishment Name	Shogun Japanese Express		
Address	2009 Mildred St W		
Comments			
Zoned Commercial Mixed Use. This is a permitted use. Planning/Building has no objection to the license renewal.			
Director Signature	<i>Angelie Stahlnecker</i>		
Date	06/08/2018	Department	Planning/Building





115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

## Applicant Information

### Liquor License Renewal

Applicant Name	Ricky and Stephanie LLC		
Establishment Name	Shogun Japanese Express		
Address	2009 Mildred Street W		
Comments			
<p>The police department has no concerns with the service of alcohol at this establishment.</p>			
Director Signature	<i>Joe Cruesman</i>		
Date	06-11-18	Department	Police

**NEW BUSINESS:** Tacoma Hearings Examiner for Dog Hearings Agreement  
**ITEM 10B.**

**FROM:** Scott Pingel, City Manager

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute an agreement with the City of Tacoma for Hearings Examiner services for dangerous and potentially dangerous dog appeal hearings.

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**PROPOSAL:** The Council is being asked to authorize an agreement with the City of Tacoma for a Hearings Examiner to conduct dangerous (and potentially dangerous) dog appeal hearings. The Fircrest Municipal Code provides for a hearings procedure for owners of dogs that are declared dangerous or potentially dangerous. The City of Fircrest needs a qualified person to conduct these hearings. This agreement will provide Fircrest with a Hearings Examiner experienced in dangerous and potential dangerous dog hearings. The previous agreement was approved by Council on November 25, 2014 and expired on December 31, 2015. This agreement will be through December 31, 2018, at which time the City of Tacoma can determine if the costs will increase with their next budget cycle.

**FISCAL IMPACT:** Tacoma will provide the services at the rate of \$108.00 per hour, plus Tacoma's staff time will be billed at the rate of \$55.00 per hour.

**ADVANTAGE:** The City of Tacoma Hearings Examiner's staff has experience in dealing with dangerous dog hearings conducted in Tacoma.

**DISADVANTAGES:** Other than cost, none are identifiable at this time.

**ALTERNATIVES:** Council could recommend not renewing the license.

**HISTORY:** In 2011, the City of Fircrest added the option of an appeal to the dangerous and potentially dangerous dog section of the Fircrest Municipal Code. An agreement with the City of Tacoma expired on December 31, 2015, and Fircrest has not had an appeal until now. The City of Tacoma Animal Control and Compliance declared a dog potentially dangerous and the City of Fircrest has received notice from the owner requesting an appeal hearing. A Hearings Examiner is required to conduct a hearing on this matter. The hearing is delayed until a new agreement is executed between the City of Fircrest and City of Tacoma.

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

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER  
TO EXECUTE AN AGREEMENT WITH THE CITY OF TACOMA  
FOR HEARINGS EXAMINER SERVICES FOR DANGEROUS AND  
POTENTIALLY DANGEROUS DOG APPEAL HEARINGS.**

**WHEREAS**, the City of Fircrest has need of specialized services for conducting a dangerous and potential dangerous dog hearing; and

**WHEREAS**, the City of Tacoma has staff experienced in dangerous dog hearings and appeals and has agreed to provide such services. Now, Therefore

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

**Section 1.** The City Manager is hereby authorized and directed to execute a Hearings Examiner Agreement with the City of Tacoma for Hearings Examiner services for dangerous and potentially dangerous dog appeal hearings from June 27, 2018 through December 31, 2018.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 26th day of June 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**AGREEMENT TO PROVIDE HEARING EXAMINER SERVICES  
BETWEEN THE CITY OF FIRCREST  
AND  
THE CITY OF TACOMA**

**1. Date and Parties**

This Agreement is entered into between the City of Fircrest, hereinafter referred to as "City" and the City of Tacoma, hereinafter referred to as "Tacoma."

**2. General Recitals**

The purpose of this Agreement is for Tacoma, by and through its Office of the Hearing Examiner, to provide Hearings Examiner services to City for dangerous (and potentially dangerous) dog appeal hearings, including but not limited to preparation for appeal hearings, conducting appeal hearings and rendering decisions and final reports. Tacoma shall provide the services at the rate of \$108.00 per hour. City shall have exclusive responsibility for any further appeals from a final determination rendered by Tacoma under this Agreement, with the understanding that any Hearing Examiner services necessary following remand or other return to the Hearing Examiner as may occur from any further appeal will be among the services provided by Tacoma under this Agreement at the hourly rate contained herein.

**3. Term**

The term of this Agreement shall be from June 27, 2018 through December 31, 2018 and may be extended or modified by mutual consent of the parties.

**4. Termination of Agreement**

This Agreement may be terminated by either party, with or without cause, upon seven (7) days' written notice served to the other party by certified mail. In such case, Tacoma shall be compensated by the City for all work performed to the date of termination.

**5. Staffing**

Tacoma shall provide staff required to conduct and complete dangerous (and potentially dangerous) dog appeal hearings in the same manner as it conducts its own appeal hearings. Staff time shall be billed at the rate of \$55.00 per hour. City will provide all appropriate assistance as required for Tacoma to perform the services under this Agreement.

**6. Payment**

Billing for the services provided by Tacoma shall be paid within 30 days of City's receipt of invoice.

**7. Notices**

Any notice required or permitted herein shall be deemed properly given at the time personally delivered or mailed postage prepaid and first class to the following addresses, or such other addresses as the City or Tacoma may designate in the future:

IF TO THE CITY:	WITH A COPY TO:
City Manager	City Clerk
City of Fircrest	City of Fircrest
115 Ramsdell Street	115 Ramsdell Street
Fircrest, WA 98466	Fircrest, WA 98466

IF TO TACOMA:  
City of Tacoma  
Office of Hearing Examiner  
747 Market Street, Room 720  
Tacoma, WA 98402

**8. Discrimination and Compliance with Laws**

Tacoma agrees to not discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification. Tacoma shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement, to specifically include the requirements of the Washington State Public Records Act, RCW 42.56.

Violation of this section shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

**9. Ownership of Documents**

All files and other documents maintained by Tacoma for purposes of fulfilling this contract shall be the files of the City and accessible by the City through its City Attorney or other duly authorized representative during normal business hours. At the request of the City, any and all files maintained by the Hearings Examiner shall be tendered to the City.

**10. Independent Contractor**

Tacoma's Hearing Examiner is a professional acting without direct supervision and is an independent contractor. Tacoma waives any claim in the nature of a tax, charge, cost or employee benefits, which would attach if Tacoma's Hearing Examiner were held to be an employee of the City.

**11. Subletting or Assigning Contract**

Neither the City nor Tacoma shall assign, transfer, or encumber any rights, duties or interest accruing from this Agreement without the express prior written consent of the other.

**12. Limits of Liability**

The City and Tacoma shall indemnify and hold the other harmless from any claims for damages arising directly or indirectly from the negligence of the indemnitor relative to the work performed pursuant to the terms of this Agreement.

**13. Duty to Defend**

Except as required by the Limits of Liability above, City shall indemnify, defend and hold harmless Tacoma and the Hearing Examiner from any and all claims, demands, damages, lawsuits, liabilities, or losses arising out of Tacoma's performance of services under this Agreement, excepting for claims involving the negligence of Tacoma or the Hearing Examiner. The City is not responsible for the negligence of Tacoma or the Hearing Examiner.

**14. Sole Contract Between Parties**

This Agreement is the sole written contract between the parties. Any prior written or oral understanding shall merge with this Agreement. It shall be amended only upon express written consent of the parties hereto.

Effective this 27th day of June 2018.

**CITY OF FIRCREST**

**CITY OF TACOMA**

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

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

**APPROVED AS TO FORM:**

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

By: \_\_\_\_\_  
Deputy City Attorney

By: \_\_\_\_\_  
Finance Director

**ATTEST:**

**ATTEST:**

By: \_\_\_\_\_  
City Clerk

By: \_\_\_\_\_  
City Clerk