

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, AUGUST 14, 2018
7:00 P.M.**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. [Proclamation: Chief for a Day](#)
 - B. [Presentation: Juror Summons Study by Pierce County Superior Court](#)
 - C. Community Center and Pool Update
- 5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

(Please sign the **Public Attendance Roster/Public Hearing Sign-Up Sheet** if you wish to speak during the meeting.)
- 6. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Environment, Planning and Building
 - C. Finance, IT, Facilities
 - D. Other liaison reports
- 7. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks
 - B. Approval of minutes: [June 26, 2018 Regular Minutes](#)
[July 10, 2018 Regular Minutes](#)
- 8. PUBLIC HEARING 7:15 P.M.**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. [Ordinance: Budget Adjustment 2nd Reading and Adoption](#)
 - B. [Six-Month Financial Review](#)
 - C. [Motion: Unfreeze the 2nd Sergeant Position](#)
- 11. CITY MANAGER COMMENTS**
 - A. [Council Rules](#)
 - B. [Tank Painting/Mural](#)
 - C. [General Facilities Charges](#)
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
- 15. ADJOURNMENT**

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

**PRESIDING OFFICER'S REPORT: Proclamation: Chief for a Day
ITEM: 4A**

FROM: John Cheesman, Police Chief

RECOMMENDED MOTION: I move to authorize the Mayor's signature on a proclamation proclaiming Ian Hutton as Chief for a Day on August 16, 2018.

PROPOSAL: The Council is being asked to approve the Chief for a Day (CFAD) proclamation proclaiming Ian Hutton as City of Fircrest Chief for a Day on August 16, 2018.

FISCAL IMPACT: None – we partnered with our community and businesses to pay for our Chief for a Day.

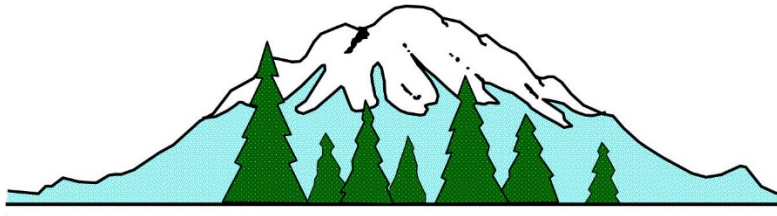
ADVANTAGE: The Fircrest Police Department takes great pride on partnering with our community and on developing positive relationships. The CFAD event provides us a wonderful opportunity to do just that; while most importantly allowing an individual to celebrate life with the realization that they are special.

DISADVANTAGES: None known.

ALTERNATIVES: Not to participate.

HISTORY: The Fircrest Police Department has been participating in CFAD event since 2010. The CFAD event takes place every other year and is a statewide event sponsored by the Washington State Criminal Justice Training Commission. The event allows us to celebrate the lives of children who have been diagnosed with a chronic or life threatening illness. We had to submit a letter of interest and be selected to participate in this event. There are 30 agencies from around the state that were selected to participate in the event this year. The Washington State Criminal Justice Training Commission will host a Chief for a Day celebration on August 16, 2018 with a swearing in ceremony and a luncheon.

ATTACHMENT: [Proclamation](#)



THE CITY OF FIRCREST

Office of the Mayor

PROCLAMATION

WHEREAS, Chief for a Day is a statewide event sponsored by Washington State Criminal Justice Training Commission and law enforcement agencies to celebrate the lives of children who have been diagnosed with a chronic or life-threatening illness; and

WHEREAS, the Washington State Criminal Justice Training Commission will host the Chief for a Day event on August 16, 2018 with a swearing in ceremony and luncheon; and

WHEREAS, the City of Fircrest and the Fircrest Police Department, in conjunction with local businesses and the community, recognize the importance of demonstrating care and concern for these children and their families; and,

WHEREAS, the Fircrest Police Department has adopted Eli Hutton and his family and wish to recognize Eli as Chief for a Day in the City of Fircrest;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FIRCREST, does hereby proclaim

**Eli Hutton as Chief for a Day on August 16, 2018, in the City of Fircrest,
Washington and urge all citizens to join the City of Fircrest and the Fircrest
Police Department in recognizing this special day.**

Passed this 14th day of August 2018

Hunter T. George, Mayor

Pierce County Superior Court

Juror Summons Study

- Original Study Presentation provided to the Washington State Supreme Court.
- Undeliverable/Summons Response/No Response/Completed

The following information only relates to the juror summons data provided for Pierce County Superior Court, Pierce County District Court and Tacoma Municipal Court.

Pierce County Jury Administration provides juror summons' for twenty-one (21) other jurisdictions, but we do not receive the outcomes for those summons'.

How did we get here?

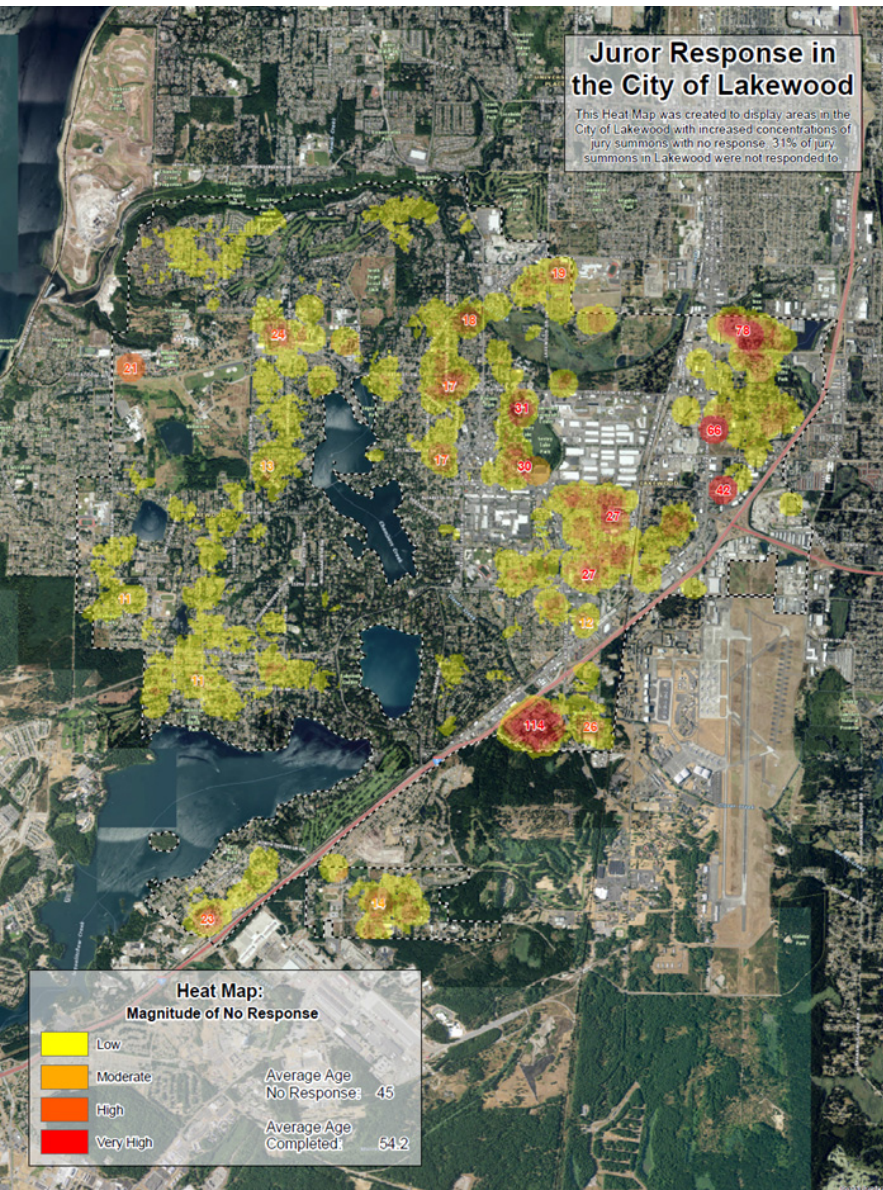
- Comprehensive review of Jury Administration
- “Could we tell a story based on what the raw data was telling us?”
- Pierce County’s Geographic Information System (GIS) Department created Heat Maps based on our Juror Summons statistical data
- “Could we have an impact on the makeup of potential jurors who make it into the doors of the County-City Building?”

Goals of the Study

- **Encourage Jury Service**
- **Provide a representative/diverse jury for those involved in the Court system**
- **Increase access to justice for all**
- **Decrease the number of juror summons sent on an annual basis**
- **Increase Communication with Stakeholders**
- **Engage with the public to increase understanding and trust of the Court**
- **Create opportunities for dialogue**
- **Develop the relationship between the Court and Pierce County Municipalities**

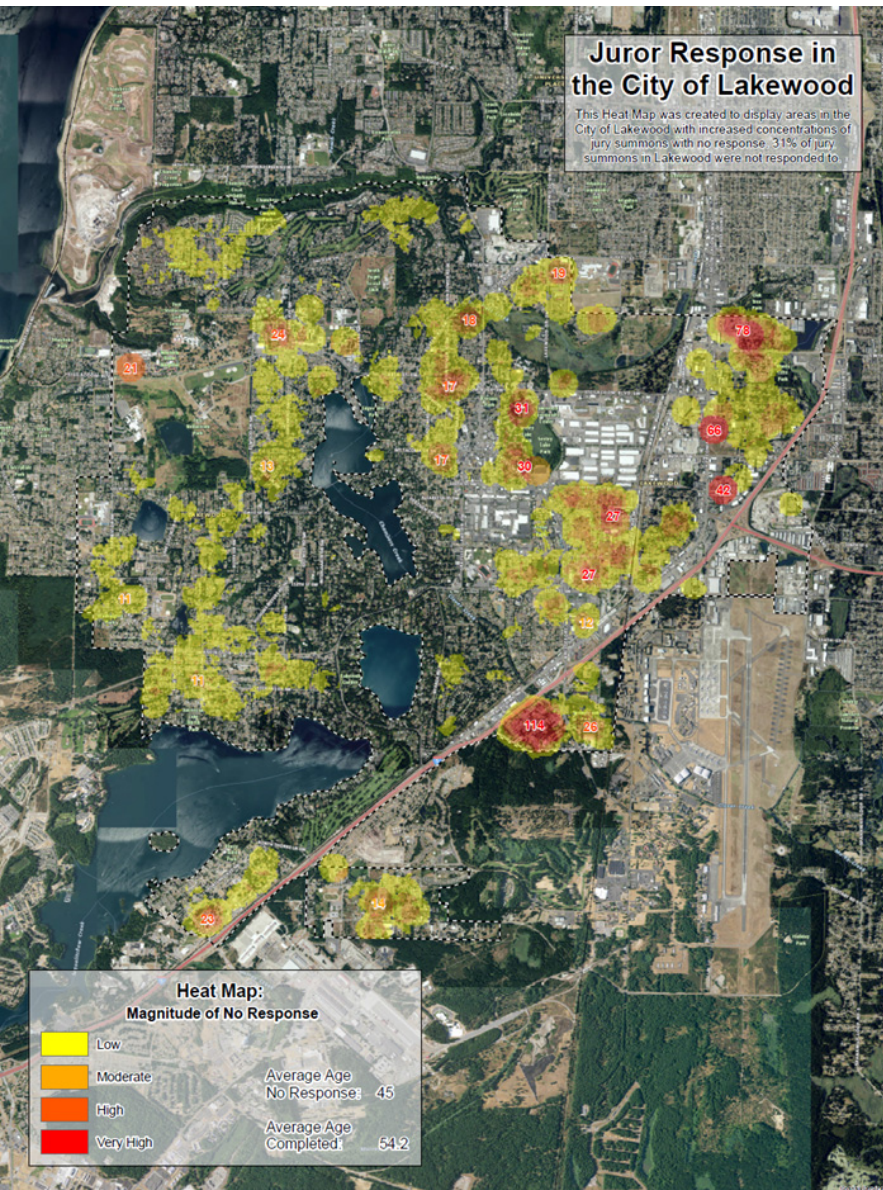
Jury Summons Definitions

- Undeliverable – Summons is returned by the post office as undeliverable or moved with no forwarding address.
- Summoned – Summons is not responded to in any way.
- Completed – Responded to the summons and made it in our doors.
- Sworn/Seated – Assigned to a jury.
- Not Qualified – Automatic excusals for jurors who do not live in the county, are not US citizens, English as a second language (optional to remain), or a felon without their rights restored.
- Expected – Jurors respond to the blue post card on the phone or web site and our system and if qualified a red and white summons is mailed. The jurors marked expected have not yet appeared for jury duty. This designation is a tool for the court to know how many jurors are available each week.
- Excused – Court has approved a juror's request to be excused for work, health reasons, military, first responders, jury duty within one year, student (current class schedule requested) or religious reasons. Care for dependents and children are automatic excusals.



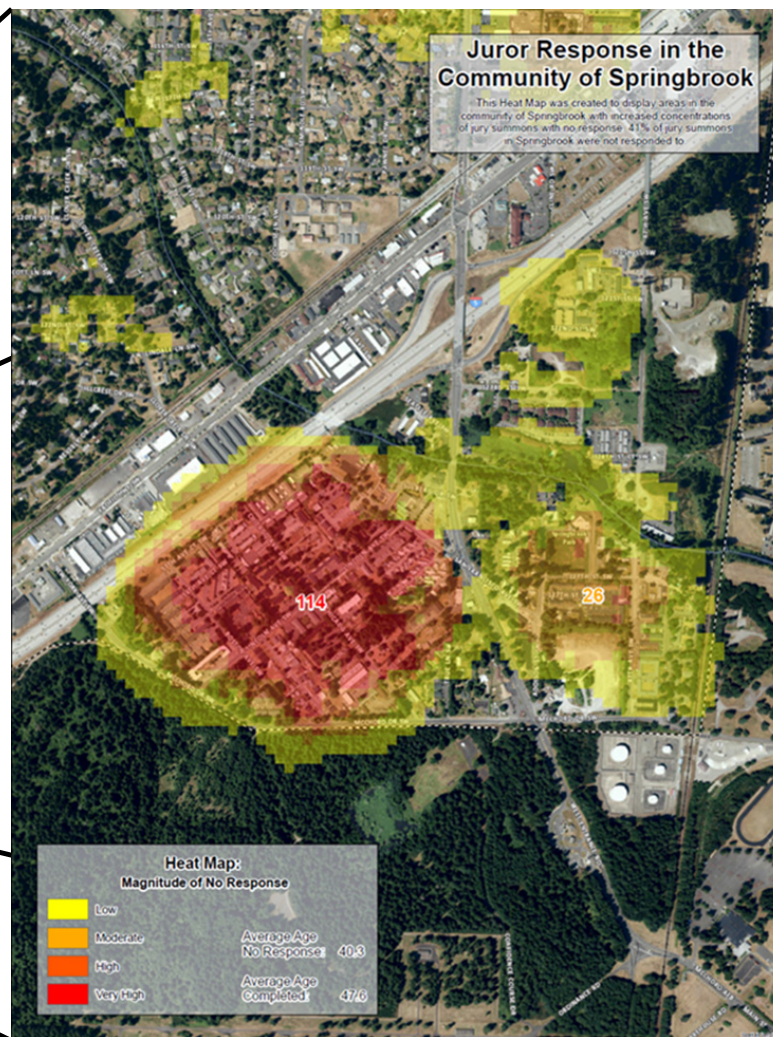
City of Lakewood

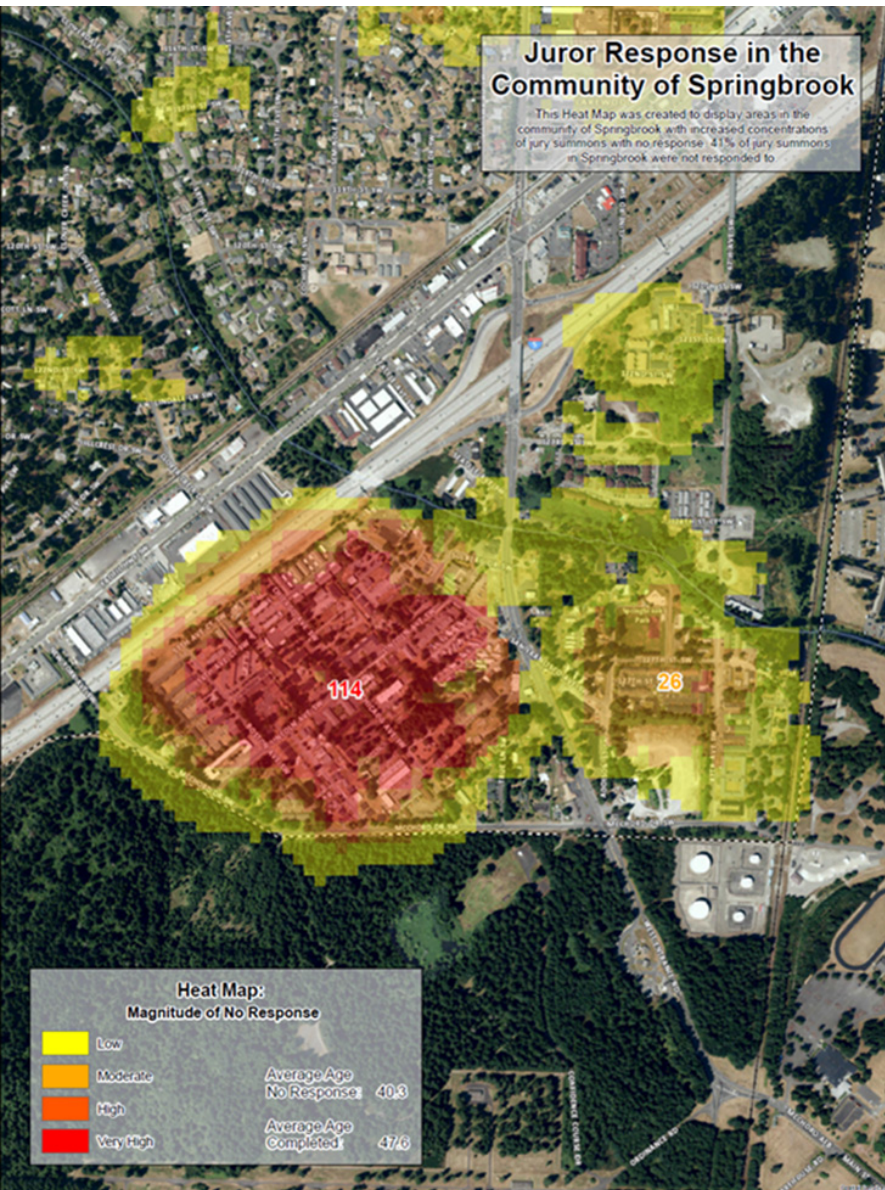
- Population – 58,613 (2010)
 - 59% White
 - 15% Hispanic/Latino
 - 12% African American
- “No Response” Rate 31%
- Avg. Age “No Response” 45
- Avg. Age Completed 54.2



City of Lakewood (Cont.)

- 6873 Summons sent in 2016
- 840 Completed, 12.2%
- 1249 Undeliverable, 18.2%
- 1322 Excused, 19.2%
- 519 Not Qualified, 7.6%
- 2189 Summoned, 31.8%
- 11.8% of Population Summoned

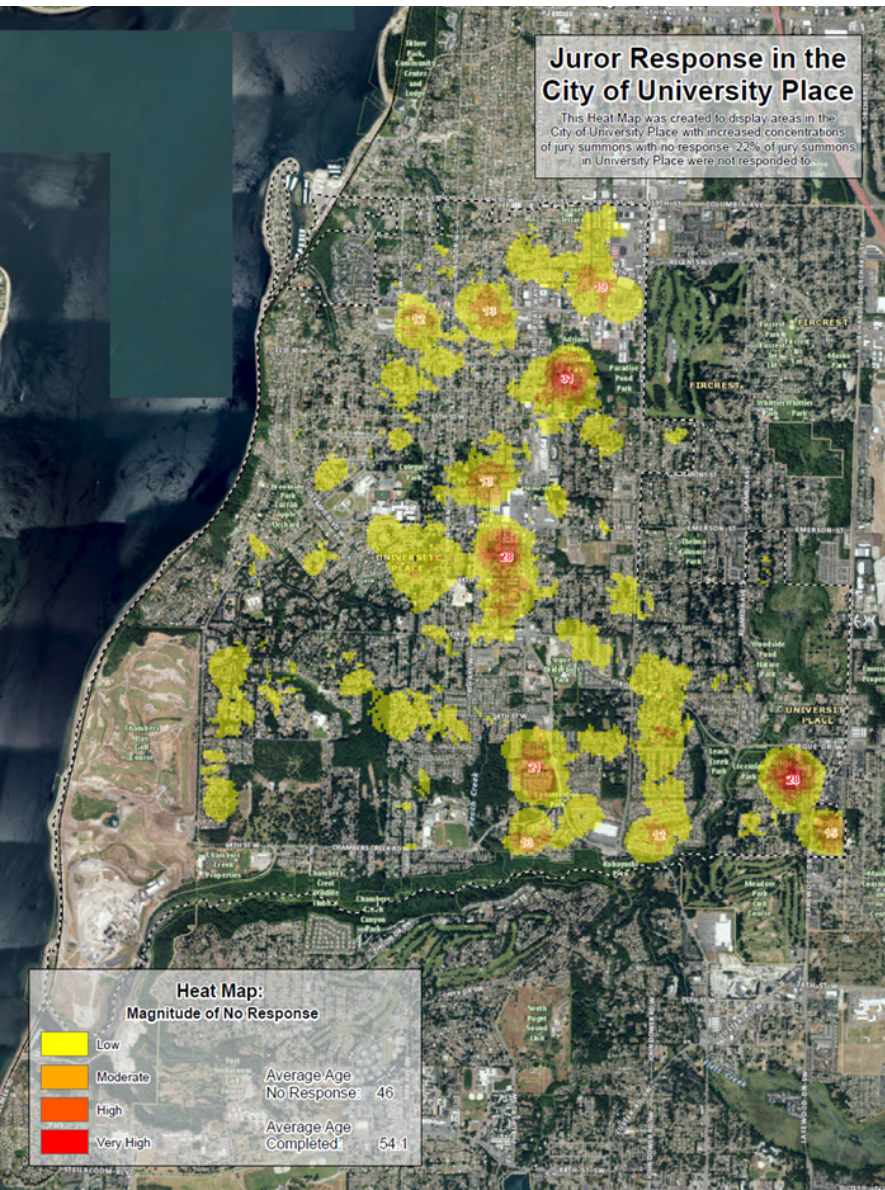




Lakewood (Springbrook)

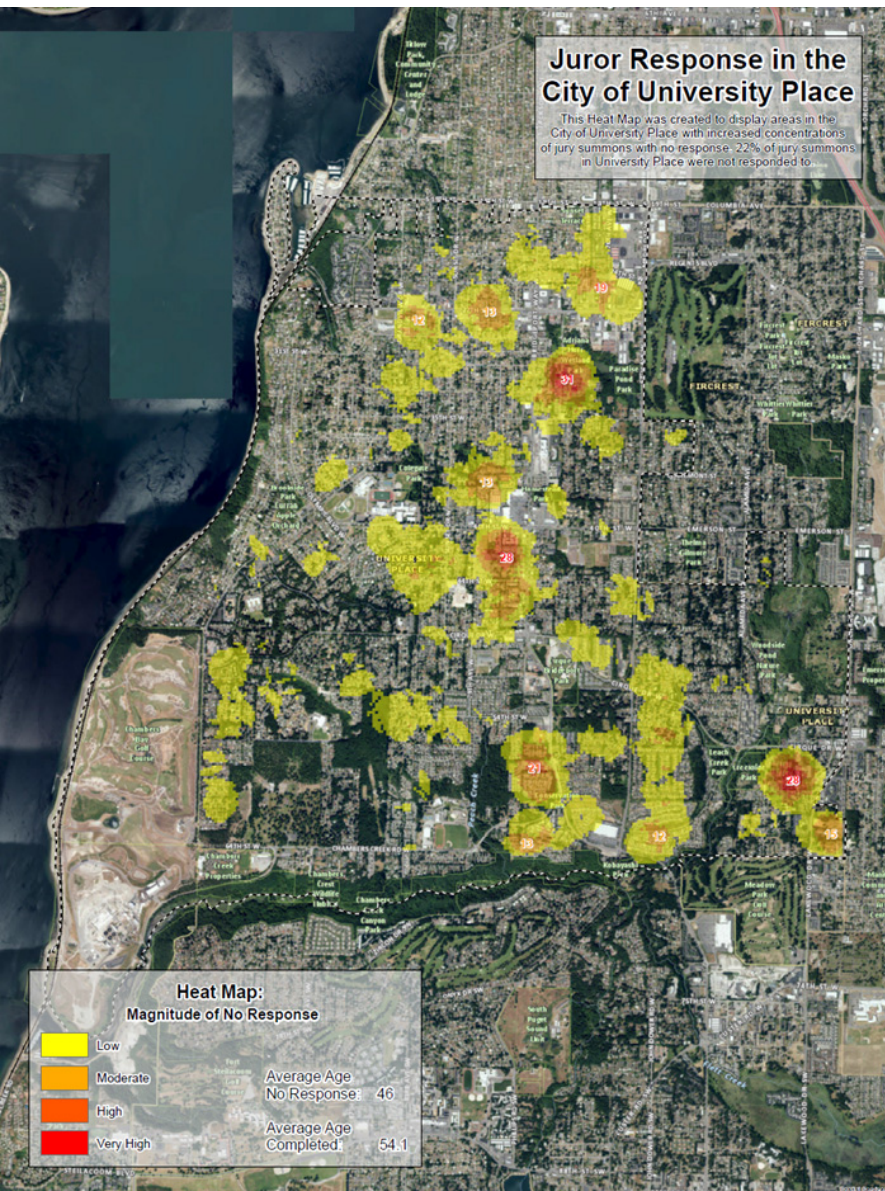
- “No Response” Rate increased to 41.4% from 31.8% for all of Lakewood
- Undeliverable % went up from 18.2% to 32.1%
- Completed % dropped from 12.2% down to 6.8%
- Average age dropped significantly compared to the rest of the City





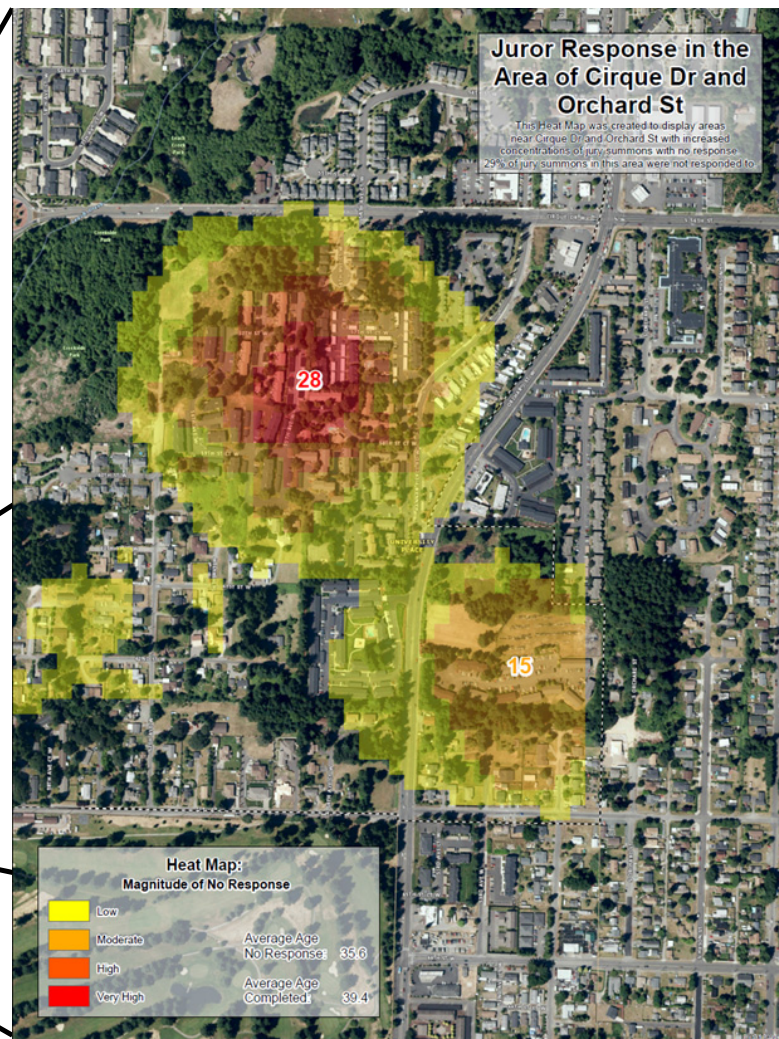
City of University Place

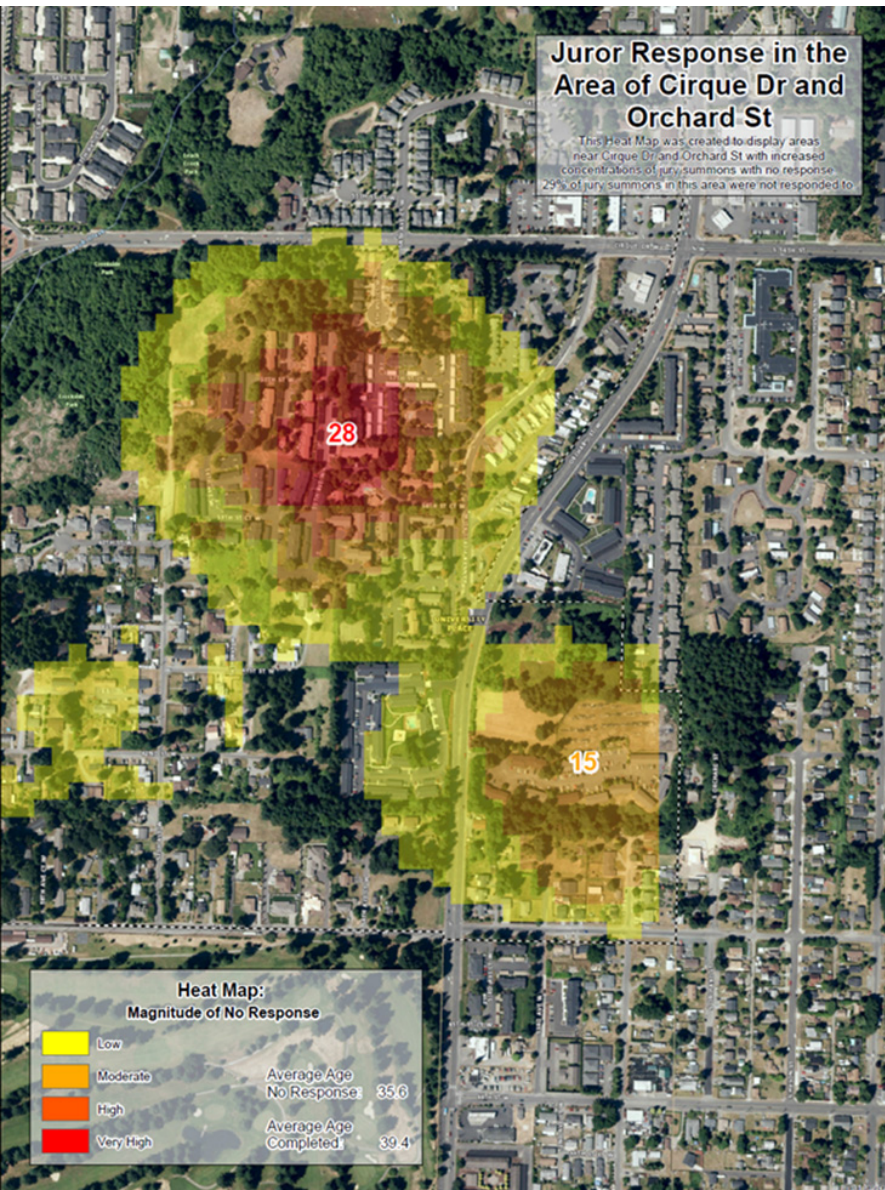
- Population – 31,144 (2010)
 - 71% White
 - 8.5% African American
 - 6.7% Hispanic/Latino
- “No Response” Rate 22%
- Avg. Age “No Response” 46
- Avg. Age Completed 54.1



City of University Place (Cont.)

- 3771 Summons sent in 2016
- 667 Completed, 17.7%
- 459 Undeliverable, 12.2%
- 951 Excused, 25.2%
- 332 Not Qualified, 8.8%
- 832 Summoned, 22.1%
- 11.9% of Population Summoned

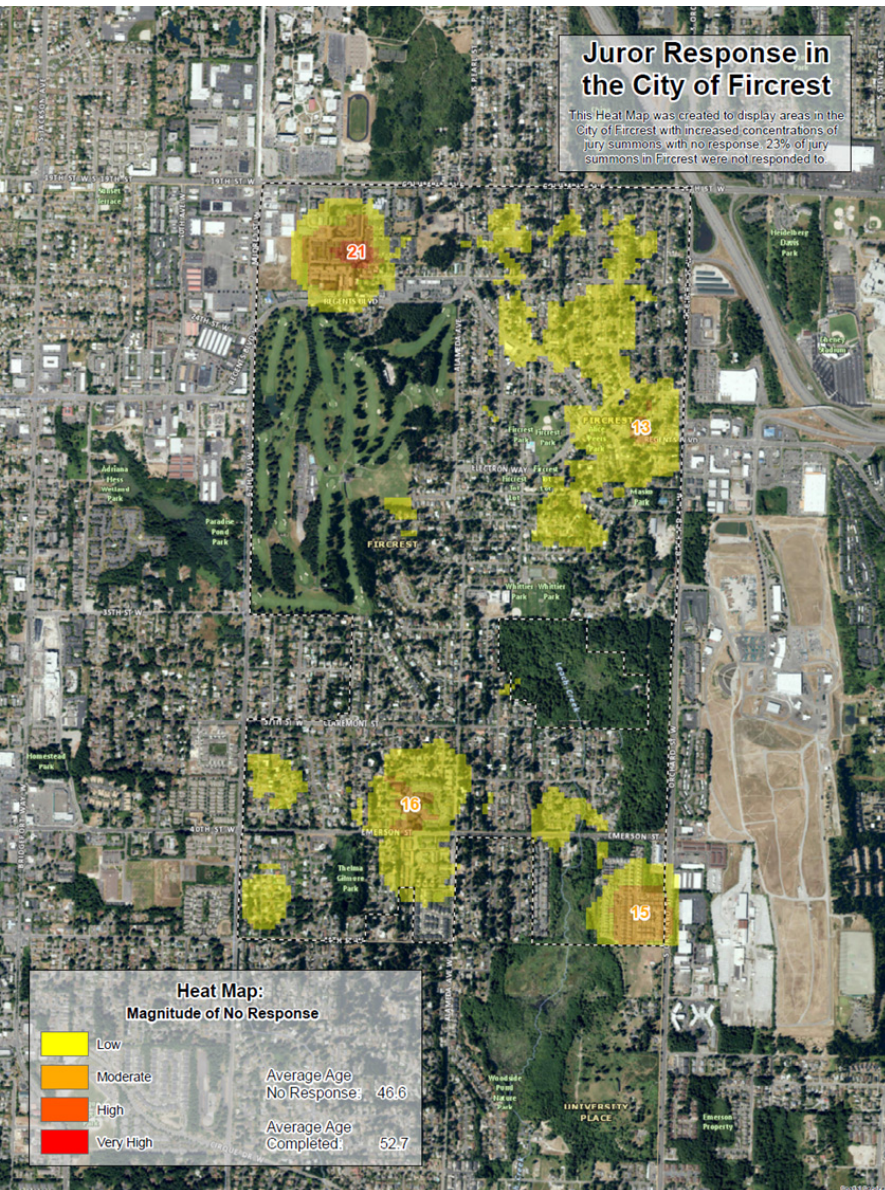




U.P. (Orchard/ Cirque)

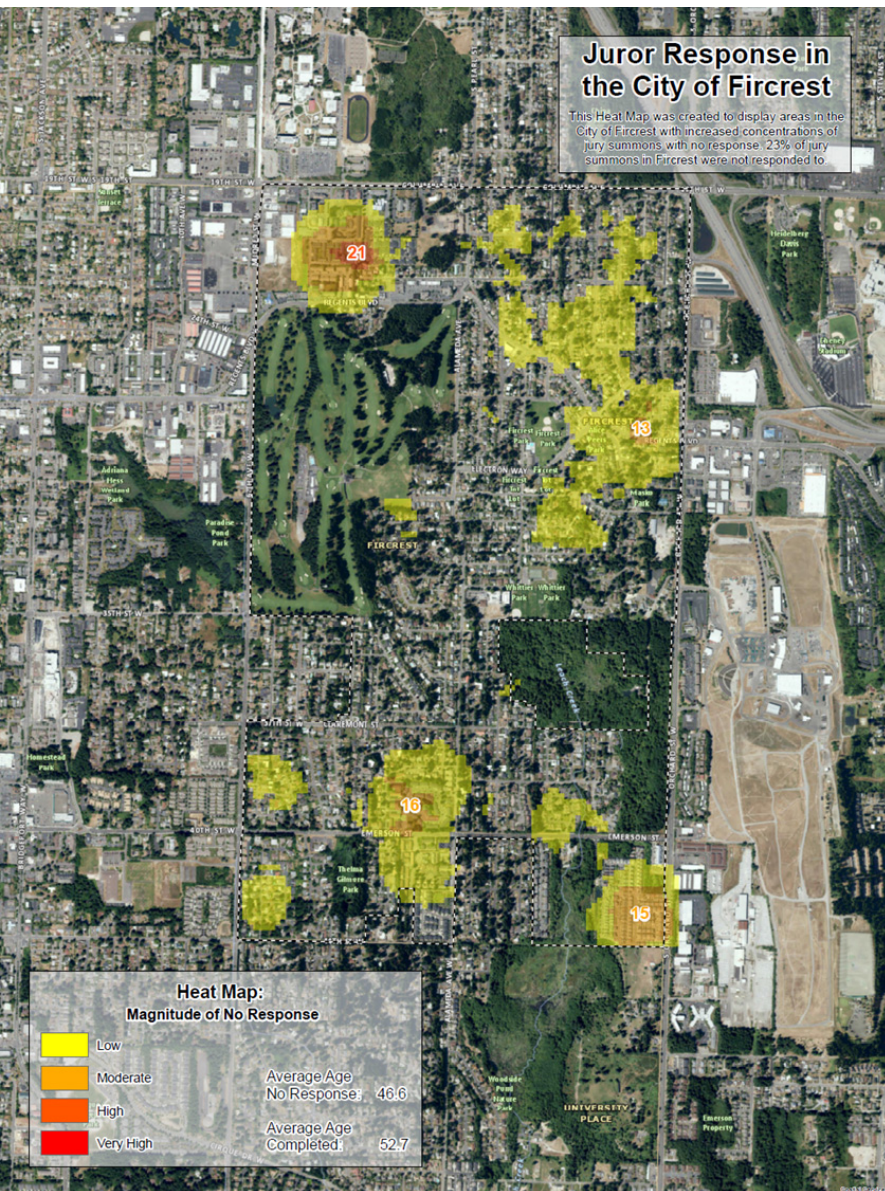
- “No Response” Rate increased to 28.5% from 22.1% for all of U.P
- Undeliverable % went up from 12.2% to 32.4%
- Completed % dropped from 17.7% down to 11.6%
- Average age dropped significantly compared to the rest of the City





City of Fircrest

- Population – 6,497 (2010)
 - 79% White
 - 7% African American
 - 4.6% Hispanic/Latino
- “No Response” Rate 23%
- Avg. Age “No Response” 46.6
- Avg. Age Completed 52.7



City of Fircrest (Cont.)

- 762 Summons sent in 2016
- 134 Completed, 17.6%
- 58 Undeliverable, 7.6%
- 210 Excused, 27.6%
- 48 Not Qualified, 6.3%
- 179 Summoned, 23.5%
- 11.7% of Population Summoned



- There is no individual data available for this hotspot in the north end of Fircrest at this time.
- Pierce County GIS Department can create this information, but at the time this PowerPoint was created it was not available.

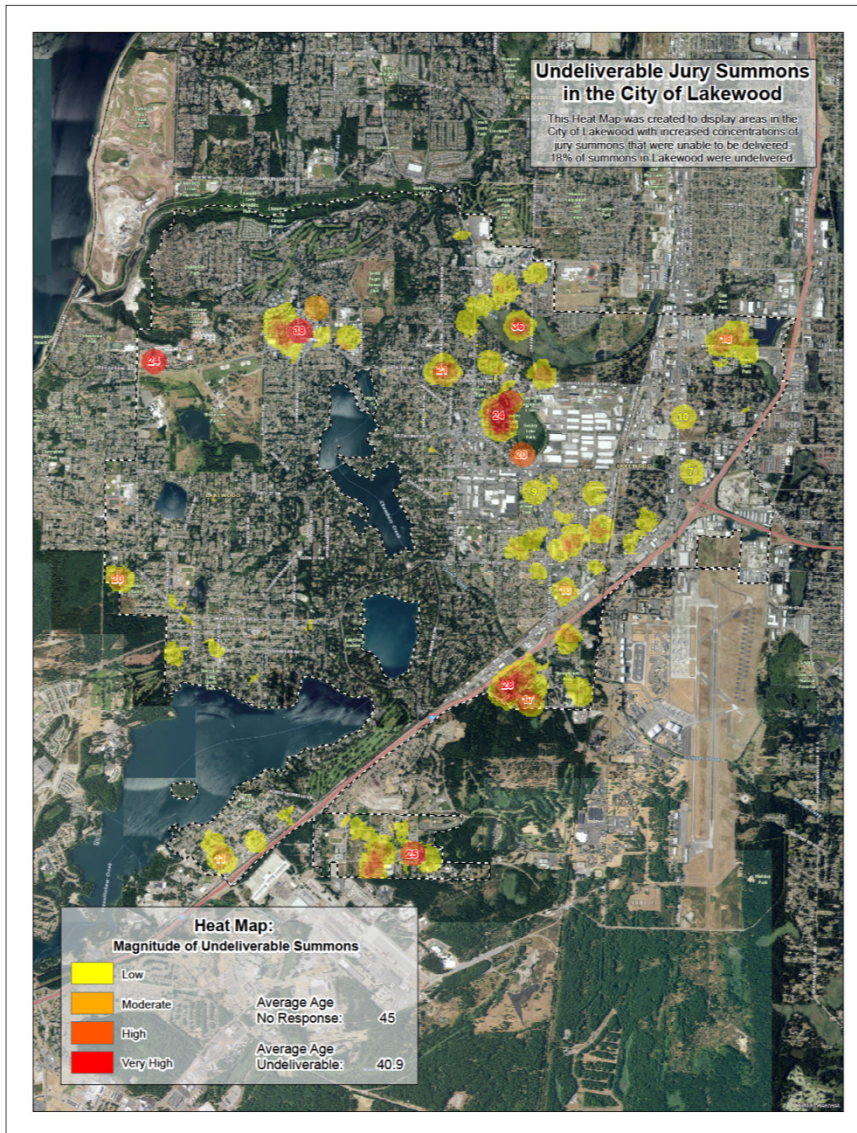


	Lakewood	Springbrook (Lakewood)	University Place	Orchard/Cirque (University Place)	Fircrest
Summons	6873	365	3771	207	762
No Response	2189 – 31.8%	151 – 41.4%	832 – 22.1%	59 – 28.5%	179 – 23.5%
Completed	840 – 12.2%	25 – 6.8%	667 – 17.7%	24 – 11.6%	134 – 17.6%
Undeliverable	1249 – 18.2%	117 – 32.1%	459 – 12.2%	67 – 32.4%	58 – 7.6%
% of Population Summoned	11.8%	N/A	11.9%	N/A	11.7%

	Summoned	"No Response"	% of Total	Completed	% of Total	Sworn/Seated	% of Total
2012	76,760	21,907	28.5	10,567	13.8	3,304	4.3
2013	84,153	22,286	26.5	11,923	14.2	3,743	4.4
2014	80,310	21,010	26.2	11,580	14.4	3,106	3.9
2015	82,366	22,056	26.8	11,361	13.8	2,979	3.6
2016	93,221	26,004	27.9	14,053	15.1	2,776	3.0

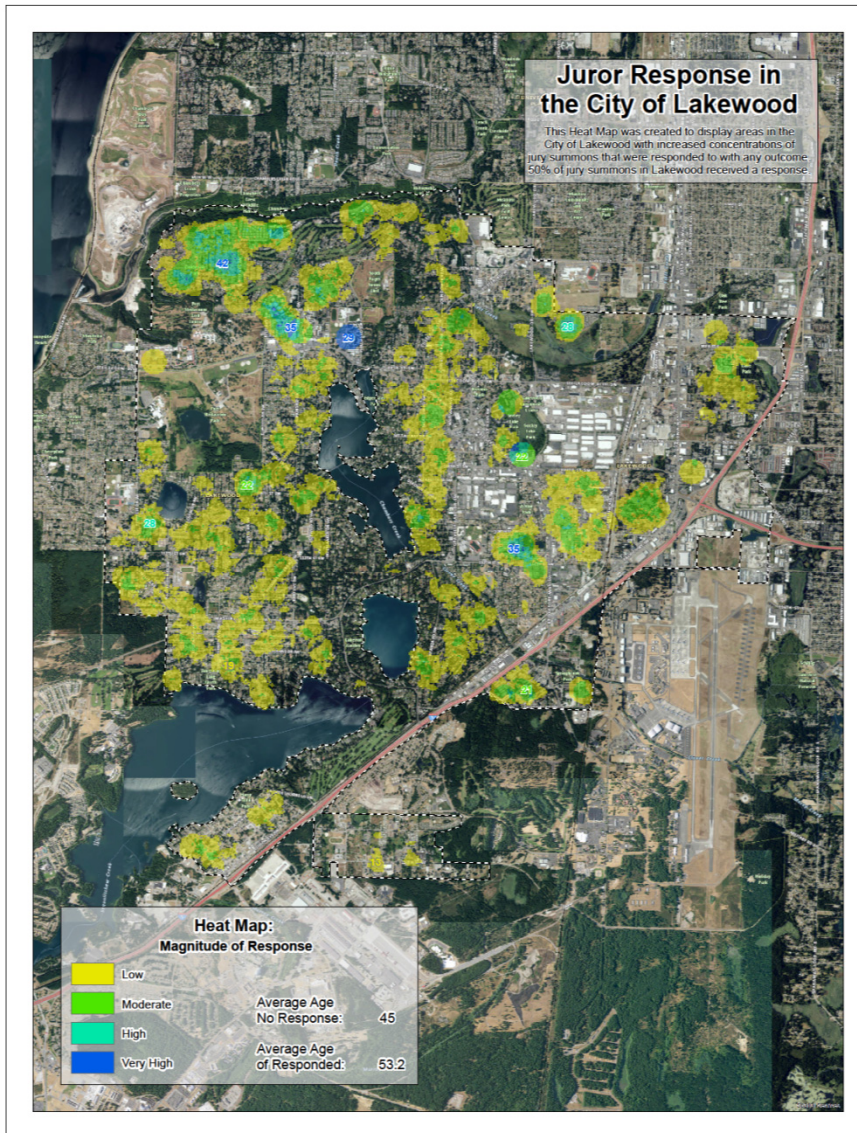
Undeliverable/Summons Response

No Response/Completed



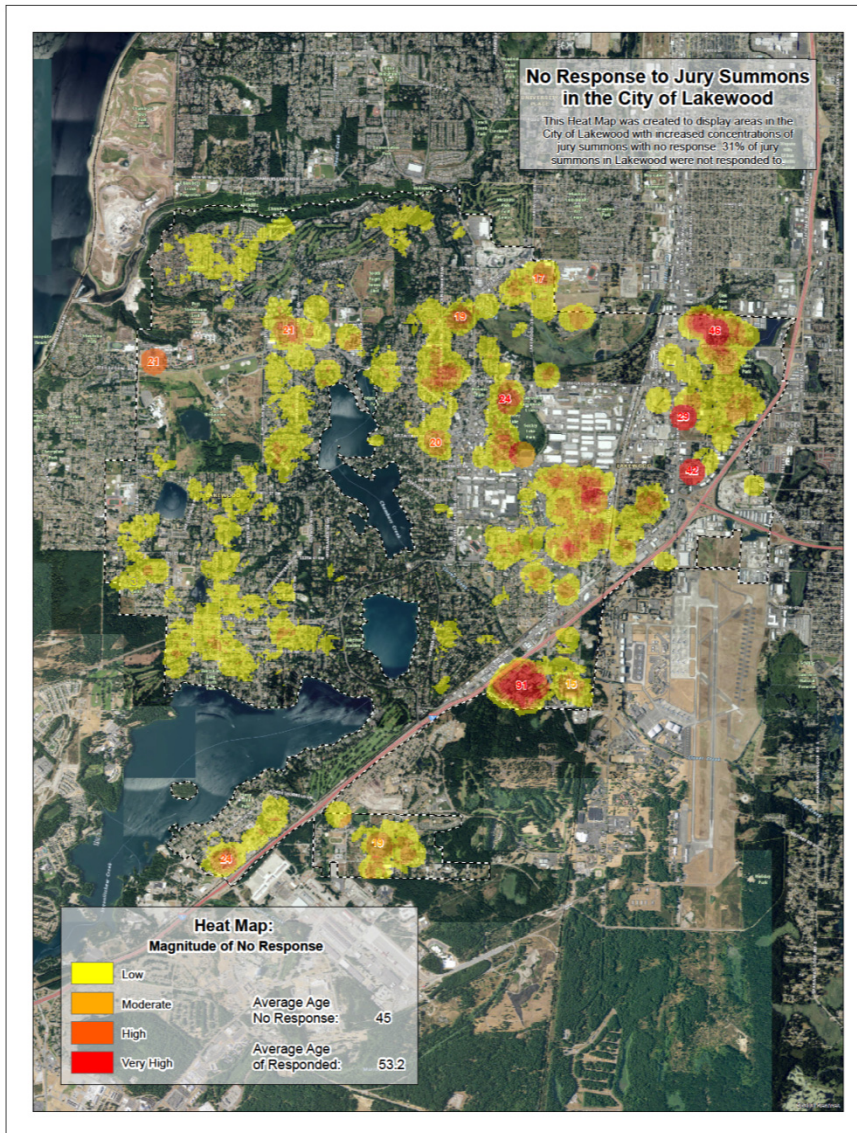
LAKEWOOD

UNDELIVERABLE
1,249 undeliverable summons



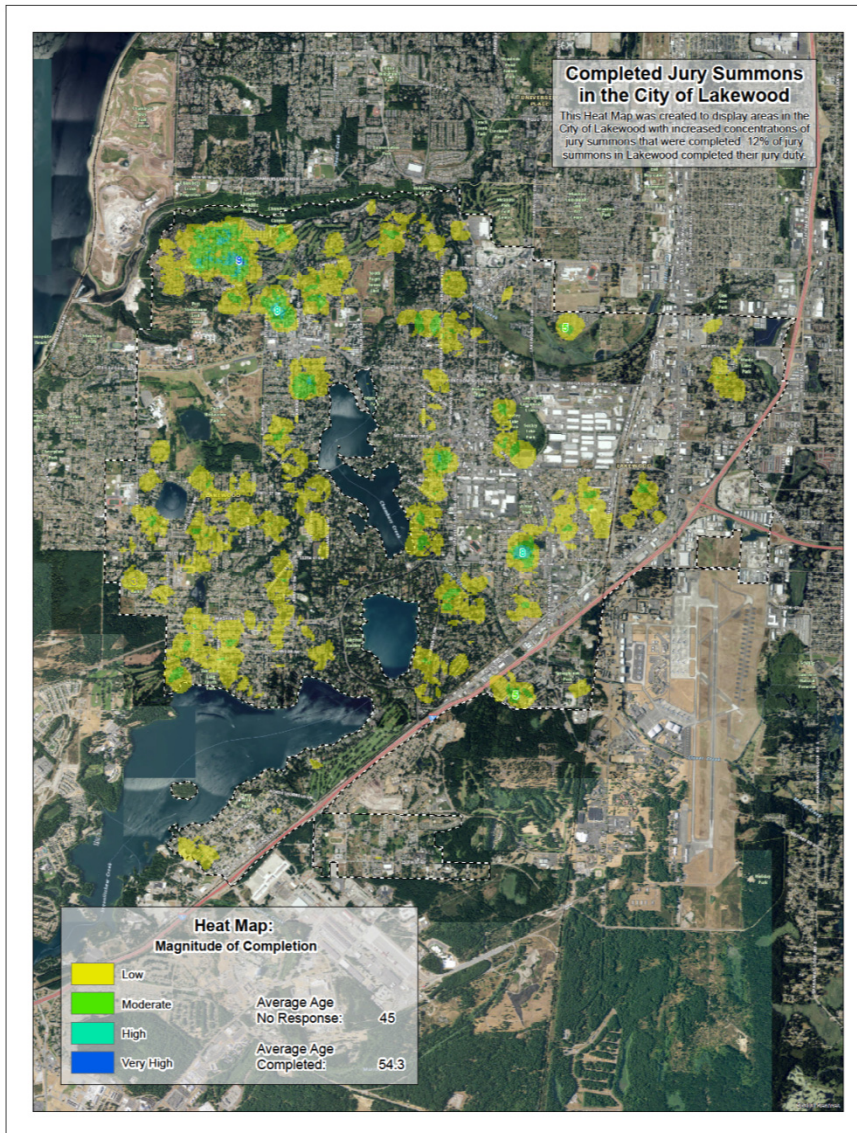
LAKEWOOD

SUMMONS RESPONSE



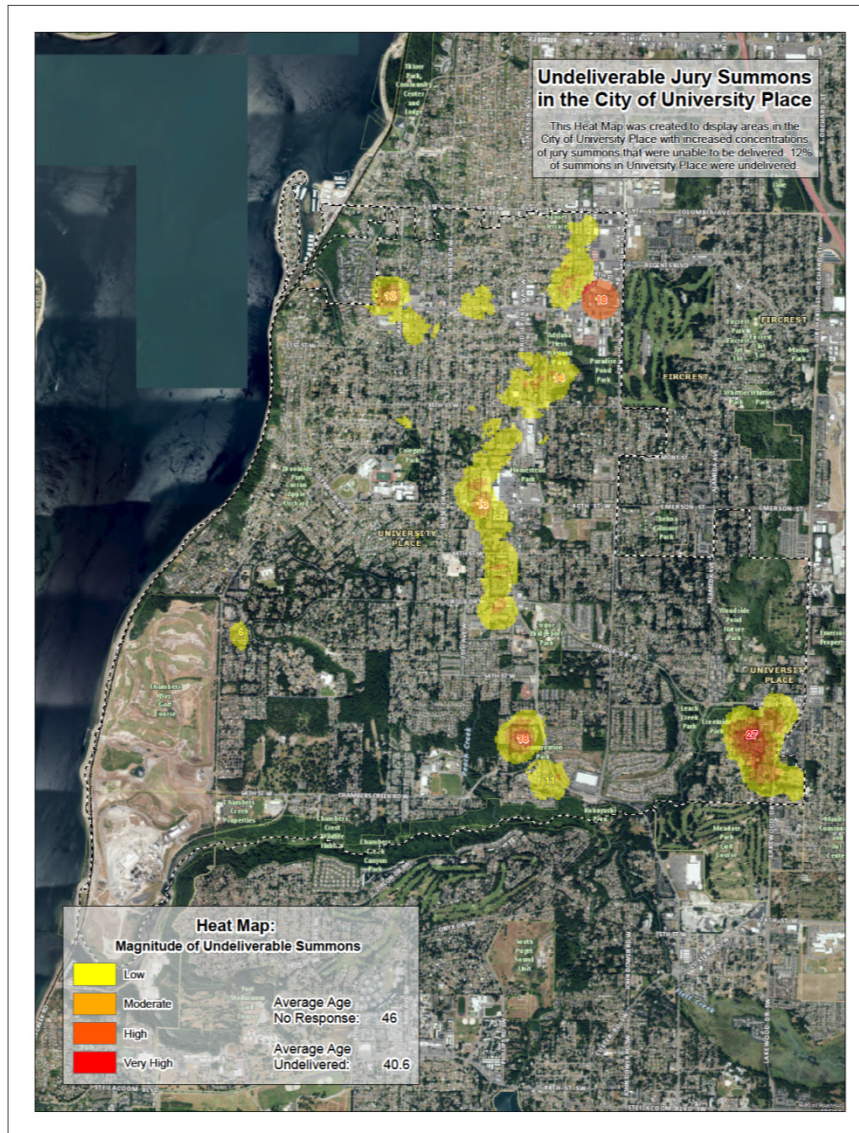
LAKEWOOD

NO RESPONSE
2,189 summoned status



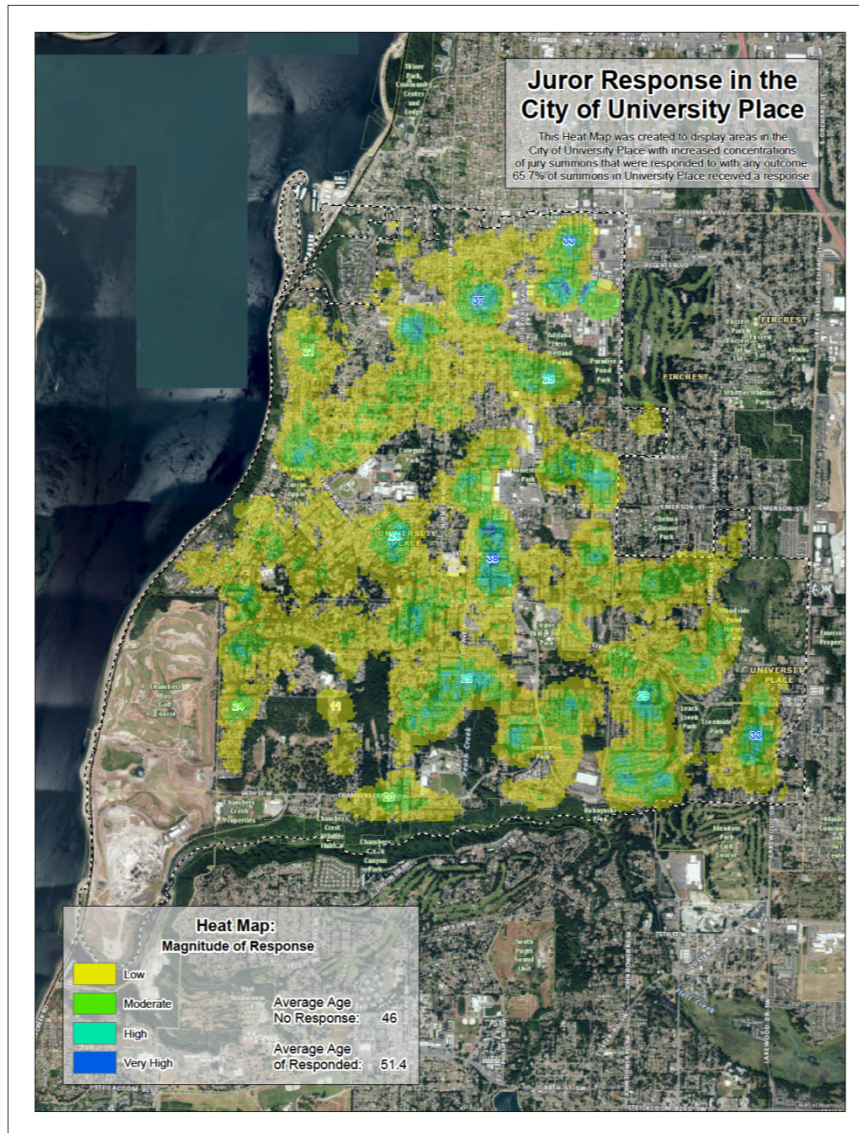
LAKEWOOD

COMPLETED
840 through the CCB doors



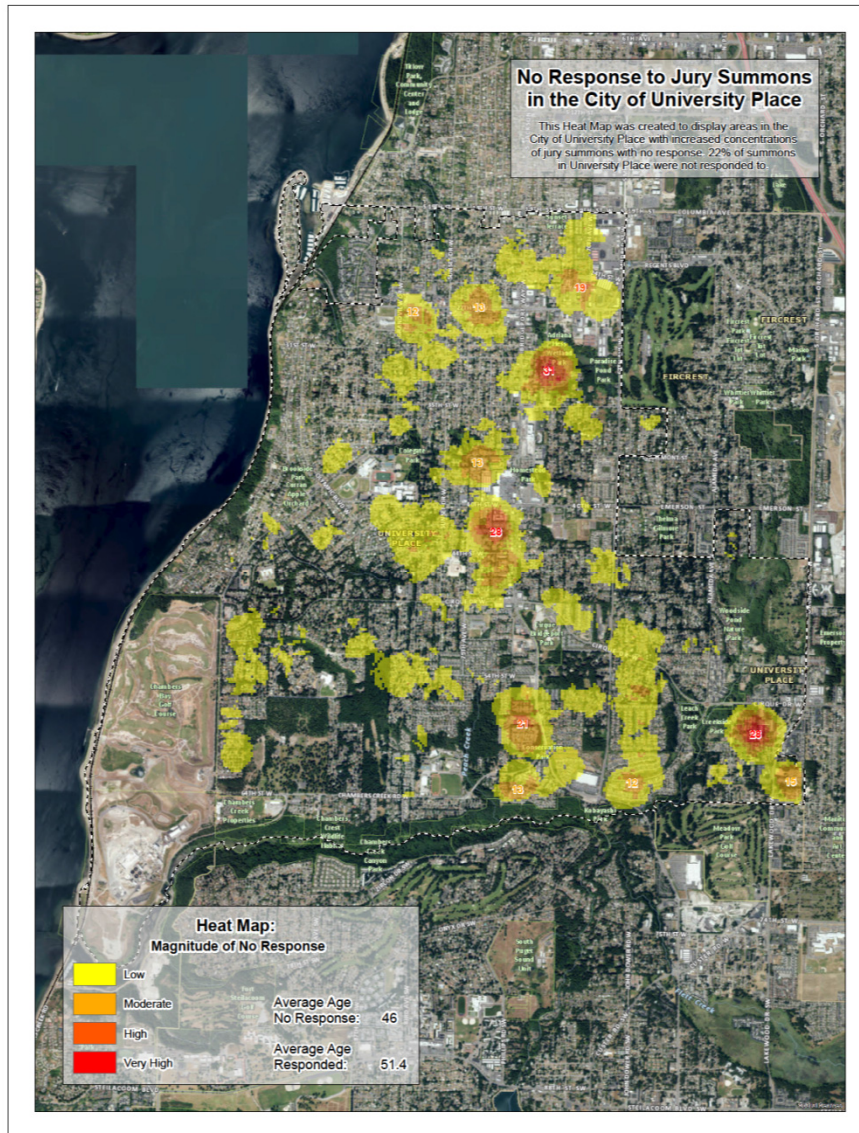
UNIVERSITY PLACE

UNDELIVERABLE
459 undeliverable summons



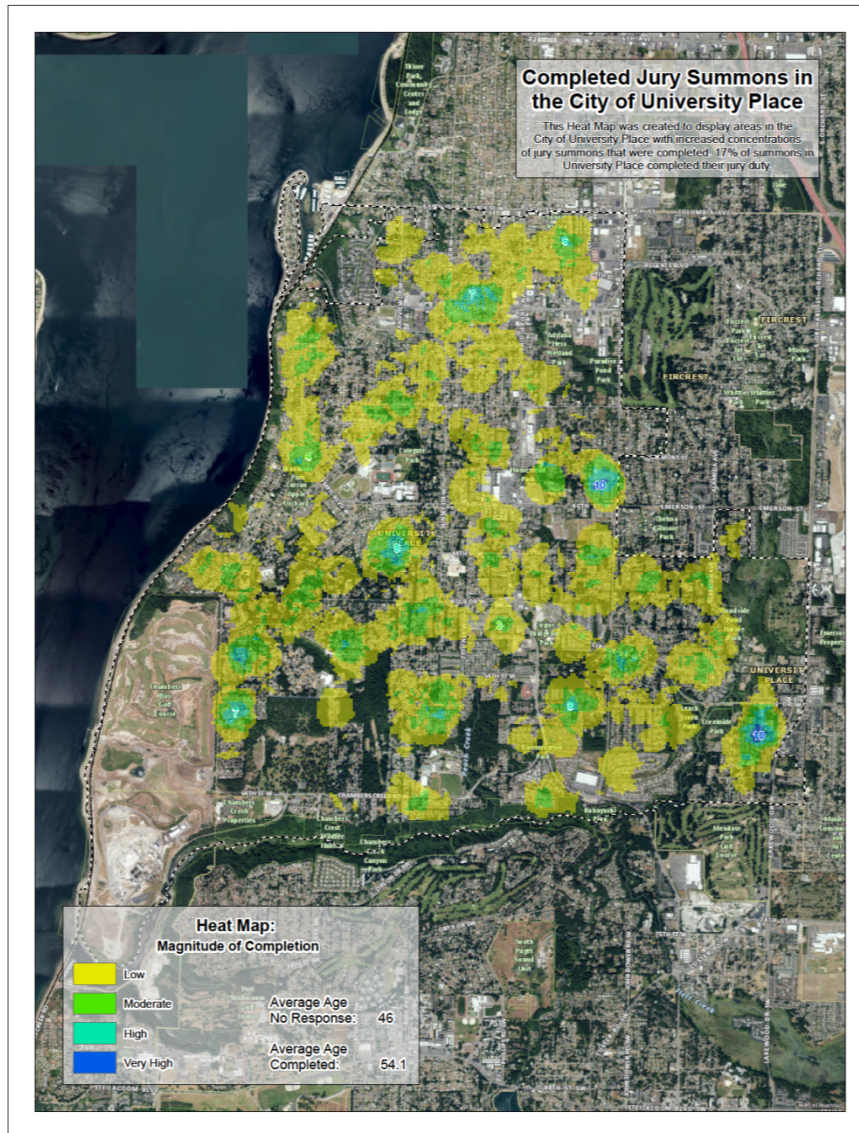
UNIVERSITY PLACE

SUMMONS RESPONSE



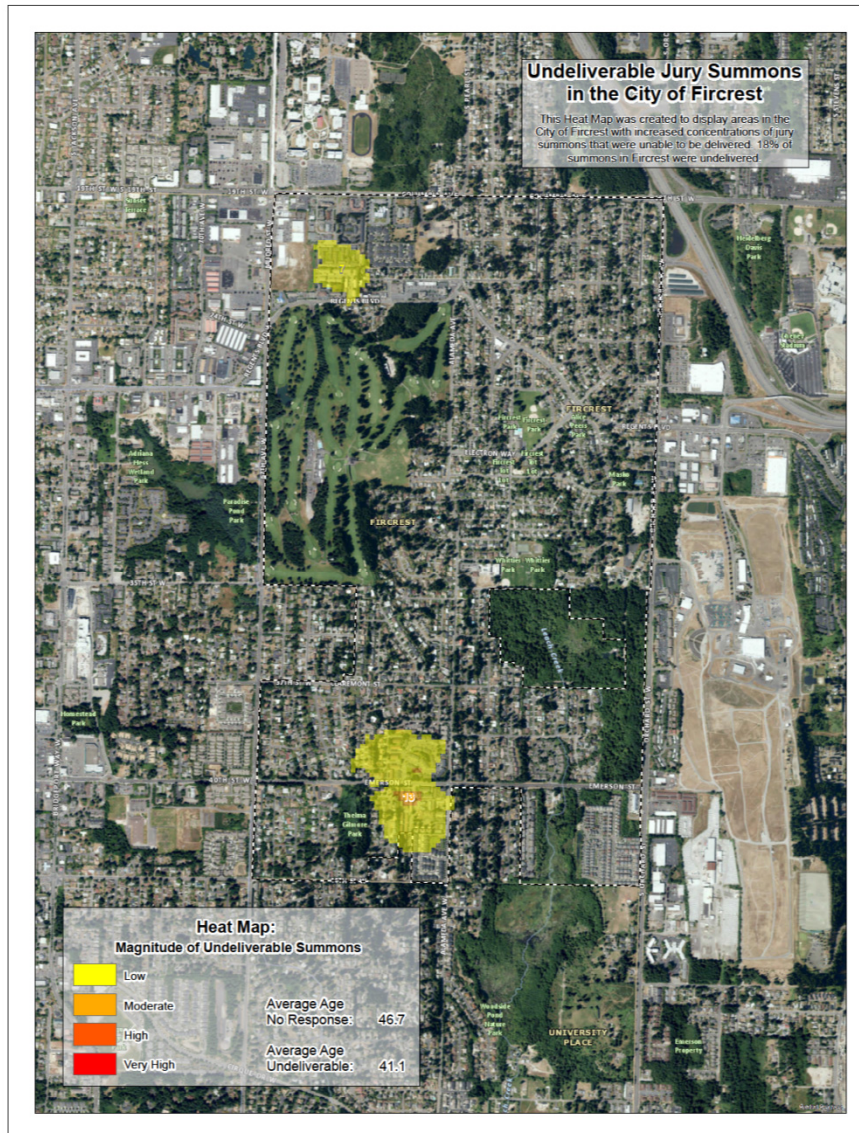
UNIVERSITY PLACE

NO RESPONSE
832 summoned status



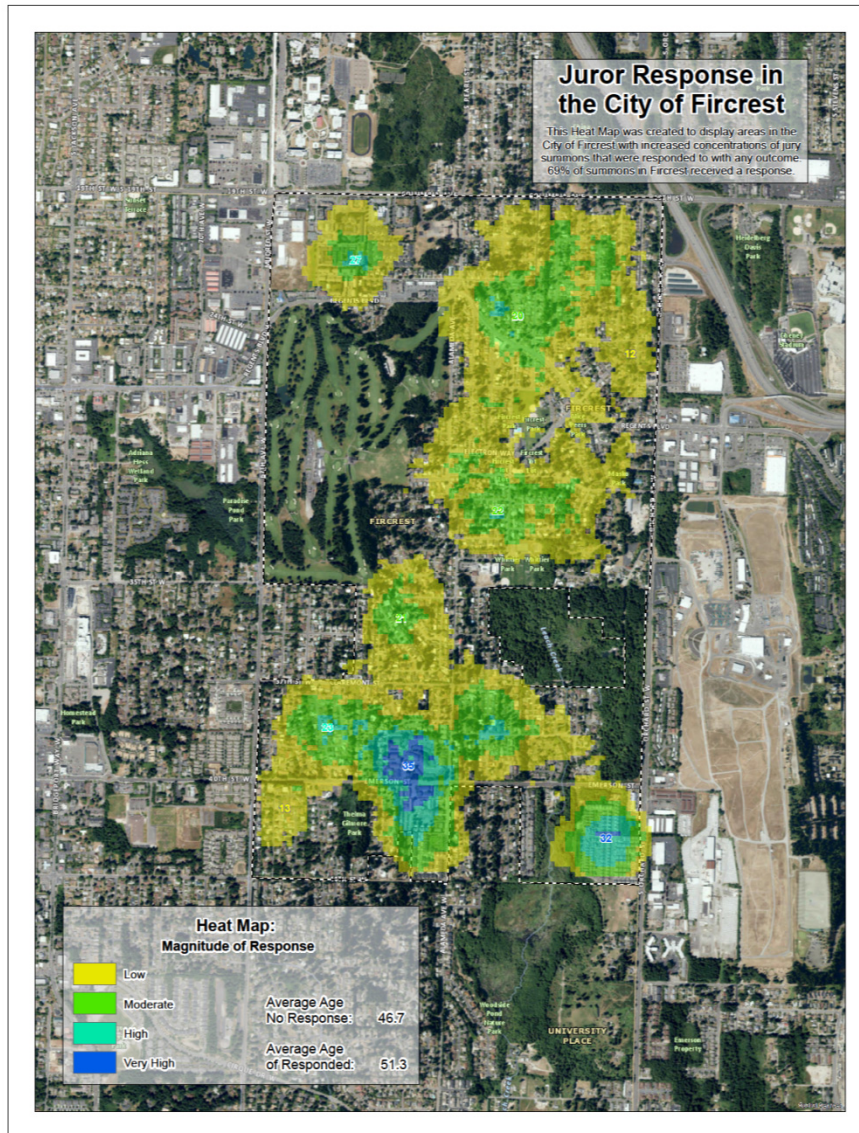
UNIVERSITY PLACE

COMPLETED
667 through the CCB doors



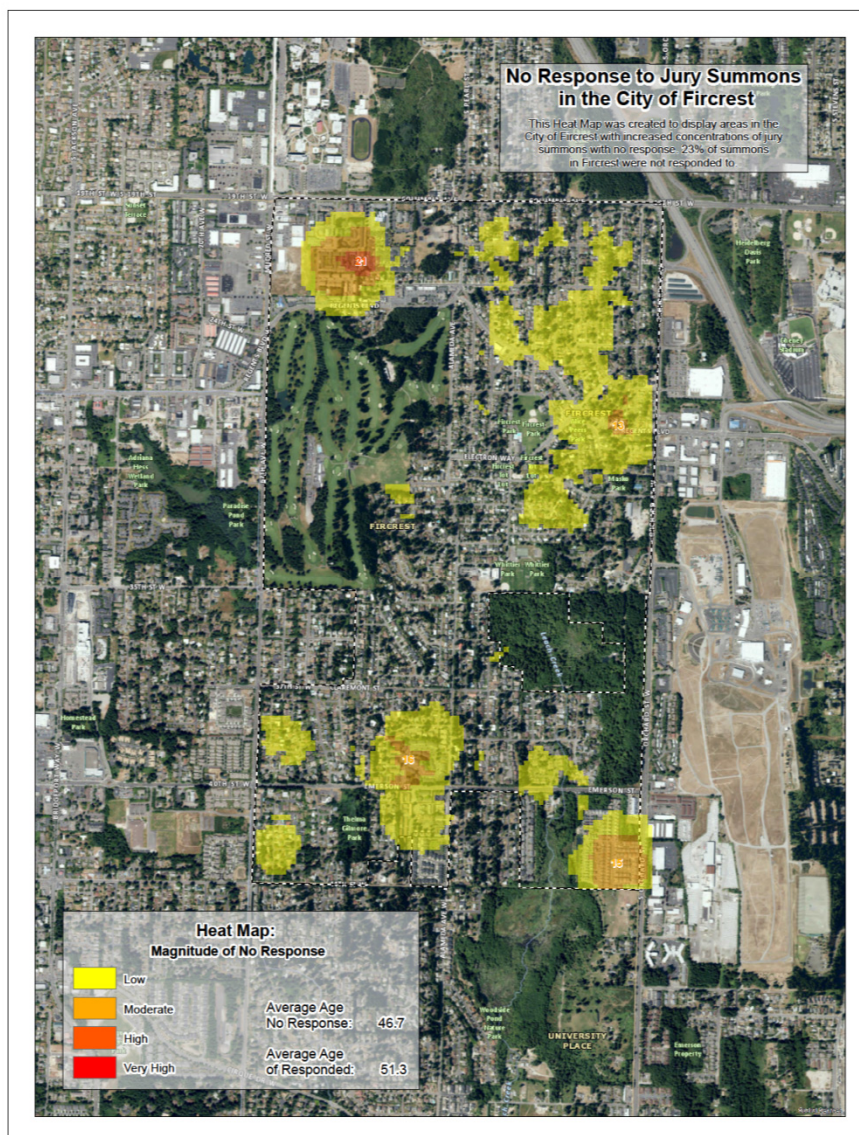
FIRCREST

UNDELIVERABLE
58 undeliverable summons



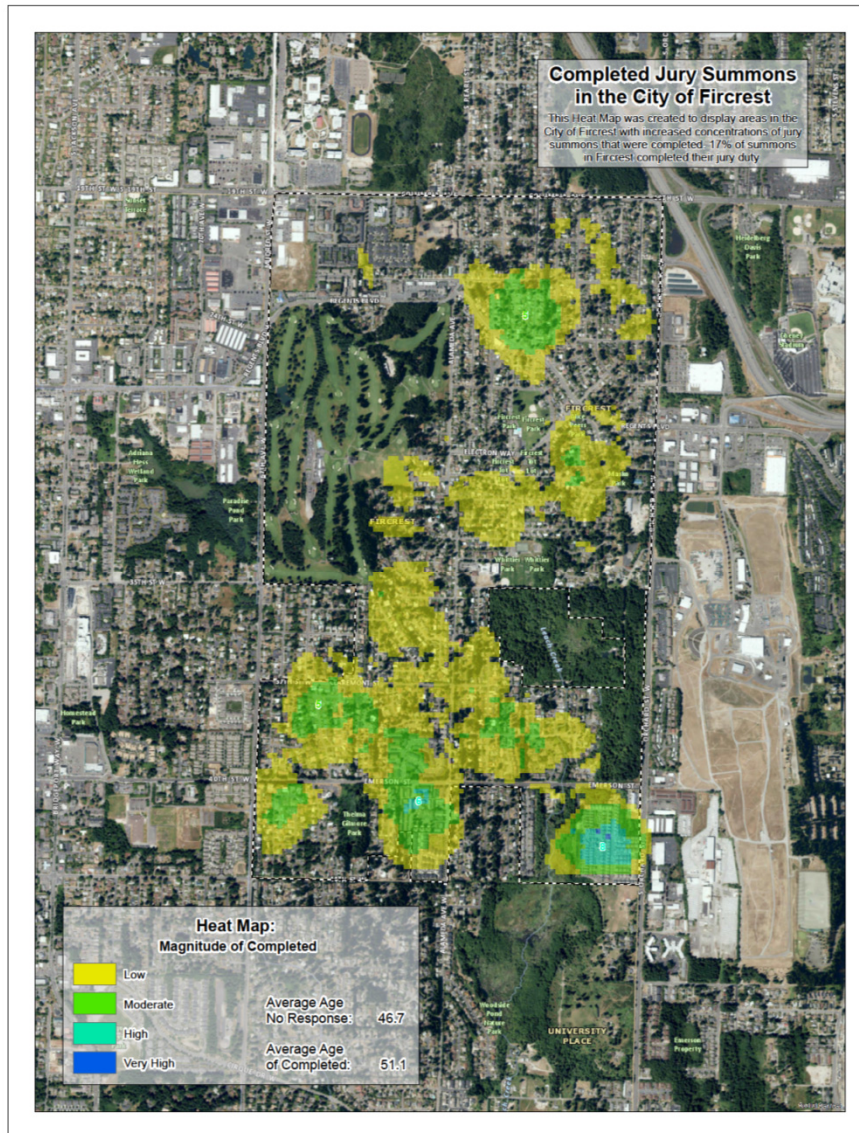
FIRCREST

SUMMONS RESPONSE



FIRCREST

NO RESPONSE
179 summoned status



FIRCREST

COMPLETED
134 through the CCB doors

What are our takeaways?

- An equal percentage of the population is summoned in each municipality
- Highest “No Response” rate is in the City of Lakewood
- When examining higher transient living situations, “No Response” rate increases
- Undeliverable rate is highest in transient living situations, when compared to the rest of the municipality
- Are there alternative solutions to address the undeliverable rate?
- Could we add cell phone numbers as a way to summons jurors?
- There can be assumptions made about the results of our study, but more data from the TPC Health Department is needed to draw accurate conclusions.

What are our next steps?

- Collaborate with Tacoma/Pierce County Health Department.
- Investigate creating other layers which would show arrest location and residence location for criminal defendants.
- Present to University Place, Lakewood and Fircrest City Council Meetings.
- Provide handout for inclusion in newsletters and direct mailers on importance of jury service.
- Attend community events with Superior Court staff.
- Investigate ways to expand this study, possibly by turning it over to a news organization or a University for further review.

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 08/14/2018

Time: 14:10:07 Date: 08/10/2018
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
17146	08/14/2018	08/14/2018	6904	A R C Architects Inc	7,575.00	P#54 Swimming Pool & Community Center Schematic Design (02/26/18 - 03/25/18)
	594 76 63 01	Other Improvements - Park		001 000 576 General Fund	7,575.00	P#54 Swimming Pool & Community Center Schematic Design (02/26/18 - 03/25/18)
17147	08/14/2018	08/14/2018	6904	A R C Architects Inc	5,175.00	P#54 Swimming Pool & Community Center Schematic Design (03/26/18 - 04/25/18)
	594 76 63 01	Other Improvements - Park		001 000 576 General Fund	5,175.00	P#54 Swimming Pool & Community Center Schematic Design (03/26/18 - 04/25/18)
17190	08/14/2018	08/14/2018	6904	A R C Architects Inc	27,495.10	P#54 Swimming Pool & Community Center Schematic Design (05/26/18 - 06/25/18)
	594 76 63 01	Other Improvements - Park		001 000 576 General Fund	27,495.10	P#54 Swimming Pool & Community Center Schematic Design (05/26/18 - 06/25/18)
				Total A R C Architects Inc	40,245.10	
17283	08/14/2018	08/14/2018	3647	Agrishop Inc	56.14	Hedge Trimmer Repair
	542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fun	56.14	Hedge Trimmer Repair
17212	08/14/2018	08/14/2018	6811	Alarm Works NW LLC	3,680.87	Additional Security Cameras - City Hall, Public Safety Building, Police Station
	518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	919.67	Update Caneras - Police Station
	518 30 48 04	Rep & Maint - PSB		001 000 518 General Fund	1,042.56	Update Cameras - Public Safety Bulding
	594 18 62 00	Building & Structures-Faci		001 000 518 General Fund	1,718.64	Additional Security Cameras - City Hall
17186	08/14/2018	08/14/2018	7725	Alpha Pyrotechnics	5,200.00	Fireworks Display / Fun Days
	573 90 49 01	Community Events		001 000 573 General Fund	5,200.00	Fireworks Display / Fun Days (08/11/18) Saturday
17199	08/14/2018	08/14/2018	8198	Anderson, Andrea	250.00	Refund Rental Deposit
	586 00 00 00	Deposit Refunds		001 000 580 General Fund	250.00	Refund Rental Deposit - Gym & Senior Room
17215	08/14/2018	08/14/2018	172	Anderson, Deborah	280.00	Silly Dance Class - Instruction
	571 20 49 06	Instructor Fees		001 000 571 General Fund	280.00	Belly Dance Class - Instruction
17284	08/14/2018	08/14/2018	5781	Batteries Plus Bulbs	15.36	Battery For Mc Graff - PSB
	518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	15.36	Battery For Mc Graff - PSB
17285	08/14/2018	08/14/2018	4052	Baxter Auto Parts	48.05	Air Conditioning Treatment For Ford Ranger
	548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Ren	48.05	Air Conditioning Treatment For Ford Ranger

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 08/14/2018

Time: 14:10:07 Date: 08/10/2018
Page: 2

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
17200	08/14/2018	08/14/2018	6914	Berg Equipment & Scaffolding Co. Inc.	483.56 Boom Truck Rental - Car Show
	573 90 49 01	Community Events	001 000 573	General Fund	483.56 Boom Truck Rental - Car Show
17213	08/07/2018	08/14/2018	7353	Boback, Robert	250.62 03-02330.1 - 443 ALAMEDA AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-71.15
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-52.86
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-126.61
17286	08/14/2018	08/14/2018	5428	Boers, Jeff	2,826.25 Land Use Planning Services (July)
	558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	2,826.25 Land Use Planning Services (July)
17232	08/07/2018	08/14/2018	8158	Botts, Marilyn	55.09 04-01170.0 - 914 ALTADENA AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-21.28
	343 10 00 01	Setup Fees - Storm	415 000 340	Storm Drain	2.50
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-18.27
	343 40 00 02	Setup Fees - Water	425 000 340	Water Fund (de	6.50
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-27.04
	343 50 00 02	Setup Fees - Sewer	430 000 340	Sewer Fund (de	2.50
17201	08/14/2018	08/14/2018	8199	Buckner, Angelique	100.00 Refund Rental Deposit - Senior Room
	586 00 00 00	Deposit Refunds	001 000 580	General Fund	100.00 Refund Rental Deposit - Senior Room
17202	08/14/2018	08/14/2018	4278	Budget Batteries Inc	132.06 Battery For Air Compressor
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	132.06 Battery For Air Compressor
17203	08/14/2018	08/14/2018	5097	Budget Sewer	44,040.00 Pipe Burst - Eldorado Project
	594 35 63 01	Other Improvements Sewer	432 000 594	Sewer Improve	44,040.00 Pipe Burst - Eldorado Project Repair Form Leach Creek To Pump Station
17144	08/14/2018	08/14/2018	6018	Canon Financial Services Inc	244.61 Police Copier Rental (July 2018)
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	244.61 Contract Charges (07/01/2018 - 07/31/2018) Police
17145	08/14/2018	08/14/2018	6018	Canon Financial Services Inc	13.63 Police Faxboard Rental (July 2018)
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	13.63 Contract Charges (07/01/18 - 07/31/18) Police Fax
			Total Canon Financial Services Inc	258.24	
17149	08/14/2018	08/14/2018	3994	CenturyLink	130.11 Police BA Machine / Modem
	521 22 42 00	Communication - Police	001 000 521	General Fund	130.11 Police BA Machine / Modem

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 08/14/2018

Time: 14:10:07 Date: 08/10/2018
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17150	08/14/2018	08/14/2018	3994	CenturyLink	66.83 Parks Primary 911
	576 80 42 00	Communication - Parks	001 000 576 General Fund	66.83	Parks Primary 911
17151	08/14/2018	08/14/2018	3994	CenturyLink	63.26 Public Works Fax
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	15.81	Public Work Fax - Storm
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	15.81	Public Work Fax - Water
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	15.82	Public Work Fax - Sewer
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	15.82	Public Work Fax - Street
17152	08/14/2018	08/14/2018	3994	CenturyLink	448.79 Circuit Line / PRI Line
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	448.79	Circuit Line / PRI Line
17153	08/14/2018	08/14/2018	3994	CenturyLink	144.44 Direct Inward Dial - City Hall
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	144.44	Direct Inward Dial - City Hall
17315	08/14/2018	08/14/2018	3994	CenturyLink	66.99 DSL Line / Telemetry
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	33.49	Water
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	33.50	Sewer
17316	08/14/2018	08/14/2018	3994	CenturyLink	383.52 July 2018 CH, Rec, PW
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	191.76	Non-Dept Communications
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	31.96	Storm
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	31.96	Water
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	31.96	Sewer
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	31.96	Street
	576 80 42 00	Communication - Parks	001 000 576 General Fund	63.92	Parks
Total CenturyLink				1,303.94	
17154	08/14/2018	08/14/2018	5805	CenturyLink	46.37 Long Distance Usage & Access Line
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	46.37	Long Distance Usage & Access Line
17216	08/07/2018	08/14/2018	1425	Chambers, Linda	21.67 02-01380.1 - 123 BERKELEY AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-22.16	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	0.89	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-0.40	
17266	08/14/2018	08/14/2018	4324	City Treasurer-City of Tacoma	2,203.97 Semi Annual Streetlight Billing (7/01/18 - 12/31/18)
	542 63 48 02	Pole Attachment Charge	101 000 542 City Street Fun	2,203.97	Semi Annual Streetlight Billing (7/01/18 - 12/31/18)

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17287	08/14/2018	08/14/2018	4324	City Treasurer-City of Tacoma	53,478.00	Sept 2018 Fire - EMS
	522 20 50 00	Tacoma Contract - Fire	001 000 522	General Fund	26,303.58	Sept 2018 Fire
	522 20 51 00	Tacoma Contract - EMS	001 000 522	General Fund	27,174.42	Sept 2018 EMS
Total City Treasurer-City of Tacoma				55,681.97		
17292	08/14/2018	08/14/2018	4322	City of Tacoma - Utilities	10,840.47	Power - Various Locations
	518 30 47 00	Public Utility Services - Ci	001 000 518	General Fund	567.42	
	531 50 47 02	Public Utility Services/Bldg	415 000 531	Storm Drain	104.84	
	534 10 47 00	Utility Services/Building -	425 000 534	Water Fund (de	104.83	
	534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	4,717.75	
	535 10 47 00	Utility Services/Building -	430 000 535	Sewer Fund (de	104.83	
	535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (de	1,194.30	
	542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	City Street Fun	104.84	
	542 30 47 03	Electricity/Traffic Lights	101 000 542	City Street Fun	42.68	
	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	22.89	Power - Various Locations
	576 80 47 00	Public Utility Services - Pa	001 000 576	General Fund	1,712.65	
17291	08/14/2018	08/14/2018	6268	Cole-Parmer Instrument Company	61.06	TISAB REAGENT - For Flouride Testing
	534 80 31 02	Oper Supplies - Water	425 000 534	Water Fund (de	61.06	TISAB REAGENT - For Flouride Testing
17158	08/14/2018	08/14/2018	7918	Contreras, Alejandra	120.00	Spanish Interpreter (2 Hrs)
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	General Fund	120.00	Spanish Interpreter (Case No. 8Z681999) & (Case No. 8Z0186177/8) 07/18/18
17218	08/14/2018	08/14/2018	7918	Contreras, Alejandra	120.00	Spanish Interpreting (2 Hrs)
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	General Fund	120.00	Spanish Interpreting (2 Hrs) Case # 8Z0652999
Total Contreras, Alejandra				240.00		
17188	08/14/2018	08/14/2018	7	Coons, Chris	750.00	53rd Street Sound / Fun Days
	573 90 49 01	Community Events	001 000 573	General Fund	750.00	53rd Street Sound / Fun Days (Friday 08/10/18 6:00pm - 9:30pm) & (Saturday 08/11/18 10:00am - 9:45pm)
17156	08/14/2018	08/14/2018	3573	Copiers Northwest Inc	371.80	Copier Usage (06/18/18 - 07/17/18) City Hall, Court, Parks & Recreation, Public Works
	512 50 45 00	Oper Rentals - Copier - Co	001 000 512	General Fund	22.74	Copier Usage (06/18/18 - 07/17/18) - Court
	518 10 45 00	Oper Rentals - Copier - No	001 000 518	General Fund	118.84	Copier Usage (06/18/18 - 07/17/18) - City Hall

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531	50 45 00	Oper Rentals - Copier - Sto	415 000 531 Storm Drain	17.99	Copier Usage (06/18/18 - 07/17/18) - Storm (25%)
534	10 45 02	Oper Rentals - Copier - Wa	425 000 534 Water Fund (de	17.99	Copier Usage (06/18/18 - 07/17/18) - Water (25%)
535	10 45 00	Oper Rentals - Copier - Sev	430 000 535 Sewer Fund (de	17.99	Copier Usage (06/18/18 - 07/17/18) - Sewer (25%)
542	30 45 00	Oper Rentals - Copier - Str	101 000 542 City Street Fun	17.99	Copier Usage (06/18/18 - 07/17/18) - Street (25%)
571	10 45 01	Oper Rentals - Copier - Rec	001 000 571 General Fund	134.48	Copier Usage (06/18/18 - 07/17/18) - Rec (90%)
576	80 45 00	Oper Rentals - Copier - Par	001 000 576 General Fund	23.78	Copier Usage (06/18/18 - 07/17/18) - Parks (10%)
17219	08/14/2018	08/14/2018	3573 Copiers Northwest Inc	139.62	Copier Rental And Usage For Police Dept.
521	22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	139.62	Copier Rental And Usage For Police Dept.
Total Copiers Northwest Inc				511.42	
17293	08/14/2018	08/14/2018	5209 Cummins Northwest LLC	3,051.05	Repair To Princeton Generator - Liftstation Sewer
535	50 48 00	Rep & Maint - Sewer Main	430 000 535 Sewer Fund (de	3,051.05	Repair To Princeton Generator - Liftstation Sewer
17141	08/14/2018	08/14/2018	7118 D & B Roof & Home Services LLC	4,176.20	Roof Cleaning - City Hall
518	30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	4,176.20	Pressure Wash Metal Roof & Gutters Inside & Out, Basic Clean-Up & Haul Away Debris - City Hall (Weekend Job)
17142	08/14/2018	08/14/2018	7118 D & B Roof & Home Services LLC	302.23	Pressure Wash Metal Siding Wall - Southside Public Works Building
518	30 48 03	Rep & Maint - PW	001 000 518 General Fund	302.23	Pressure Wash Metal Siding Wall - Southside Public Works Building
Total D & B Roof & Home Services LLC				4,478.43	
17220	08/14/2018	08/14/2018	4714 D & M Embroidery	267.79	Silk Screen Rotary Logo - National Night Out Shirts
521	22 49 05	Reimbursable Programs	001 000 521 General Fund	267.79	Silk Screen Rotary Logo - National Night Out Shirts
17295	08/14/2018	08/14/2018	3589 Databar Inc	1,197.26	Town Topics Newsletter (August 2018)
518	10 49 01	Town Topics	001 000 518 General Fund	1,197.26	Town Topics Newsletter (August 2018)
17296	08/14/2018	08/14/2018	3589 Databar Inc	443.78	Water Rate & Water Use Efficiency
534	10 49 04	Printing & Binding - Water	425 000 534 Water Fund (de	443.78	Water Rate & Water Use Efficiency
Total Databar Inc				1,641.04	

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17221	08/14/2018	08/14/2018	32 Dawson, Chet	598.50	Tennis Instruction - 7/9/18
571 20 49 06	Instructor Fees		001 000 571 General Fund	598.50	Tennis Instruction - 7/9/18
17222	08/14/2018	08/14/2018	32 Dawson, Chet	658.00	Tennis Instruction - 7/16/18
571 20 49 06	Instructor Fees		001 000 571 General Fund	658.00	Tennis Instruction - 7/16/18
17223	08/14/2018	08/14/2018	32 Dawson, Chet	595.00	Tennis Instruction - 7/23/18
571 20 49 06	Instructor Fees		001 000 571 General Fund	595.00	Tennis Instruction - 7/23/18
17224	08/14/2018	08/14/2018	32 Dawson, Chet	969.50	Tennis Instruction - 7/30/18
571 20 49 06	Instructor Fees		001 000 571 General Fund	969.50	Tennis Instruction - 7/30/18
Total Dawson, Chet				2,821.00	
17189	08/14/2018	08/14/2018	7186 Dawson, Chet	2,400.00	Indigo Jazz & Steelhead / Fun Days
573 90 49 01	Community Events		001 000 573 General Fund	1,200.00	Indigo Jazz / Fun Days (Saturday 08/11/18 4:30pm - 6:30pm)
573 90 49 01	Community Events		001 000 573 General Fund	1,200.00	Steelhead / Fun Days (Friday 08/10/18 6:30pm - 8:30pm)
17322	08/14/2018	08/14/2018	4310 Dept Of Revenue-EXCISE TAX	2,446.52	July 18 Excise Taxes
521 22 49 05	Reimbursable Programs		001 000 521 General Fund	148.34	
531 50 53 00	Excise Tax - Storm		415 000 531 Storm Drain	21.39	
534 10 53 00	Excise Tax - Water		425 000 534 Water Fund (de	29.70	
535 10 53 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	69.20	
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	10.02	
571 20 53 00	Excise Tax - Participation I		001 000 571 General Fund	0.47	
571 20 53 00	Excise Tax - Participation I		001 000 571 General Fund	9.90	
576 20 53 00	Excise Tax - Pool Revenue		001 000 576 General Fund	30.30	
576 20 53 00	Excise Tax - Pool Revenue		001 000 576 General Fund	96.61	
576 20 53 00	Excise Tax - Pool Revenue		001 000 576 General Fund	2,030.59	
17204	08/14/2018	08/14/2018	3606 Dickson Company	1,160.39	Dry Dirt Dump Fees
535 80 47 02	Dumping Fees - Sewer		430 000 535 Sewer Fund (de	1,160.39	Dry Dirt Dump Fees & Concrete Mixed With
17143	08/14/2018	08/14/2018	42 Dion, Norman	59.00	1 Yr Library 2018
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library 2018 / Norm Dion
17187	08/14/2018	08/14/2018	55 Elhard, Ken	1,750.00	Blues Power Revue / Fun Days

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573 90 49 01	Community Events		001 000 573 General Fund	1,750.00	Blues Power Revue / Fun Days (Saturday 08/11/18 8:00pm - 9:45pm)
17205	08/14/2018	08/14/2018	8200 Eli, Drew	100.00	Refund Rental Deposit - Wading Pool
586 00 00 00	Deposit Refunds		001 000 580 General Fund	100.00	Refund Rental Deposit - Wading Pool
17225	08/14/2018	08/14/2018	6995 Endicott, Cynthia J.	316.40	Silver Sneekers & Chair Yoga
571 20 49 06	Instructor Fees		001 000 571 General Fund	316.40	Silver Sneekers & Chair Yoga (June)
17206	08/14/2018	08/14/2018	3636 Ferguson Enterprises Inc, #1539	1,408.40	6" X 10' PVC Sewer Perf Pipe, Fabric Filter For Storm
594 31 63 00	Storm Improvements-Storm		416 000 594 Storm Improve	1,408.40	6" X 10' PVC Sewer Perf Pipe, Fabric Filter For Storm
17297	08/14/2018	08/14/2018	3636 Ferguson Enterprises Inc, #1539	574.33	6X4 PVS Sewer, 1/2 SS Hose Clamp, 14X.125 Dia Utility BLD,
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	232.13	1/2 SS Hose Clamp
534 80 35 00	Small Tools & Equip - Wat		425 000 534 Water Fund (de	194.23	1/2 SS Hose Clamp
594 31 63 00	Storm Improvements-Storm		416 000 594 Storm Improve	147.97	6X4 PVS Sewer
Total Ferguson Enterprises Inc, #1539				1,982.73	
17155	08/14/2018	08/14/2018	3638 Fircrest Golf Club	1,268.75	Golf Tank Land Rental
534 10 45 01	Land Rental/Water Tank		425 000 534 Water Fund (de	1,268.75	Golf Tank Land Rental (Aug 2018)
17226	08/14/2018	08/14/2018	3639 Fircrest Swim Shop Inc	1,046.25	Lifeguard - Swimsuits
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	1,046.25	Lifeguard - Swimsuits
17217	08/07/2018	08/14/2018	7789 Gonzales, Trever	102.72	02-01660.7 - 124 BERKELEY AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-102.72	
17207	08/14/2018	08/14/2018	3668 Gray Lumber Company Inc	110.10	Basalite 4"18"11" Straight Face Cap Block
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	137.63	Basalite 4"18"11" Straight Face Cap Block With Pallet Charge
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	-27.53	Credit For Pallet Charge For Inv. #250819
17227	08/14/2018	08/14/2018	8201 Greenfield, Ruth	100.00	Refund - Rental Deposit - Pool
586 00 00 00	Deposit Refunds		001 000 580 General Fund	100.00	Refund - Rental Deposit - Pool
17140	08/14/2018	08/14/2018	6774 Greenleaf Landscaping 1 Inc	4,049.58	July 2018 Landscaping

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518 30 41 01	Contract Maintenance		001 000 518 General Fund	2,996.69	July 2018 Landscaping - General Fund
542 80 49 03	Beautification Services (co		101 000 542 City Street Fun	1,052.89	July 2018 Landscaping - Street Fund (Islands)
17229	08/14/2018	08/14/2018	1540	59.00	Library Reimbursement - 1 Yr
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement - 1 Yr Sandra Haire
17228	08/14/2018	08/14/2018	2456	59.00	Library Reimbursement - 1 Yr
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement - 1 Yr Jill Hamilton
17230	08/14/2018	08/14/2018	313	939.11	Dell Computer Reimbursement
594 48 64 07	Info Sys - ERR Capital		501 000 548 Equipment Ren	939.11	Dell Computer Reimbursement
17210	08/07/2018	08/14/2018	7750	83.12	03-01785.6 - 514 BERKELEY AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-18.54	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-19.65	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-44.93	
17159	08/14/2018	08/14/2018	3690	35.00	Sidewalk Concrete Debris
542 30 47 01	Dumping Fees - Street		101 000 542 City Street Fun	35.00	Sidewalk Concrete Debris (Recycle)
17231	08/14/2018	08/14/2018	3690	97.93	Clean Concrete Dmp Fees - Sidewalk Debris
542 30 47 01	Dumping Fees - Street		101 000 542 City Street Fun	97.93	Clean Concrete Dmp Fees - Sidewalk Debris
Total Holroyd Co Inc				132.93	
17160	08/14/2018	08/14/2018	3692	39.54	Blue Def Fluid (Diesel Treatment) - Street Trucks
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	39.54	Blue Def Fluid (2.50 Gallon Diesel Treatment) - Street Trucks (Quantity: 3)
17233	08/14/2018	08/14/2018	3692	28.56	Miricle Grow & Tar Pot Parts
542 30 31 03	Crack Sealing Supplies		101 000 542 City Street Fun	7.11	Tar Pot Parts
542 80 31 02	Flower BasketsSupplies		101 000 542 City Street Fun	21.45	Miricle Grow
17298	08/14/2018	08/14/2018	3692	19.26	Bell Wire , Electrical Male/Female Connectors
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	19.26	Bell Wire , Electrical Male/Female Connector
Total Home Depot Credit Services				87.36	
17234	08/14/2018	08/14/2018	8202	600.00	Rental Deposit Refund
Jackson, Vanessa					

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	586 00 00 00	Deposit Refunds	001 000 580 General Fund	600.00	Rental Deposit Refund - Gym, Room B
17294	08/14/2018	08/14/2018	6883	L.N. Curtis & Sons	99.36 20175 Streamline NICD Battery Stick - Restock Old Batteries
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	99.36	20175 Streamline NICD Battery Stick - Restock Old Batteries Qty 2
17241	08/14/2018	08/14/2018	8203	Ladwig, Janice	100.00 Rental Deposit Refund
	586 00 00 00	Deposit Refunds	001 000 580 General Fund	100.00	Rental Deposit Refund - Senior Room
17235	08/14/2018	08/14/2018	6785	Larsen Sign Company Inc	87.92 Date Change On Banner
	576 80 49 00	Miscellaneous - Parks	001 000 576 General Fund	87.92	Date Change On Banner
17305	08/14/2018	08/14/2018	6785	Larsen Sign Company Inc	192.33 Motorcycle Trade - Decal Removal & Add Fircrest Info
	594 48 64 08	Police - ERR Capital	501 000 548 Equipment Ren	192.33	Motorcycle Trade - Decal Removal & Add Fircrest Info - Honda
Total Larsen Sign Company Inc				280.25	
17161	08/14/2018	08/14/2018	3791	Lowe's Company-#338954	36.05 Leaf Rake, Bow Rake - Facilities
	518 30 35 00	Small Tools & Equip-Fac	001 000 518 General Fund	36.05	Poly Leaf Rake, Kobalt Forged Bow Rake - Facilities
17162	08/14/2018	08/14/2018	3791	Lowe's Company-#338954	39.69 Safety Glasses - Facilities
	518 30 35 00	Small Tools & Equip-Fac	001 000 518 General Fund	39.69	Safety Glasses - Facilities (2 Pairs)
17236	08/14/2018	08/14/2018	3791	Lowe's Company-#338954	19.40 GFCI Outlet For Rec, Bent Hooks For Fac.
	518 30 31 00	Oper Sup/Facilities	001 000 518 General Fund	2.65	Bent Hooks For Fac.
	518 30 31 01	Oper Sup/Rec Bldg	001 000 518 General Fund	16.75	GFCI Outlet For Rec
17237	08/14/2018	08/14/2018	3791	Lowe's Company-#338954	49.68 Paint Supplies For Garage Doors -Public Service Building
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518 General Fund	49.68	Paint Supplies For Garage Doors -Public Service Building
17238	08/14/2018	08/14/2018	3791	Lowe's Company-#338954	37.64 75' Hose For City Hall
	518 30 31 04	Oper Sup/CH	001 000 518 General Fund	37.64	75' Hose For City Hall
17239	08/14/2018	08/14/2018	3791	Lowe's Company-#338954	56.42 Push Broom. GFCI Outlet Rec Center
	518 30 31 01	Oper Sup/Rec Bldg	001 000 518 General Fund	33.43	Outlets Rec

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518 30 35 00	Small Tools & Equip-Fac	001 000 518	General Fund	22.99	Broom Fac
17240	08/14/2018	08/14/2018	3791	62.75	Pool Hose
576 20 35 00	Small Tools & Equip - Poo	001 000 576	General Fund	62.75	Pool Hose - Zero G 100' Hose
17299	08/14/2018	08/14/2018	3791	107.15	Assortment Of Electrical Connections, Extention Cords
518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	107.15	Assortment Of Electrical Connections, 50' Extention Cords
Total Lowe's Company-#338954				408.78	
17300	08/14/2018	08/14/2018	318	25.97	Clear Shredder Bags
521 22 35 00	Small Tools & Equip - Poli	001 000 521	General Fund	25.97	Clear Shredder Bags
17209	08/07/2018	08/14/2018	4934	25.44	03-00910.0 - 722 SAN JUAN AVE
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-21.22	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	4.02	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-8.24	
17242	08/14/2018	08/14/2018	6589	4,324.25	P # 50 - Drake Street Lift Station 06-01-18 To 06-30-18
594 35 63 03	Project Engineering Sewer	432 000 594	Sewer Improve	4,324.25	P # 50 - Drake Street Lift Station 06-01-18 To 06-30-18
17211	08/07/2018	08/14/2018	6918	3.15	02-02160.7 - 231 COLUMBIA AVE
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-0.70	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-0.75	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-1.70	
17243	08/14/2018	08/14/2018	3923	224.82	UN1791, Hypochlorite Solution
576 20 31 01	Pool Supplies-Chemicals	001 000 576	General Fund	224.82	UN1791, Hypochlorite Solution - 15 Gal Each
17244	08/14/2018	08/14/2018	3923	547.63	UN1791, Hypochlorite Solution
576 20 31 01	Pool Supplies-Chemicals	001 000 576	General Fund	547.63	UN1791, Hypochlorite Solution 1 Gal 165 Qty
17245	08/14/2018	08/14/2018	3923	402.86	UN1791, Hypochlorite Solution , Harorlite 1900S
576 20 31 01	Pool Supplies-Chemicals	001 000 576	General Fund	402.86	UN1791, Hypochlorite Solution 3-15 Gal And 6- 22#
17246	08/14/2018	08/14/2018	3923	531.04	UN1791, Hypochlorite Solution

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	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	531.04	UN1791, Hypochlorite Solution 160 Qty- 1 Gal
17247	08/14/2018	08/14/2018	3923 Orca Pacific Inc	259.34	UN1760 Hydrochloric Acid
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	259.34	UN1760 Hydrochloric Acid - 2 Qty 15 Gal
17248	08/14/2018	08/14/2018	3923 Orca Pacific Inc	536.19	Peristaltic Pump, Rola Room
	576 20 35 00	Small Tools & Equip - Poo	001 000 576 General Fund	536.19	Peristaltic Pump, Rola Room
17249	08/14/2018	08/14/2018	3923 Orca Pacific Inc	531.04	UN1791 Hypochlorite Solution
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	531.04	UN1791 Hypochlorite Solution 160 Qty - 1 Gal
17250	08/14/2018	08/14/2018	3923 Orca Pacific Inc	292.09	UN1791 Hypochlorite Solution And Tests
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	292.09	UN1791 Hypochlorite Solution & Test Supplies
17251	08/14/2018	08/14/2018	3923 Orca Pacific Inc	3,069.52	UN1791 Hypochlorite Solution - Pool Chemicals
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (de	514.44	UN1791 Hypochlorite Solution Well# 4,9,7 & 8
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	763.37	UN1791 Hypochlorite Solution
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	648.12	UN1791 Hypochlorite Solution, UN1760 , Harborlite 1900S
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	829.75	UN1791 Hypochlorite Solution Qty 250 - 1 Gal
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	313.84	UN1791 Hypochlorite Solution, Harborlite 1900S
Total Orca Pacific Inc				6,394.53	
17302	08/14/2018	08/14/2018	3929 Owen Equipment Company	1,683.49	Repair To Vaccum Hood Curtains Set
	548 65 48 13	O & M - Storm	501 000 548 Equipment Ren	1,683.49	Repair To Vaccum Hood Curtains Set
17289	08/14/2018	08/14/2018	3958 PC Budget & Finance - Jail	1,331.70	Jail Services June 2018
	523 60 50 01	Jail	001 000 523 General Fund	1,331.70	Jail Services June 2018
17288	08/14/2018	08/14/2018	3957 PC Budget & Finance	429.30	2nd Qtr 2018 Liquor Tax
	566 66 49 00	Substance Abuse Fee	001 000 566 General Fund	429.30	2nd Qtr 2018 Liquor Tax
17290	08/14/2018	08/14/2018	3957 PC Budget & Finance	334.26	Muicipal Court Letterhead , Release Forms
	512 50 31 00	Office & Oper Sup-Court	001 000 512 General Fund	334.26	Muicipal Court Letterhead , Release Forms
Total PC Budget & Finance				763.56	
17252	08/14/2018	08/14/2018	3942 Partner Construction Products Inc	4,122.35	Low Tack Sealer, Detack 5 Gal, Tools & Rental Plus Freight

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542 30 31 03	Crack Sealing Supplies		101 000 542 City Street Fun	4,122.35	Low Tack Sealer, Detack 5 Gal, Tools & Rental Plus Freight
17314	08/14/2018	08/14/2018	3955 Petrocard Systems Inc	653.48	Gas / Fuel July
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	197.75	Parks
548 65 31 12	Street Gas		501 000 548 Equipment Ren	158.48	Street
548 65 31 13	Storm Gas		501 000 548 Equipment Ren	115.40	Storm
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	181.85	Water/Sewer
17303	08/14/2018	08/14/2018	3971 Pitney Bowes Inc Supplies	124.23	DM300C/400C Red Ink - Postal Machine
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	124.23	DM300C/400C Red Ink - Postal Machin
17163	08/14/2018	08/14/2018	8123 Potts, Samuel A.	133.19	Spanish Interpreter (2 Hrs + Mileage)
512 50 41 03	Prof Srvs - Interpreter		001 000 512 General Fund	133.19	Spanish Interpreter (Case No. 8Z0652999) 06/27/18
17273	08/14/2018	08/14/2018	8006 Powder Coating Systems	187.17	Sand Blasting & Powder Coat - Bench Ends And Pipes
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	187.17	Sand Blasting & Powder Coat - Bench Ends And Pipes
17253	08/14/2018	08/14/2018	4828 Protect Youth Sports	9.95	Back Ground Check - Rec Dept
518 11 41 00	Prof Svcs - Personnel		001 000 518 General Fund	9.95	Back Ground Check - Soccer
17304	08/14/2018	08/14/2018	3986 Puget Sound Energy, BOT-01H	2,311.46	Natural Gas - Pool, City Hall, Public Works
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	35.98	City Hall
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	9.84	Storm
534 10 47 00	Utility Services/Building -		425 000 534 Water Fund (de	9.84	Water
535 10 47 00	Utility Services/Building -		430 000 535 Sewer Fund (de	9.84	Sewer
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	9.83	Street
576 20 47 00	Public Utility Services - Po		001 000 576 General Fund	2,236.13	Pool
17320	08/14/2018	08/14/2018	5710 Rainier Connect	99.95	Internet Access Monthly Fee (August 2018)
518 81 42 00	Communication - I/S		001 000 518 General Fund	99.95	Internet Access Monthly Fee (August 2018)
17265	08/08/2018	08/14/2018	7509 Ramos, Linda	110.45	02-00800.4 - 322 DEL MONTE AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-24.63	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-26.11	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-59.71	
17306	08/14/2018	08/14/2018	7692 Ratliff, Maria	29.50	Library Reimbursement 1/2 Yr

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572 21 49 00	Library Services		001 000 572 General Fund	29.50	Library Reimbursement 1/2 Yr Maria
17254	08/14/2018	08/14/2018	4008	59.00	Library Reimbursement 1 Yr
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Yr Amy Rider
17307	08/14/2018	08/14/2018	4018	42.37	Repairs To Sewer Main On Arondale - PVC Pipe
535 50 31 01	Oper Supplies - Sewer Mai		430 000 535 Sewer Fund (de	42.37	Repairs To Sewer Main On Arondale - PVC Pipe
17255	08/14/2018	08/14/2018	4035	506.55	Rec Center Supplies
518 30 31 01	Oper Sup/Rec Bldg		001 000 518 General Fund	506.55	Toilet Paper, Furniture Polish
17256	08/14/2018	08/14/2018	4035	10.77	Green Scrub Pad - Rec Center
518 30 31 01	Oper Sup/Rec Bldg		001 000 518 General Fund	10.77	Green Scrub Pad - Rec Center
17257	08/14/2018	08/14/2018	4035	58.00	Squeege, Broom And Dust Pan , Broom Handle
576 20 31 02	Janitorial Supplies - Pool		001 000 576 General Fund	58.00	Squeege, Broom And Dust Pan , Broom Handle
			Total Sarco Supply	575.32	
17301	08/14/2018	08/14/2018	6350	2,068.00	On Call GIS Supoort
531 50 41 00	Prof Svcs - Storm		415 000 531 Storm Drain	413.60	
534 10 41 00	Prof Svcs - Water		425 000 534 Water Fund (de	413.60	
535 10 41 00	Prof Svcs - Sewer		430 000 535 Sewer Fund (de	413.60	
542 30 41 00	Prof Svcs - Street		101 000 542 City Street Fun	413.60	
558 60 41 00	Prof Svcs - Planning		001 000 558 General Fund	413.60	On Call GIS Supoort
17164	08/14/2018	08/14/2018	4058	1,350.46	Curb Outlet Catch Basins, Storm Frame & Grate, Hydrant "Ballard" Guard Posts
594 31 63 00	Storm Improvements-Storn		416 000 594 Storm Improve	1,218.34	Curb Outlet Catch Basins (3), Storm Frame & Grates (3) - 1200 Block Del Monte Stormline
594 35 63 01	Other Improvements Sewer		432 000 594 Sewer Improve	132.12	Hydrant "Ballard" Guard Posts (3) - Alameda Liftstation
17148	08/14/2018	08/14/2018	7308	99.00	WordPress Managed Hosting (07/15/18)
518 81 41 02	Web Design & Maintenanc		001 000 518 General Fund	99.00	WordPress Managed Hosting (Bill Date: 07/15/18) "cityoffircrest.net"
17258	08/14/2018	08/14/2018	4690	1,596.82	2018 Inspection Schedule (07/01/18-07/31/18)
524 20 41 01	Bldg Inspec/Plan Review		001 000 524 General Fund	1,596.82	2018 Inspection Schedule (07/01/18-07/31/18)
17259	08/14/2018	08/14/2018	7749	575.82	Jumpsuit - All Season - Cheesman

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521 22 49 01	Uniforms/Clothing/Laundr	001 000 521	General Fund	575.82	Jumpsuit - All Season - Cheesman
17308	08/14/2018	08/14/2018	4084	250.38	Office Suplies
513 10 35 00	Small Tools & Equip - Adr	001 000 513	General Fund	35.87	Ergo Keyboard
518 10 34 01	Central Office Supplies	001 000 518	General Fund	214.51	Various Office Supplies
17260	08/14/2018	08/14/2018	8204	100.00	Rental Deposit Refund
586 00 00 00	Deposit Refunds	001 000 580	General Fund	100.00	Rental Deposit Refund - Pool 1 Hr
17165	08/14/2018	08/14/2018	4107	312.00	June 2018
521 22 41 00	Prof. Services/Consulting	001 000 521	General Fund	312.00	June 2018 Legal Consulting (Police Guild Arbitration, Grievance Advice, Alternative Resolutions - Police
17193	08/14/2018	08/14/2018	4110	76.04	07/05/18 Exchange Service
576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	76.04	07/05/18 Exchange Service
17194	08/14/2018	08/14/2018	4110	76.04	07/19/18 Exchange Service
576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	76.04	07/19/18 Exchange Service
	Total Superior Linen Service			152.08	
17208	08/07/2018	08/14/2018	2557	225.03	05-02634.3 - 1230 ALAMEDA AVE
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-75.85	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-149.18	
17261	08/14/2018	08/14/2018	4328	410.15	Lind Power Supply - Panasonic CF 31
548 65 48 08	O & M - Police	501 000 548	Equipment Ren	410.15	Lind Power Supply - Panasonic CF 31
17262	08/14/2018	08/14/2018	4328	87.04	Lube , Oil And Oil Filter 2011 Ford Crown Victoria
548 65 48 08	O & M - Police	501 000 548	Equipment Ren	87.04	Lube , Oil And Oil Filter 2011 Ford Crown Victoria
17263	08/14/2018	08/14/2018	4328	1,053.83	LOF, Brakes Pads & Rotors - 2016 Ford Interceptor Utility
548 65 48 08	O & M - Police	501 000 548	Equipment Ren	1,053.83	LOF, Brakes Pads & Rotors - 2016 Ford Interceptor Utility License # 60452D
17264	08/14/2018	08/14/2018	4328	175.70	LOF, Cabin Air Filter - 2016 Ford Interceptor

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548 65 48 08	O & M - Police		501 000 548 Equipment Ren	175.70	LOF, Cabin Air Filter - 2016 Ford Interceptor Lic # 60943D
Total Systems for Public Safety Inc				1,726.72	
17167	08/14/2018	08/14/2018	5059	48.93	#27835D (1998 Ford Van) LOF
548 65 48 06	O & M - Facilities		501 000 548 Equipment Ren	48.93	#27835D (1998 Ford Van) Lube, Oil, Filter, Perform Multi-Point Vehicle Check - Facilities
17168	08/14/2018	08/14/2018	5059	58.73	#55697D (2014 Ford Pick-Up) LOF
548 65 48 06	O & M - Facilities		501 000 548 Equipment Ren	46.98	#55697D (2014 Ford Pick-Up) Lube, Oil, Filter, Perform Multi-Point Vehicle Check - Facilities
548 65 48 11	O & M - Parks/Rec		501 000 548 Equipment Ren	11.75	#55697D (2014 Ford Pick-Up) Lube, Oil, Filter, Perform Multi-Point Vehicle Check - Parks (20%)
Total T & T Tire Factory				107.66	
17309	08/14/2018	08/14/2018	4120	51.56	Public Hearng: Prel. Site Plan
558 60 41 01	Advertising - Planning		001 000 558 General Fund	51.56	Public Hearng: Prel. Site Plan
17267	08/14/2018	08/14/2018	4133	40.51	Names Plates - Sarah Hamel & Karissa Carpenter Planning Commissioner
558 60 31 00	Office & Oper Sup-Plan		001 000 558 General Fund	40.51	Names Plates - Sarah Hamel & Karissa Carpenter Planning Commissioner
17268	08/14/2018	08/14/2018	6950	81.33	Two Column Trophy Mens Basketball (2)
571 20 49 10	Adult Baseball		001 000 571 General Fund	81.33	Two Column Trophy Mens Basketball (2)
17269	08/14/2018	08/14/2018	6950	425.31	Swim Team Ribbons
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	425.31	Swim Team Ribbons
17270	08/14/2018	08/14/2018	6950	377.78	Sponsor Plaques For Car Show
573 90 49 01	Community Events		001 000 573 General Fund	377.78	Sponsor Plaques For Car Show Qty 11
Total Tacoma Trophy				884.42	
17166	08/14/2018	08/14/2018	4139	115.35	Amazon.Com / Printer, Keyboard & Mouse Combo, Toner Cartridge
514 23 31 00	Office & Oper Sup-Finance		001 000 514 General Fund	16.47	Amazon.Com / Black Toner Cartridge - Finance

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514 23 35 00	Small Tools & Equip - Finance	001 000 514	General Fund	76.92	Amazon.Com / Canon Image Class LBP6230DW Laser Printer - Finance Director's Office (SAA No. 1658)
514 23 35 00	Small Tools & Equip - Finance	001 000 514	General Fund	21.96	Amazon.Com / Logitech Wireless Keyboard & Mouse Combo - Finance Director's Office
17317	08/14/2018	08/14/2018	4139	15.50	Chief Appointed Officials Meeting - Lunch
511 60 49 04	Meals	001 000 511	General Fund	15.50	Chief Appointed Officials Meeting - Lunch
17318	08/14/2018	08/14/2018	4139	175.00	Job Posting - Accountant 1
518 11 41 01	Advertising - Personnel	001 000 518	General Fund	175.00	Job Posting - Accountant 1
17319	08/14/2018	08/14/2018	4139	175.00	Job Posting - Admin. Assistant
518 11 41 01	Advertising - Personnel	001 000 518	General Fund	175.00	Job Posting - Admin. Assistant
Total Tapco Visa Card				480.85	
17214	08/07/2018	08/14/2018	1821	5.00	03-01680.3 - 541 BERKELEY AVE
343 10 00 00	Storm Drain Fees & Charges	415 000 340	Storm Drain	-16.66	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-11.96	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	23.62	
17169	08/14/2018	08/14/2018	4169	545.10	Annual Maintenance Back-Up Server
518 81 49 01	Software Licenses	001 000 518	General Fund	545.10	Annual Maintenance Back-Up Service (Renewal Period: 06/30/2018 - 06/30/2019) Server Name: RAMSDELL
17271	08/14/2018	08/14/2018	5128	523.58	Portable Restrooms - Car Show
573 90 49 01	Community Events	001 000 573	General Fund	523.58	Portable Restrooms - Car Show
17311	08/14/2018	08/14/2018	4177	193.26	Dump Truck - Recharge AC System
594 48 64 12	Street - ERR Capital	501 000 548	Equipment Ren	193.26	Dump Truck - Recharge AC System 2008 F550 Lic#59085D
17191	08/14/2018	08/14/2018	4178	558.25	Drop Box Charges - Garbage Clean-Up, Yard Waste
531 50 47 01	Dumping Fees - Storm	415 000 531	Storm Drain	139.56	Drop Box Charges - Garbage Clean-Up, Yard Waste (Storm)
534 80 47 02	Dumping Fees - Water	425 000 534	Water Fund (de	139.56	Drop Box Charges - Garbage Clean-Up, Yard Waste (Water)

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535 80 47 02	Dumping Fees - Sewer	430 000 535	Sewer Fund (de	139.56	Drop Box Charges - Garbage Clean-Up, Yard Waste (Sewer)
542 30 47 01	Dumping Fees - Street	101 000 542	City Street Fun	139.57	Drop Box Charges - Garbage Clean-Up, Yard Waste (Street)
17192 08/14/2018 08/14/2018 4179	Unum Life Insurance Company of America	46.80	Retired Benefits (August 2018)		
521 22 20 02	LEOFF I Long Term Care]	001 000 521	General Fund	46.80	Retired Benefits (August 2018)
17310 08/14/2018 08/14/2018 4180	Utilities Underground	56.98	July Locates		
534 10 49 00	Miscellaneous - Water	425 000 534	Water Fund (de	28.49	July Locates
535 10 49 00	Miscellaneous - Sewer	430 000 535	Sewer Fund (de	28.49	
17157 08/14/2018 08/14/2018 4188	Verizon Wireless LLC	363.72	Share Plan (14 Phones) Plus Mobile Broadband Unlimited (1)		
513 10 42 00	Communication - Admin	001 000 513	General Fund	75.48	Administration - City Manager
518 30 42 00	Communication - Fac/Equi	001 000 518	General Fund	38.98	Facilities - (3) Staff
521 22 42 00	Communication - Police	001 000 521	General Fund	40.01	Mobile Broadband Unlimited (253) 244-1364
521 22 42 00	Communication - Police	001 000 521	General Fund	194.53	Police - Chief, Sergeant, (7) Officers
576 80 42 00	Communication - Parks	001 000 576	General Fund	14.72	Parks - Maintenance Supervisor
17272 08/14/2018 08/14/2018 2418	Vigoren*, Greg	59.00	Library Reimbursement 1 Yr		
572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Yr Jennifer Vigoren
17312 08/14/2018 08/14/2018 4231	Water Mgmt Labs Inc	647.00	Well #7 Testing, Cloiform & Fluoride (July)		
534 80 41 00	Water Testing	425 000 534	Water Fund (de	647.00	Well #7 Testing, Cloiform & Fluoride (July)
17274 08/14/2018 08/14/2018 4243	Western Wash Umpire Assn	1,292.25	Umpire Fee For Men's Baseball (5/22/18 - 7/28/18)		
571 20 41 02	Umpires - Baseball	001 000 571	General Fund	1,292.25	Umpire Fee For Men's Baseball (5/22/18 - 7/28/18)
17275 08/14/2018 08/14/2018 8205	Whalley, Jeffrey S.	150.00	Judge Pro Tempore 7-25-18		
512 50 41 02	Prof Srvs - Pro Temp Judge	001 000 512	General Fund	150.00	Judge Pro Tempore 7-25-18
17276 08/14/2018 08/14/2018 4256	Winning Seasons	100.01	Men's Basketball Shirts		
571 20 49 08	Adult Basketball	001 000 571	General Fund	100.01	Men's Basketbal LShirts
17277 08/14/2018 08/14/2018 4256	Winning Seasons	158.26	Staff Shirts - Parks & Rec		
576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	158.26	Staff Shirts - Parks & Rec
17278 08/14/2018 08/14/2018 4256	Winning Seasons	346.19	Lifegaurd Shirts		
576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	346.19	Lifegaurd Shirts

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			Total Winning Seasons	604.46	
17279	08/14/2018	08/14/2018	5286 Winsupply	131.72	Fertilizer Qty 5
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	131.72	Fertilizer Qty 5
17280	08/14/2018	08/14/2018	5286 Winsupply	119.65	Backpack Sprayer
	576 80 35 00 Small Tools & Equip - Parl		001 000 576 General Fund	119.65	Backpack Sprayer
17281	08/14/2018	08/14/2018	5286 Winsupply	147.89	Rainbird Falcon, PVC Caps
	576 80 31 01 Janitorial Supplies - Parks		001 000 576 General Fund	147.89	Rainbird Falcon, PVC Caps
17282	08/14/2018	08/14/2018	5286 Winsupply	133.51	Well# 8 950XLT 3/4 DBL CHK BF PREV
	534 50 31 01 Oper Supplies - Water Mai		425 000 534 Water Fund (de	133.51	Well# 8 950XLT 3/4 DBL CHK BF PREV
17313	08/14/2018	08/14/2018	5286 Winsupply	1.79	Late Fee For May Invoice
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	1.79	Late Fee For May Invoice
			Total Winsupply	534.56	
17323	08/14/2018	08/14/2018	3645 Wright Express FSC, WEX BANK	3,516.05	Gas/Fuel
	548 65 31 06 Facilities Gas		501 000 548 Equipment Ren	56.19	Facilities
	548 65 31 08 Police Gas		501 000 548 Equipment Ren	1,805.47	Police Gas
	548 65 31 11 Parks/Rec Gas		501 000 548 Equipment Ren	327.72	Parks/Rec Gas
	548 65 31 11 Parks/Rec Gas		501 000 548 Equipment Ren	14.05	Parks
	548 65 31 12 Street Gas		501 000 548 Equipment Ren	804.85	Street
	548 65 31 14 Wtr/Swr Gas		501 000 548 Equipment Ren	507.77	Water/Sewer
17170	08/14/2018	08/14/2018	4273 Zumar Industries Inc	755.56	Stop Signs (5), 25MPH Speed Limit Signs (10)
	542 30 31 02 Oper Supplies - Street Reg		101 000 542 City Street Fun	755.56	Stop Signs (5), 25MPH Speed Limit Signs (10)

Report Total: 242,262.29

Fund

001 General Fund	153,446.32
101 City Street Fund	11,292.13
415 Storm Drain	1,051.55
416 Storm Improvement Fund	2,774.71
425 Water Fund (department)	9,231.96
430 Sewer Fund (department)	6,704.59
432 Sewer Improvement Fund	48,496.37

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			501 Equipment Rental Fund	9,264.66	

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

PRESIDING OFFICER'S REPORT

A. Certificate of Appreciation: Planning Commissioner Kenneth Halgren

George presented the certification of appreciation, recognizing Planning Commissioner Kenneth Halgren's four years of service, and indicated Halgren was unable to attend the Council meeting due to a conflict.

B. Proclamation: LGBTQ Pride Month

George introduced the Lesbian, Gay, Bisexual, Transgender, and Queer Pride Month proclamation, and **Nixon moved 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; seconded by Reynolds.** Nixon read the proclamation into the record. George invited councilmember comment; Surina commented on his experience participating in the North American Gay Volleyball Association national championships and the friendships he developed with his team members. George commented on his appreciation of Nixon bringing forth this proclamation. George invited public comment; Nancy Atwood, 1204 Farallone Avenue, commented she was very proud of Fircrest. **The Motion Carried (6-0).**

C. ARC Architects: Community Center and Pool Update

Grover briefed the Council on the recent Steering Committee meeting, indicating that much of ARC Architects presentation was based off the Committee's feedback and input from the community meeting. Stan Lokting from ARC Architects presented the project schedule, public meeting review, sketch options, site design ideas, bathhouse design, and next steps. Lokting anticipated the public online survey would take place in August 2018, and indicated the second community meeting was scheduled for August 13, 2018. Lokting stated ARC Architects would return to Council at its August 28, 2018 regular meeting. Reynolds departed at 7:10 P.M. and returned at 7:11 P.M. There was a brief discussion regarding the pool design options, and appropriate number of parking spaces and potential areas for additional parking.

D. Council Rules of Procedures Update

Pingel briefed the Council on the staff's recommended updates to the 2009 Fircrest Council Rules of Procedures, specifically focusing on the Consent Calendar, and solicited Council feedback. Surina requested for the opportunity to recognize individuals on the Consent Calendar (i.e., liquor license renewal, Planning Commissioner) and allot them the time to speak to Council if requested. Pingel stated that any one Councilmember could remove any item from the Consent Calendar. Viafore commented on his concerns relating to placing too many items on the Consent Calendar and limiting public participation, and inquired if City Attorney Smith reviewed the draft changes; Smith responded he had not reviewed the current draft. Viafore expressed his concerns regarding the potential changes would result in a change from unanimous consent to a simple majority vote. Pingel clarified that the added line referring to majority vote under item G4 was a mistake as it contradicted unanimous consent under sub-item 3, and indicated it would be removed. Reynolds commented she was comfortable with sub-items 'a' through 'e' under G1, requesting to add "non-controversial" before "Communications requiring no action" under 'e'. Reynolds requested to remove sub-

items ‘f’ through ‘h’ from the proposed Consent Calendar additions. George commented on the protections in place and stated he appreciated the concerns but believed they could be managed, and requested to remove sub-item ‘g’. Nixon inquired on the process of how a Councilmember could remove an item; Pingel indicated a Councilmember would request to remove an item from the Consent Calendar at the meeting and could communicate their intention to the Mayor and/or City Manager prior to the meeting. Pingel indicated the agenda item for “Citizen Comments (for items not on the agenda)” could be changed to include for items on the Consent Calendar as an opportunity for the public to indicate to Council to remove an item off the Consent Calendar. Viafore inquired if the agenda summary would be included for new items added under the Consent Calendar; Pingel indicated all the same information that would have been included in an agenda summary for action would be relocated to the Consent Calendar. Wittner commented he was in favor of including sub-item ‘e’ but was in agreement with Viafore for the remaining items as it related to transparency and discussion. Pingel commented on the advantages of adding sub-item ‘h’, indicating it would allow the Council to direct staff to include specific items to the Consent Calendar. Reynolds stated she would be comfortable with sub-item ‘h’ so long as there were parameters and a specific purpose. Viafore commented on his concerns regarding the lack of transparency of the recent Council action to approve Steering Committee members under the Consent Calendar. George indicated it appeared that Council was in favor of keeping sub-item ‘e’ and removing sub-items ‘d’, ‘f’, ‘g’, and adding “by supermajority” to the last part of the sentence of sub-item ‘h’. Pingel clarified that he would remove the proposed under G4. Pingel sought Council feedback on the proposed language to Council Liaisons under Rule 24, indicating it would provide flexibility. Council expressed no concerns.

E. Presiding Officer’s Report

George briefed the Council on a recent meeting he had with the Eaton family at their request regarding their property on Mildred Street and requested flexibility in the zoning requirements. George indicated he would like to continue futures discussion with them and include the Planning and Building Liaison, the City Manager, and Planning and Building Administrator. Viafore requested to include the Administration Liaison in these discussions.

CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment. None were provided.

COMMITTEE, COMMISSION, AND LIAISON REPORTS**A. Parks and Recreation**

Wittner reported that he had not met with the Parks and Recreation Director and that the tennis court resurfacing had begun.

B. Pierce County Regional Council

Reynolds indicated that the July meeting would be canceled and reported on upcoming events and training. Reynolds commented on the Zoo and Trek Authority’s request for flexibility on how they choose their delegates; a brief discussion followed regarding the process and authority to change this proposal.

C. Public Safety, Court

Viafore reported staff was preparing in the next 30 days to bring forth to Council a request to change the City’s collection agency; Pingel indicated he anticipated it would be brought forth at the July 10, 2018 regular Council meeting. Viafore commented he was hopeful the new

agency would be able to recover some of the \$2.8 million in outstanding debt. Viafore reported on the Ruston Court contract progress, indicating the start date had been postponed to October 1, 2018 and that there was opposition from Ruston's municipal court judge regarding the merger. Viafore stated he had not met with the Police Chief and commented he was impressed with the grant for the radar sign and noted that staff was preparing for the upcoming National Night Out event. Surina inquired if Ruston's system would be integrated in the City's system; Viafore responded that Ruston would be required to provide their process that met what the City's Court administration handled. Wittner offered his bankruptcy expertise to staff if needed in relation to the collection agency assessment. George requested staff to post the speed box data on the City's website for public information.

D. Street, Water, Sewer, and Storm Drain

Surina reported that staff was working on the Drake Street pump station, indicating that the failed pump had been replaced, and commented on the county Stormwater Management Plan, stormwater rates, street sweeping in the annexed area, Fircrest intersection on Mildred and the entrances near Tacoma Community College (TCC), and the recently issued water report.

E. Other Liaison Reports

George reported that the July meeting of the Pierce County Cities and Towns was canceled.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 211419 through Voucher Check No. 211494 in the amount of \$139,993.14; approval of Payroll Check No. 13203 through Voucher Check No. 13227 in the amount of \$108,985.71; approval of the May 22, 2018 regular Council meeting minutes; and approval of the June 4, 2018 special meeting minutes. **Surina MOVED to approve the Consent Calendar as read; seconded by Wittner.** Reynolds removed the June 4, 2018 special meeting minutes for discussion and to be voted on separately. George indicated the June 4, 2018 special meeting minutes were removed and considered the question called to approve the Consent Calendar as modified; **The Motion Carried As Modified (6-0).** Reynolds asked for clarification on a sentence under Community Pool Status, which stated "Pingel indicated the pool's operator estimated approximately 3,000-3,500 could be attributed to evaporation and splashing." Reynolds stated she believed she, not the pool's operator, had provided Pingel that estimated information. Pingel clarified that during that meeting, that information had been provided by the City's Parks Maintenance Supervisor and that the information Reynolds had given to Pingel was provided a week later. **Viafore MOVED to adopt the minutes of the June 4, 2018 special meeting as presented; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (6-0).**

PUBLIC HEARING

None scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Liquor License Renewal: Shogun Japanese Express

Pingel briefed the Council on a request by the Washington State Liquor and Cannabis Control Board to register no objections to the liquor license renewal for Shogun Japanese Express at 2009 Mildred Street W. Pingel indicated there were no problems regarding liquor sales at this place of business and that the Finance, Planning and Building, and Police departments expressed no objections regarding the renewing of this license. **Reynolds MOVED to register no objections to the liquor license renewal for the Shogun Japanese Express; seconded by Nixon.** George invited councilmember comment; Wittner commented that this item would be great to add under the Consent Calendar. George invited public comment; none were provided. **The Motion Carried (6-0).**

B. Tacoma Hearings Examiner for Dog Hearings Agreement

Pingel briefed the Council on the proposed agreement with the City of Tacoma for a Hearings Examiner to conduct dangerous (and potentially dangerous) dog appeal hearings, indicating an agreement with the City of Tacoma had expired on December 31, 2015 and that Fircrest had not had an appeal until now. **Reynolds MOVED to adopt Resolution No. 1536, authorizing the City Manager to execute an agreement with the City of Tacoma for Hearings Examiner services for dangerous and potentially dangerous dog appeal hearing; seconded by Wittner.** George invited councilmember comment; Viafore inquired if the option to extend the contract to multiple years was available. Pingel indicated this contract mirrored the previous contract, and that staff would ensure the contract would be renewed. George invited public comment; none were provided. **The Motion Carried (6-0).**

CITY MANAGER COMMENTS

A. Council Workshop Goals

Pingel reported that staff was reviewing the Council workshop goals and would return to Council for clarification and questions on how best to incorporate the goals into the 2019 work plans and budget.

B. West Regents Island

Pingel requested feedback from the Council on how the staff should move forward regarding the West Regents Boulevard traffic island. There was a brief discussion regarding traffic flow, purpose of the island, and options. Public Works Director Wakefield recommended removing the island and relocating the sign, and requested direction from Council on whether there was interest in studying options. There was a general consensus for staff to investigate sign relocation options and for the island to remain until the relocation of the entrance sign.

C. 19th Street Center Lane

Pingel reported that staff had been in discussions with the City of Tacoma regarding maintenance and permissions in the center lane on 19th Street as they were requesting permit approval for the mitigation measures the City of Tacoma was requiring TCC to make. Pingel indicated Tacoma approved TCC's pork chop, right-in/right-out entrance and there was a potential for the center pylons to be removed and for barricade improvements. Pingel requested feedback from Council regarding the City's half of the center lane and TCC access being a point of contention in previous years, and stated staff's approach to work with Tacoma and TCC to improve those options. Viafore requested this item be put on hold for 30 days or discussed at a study session and for visuals to be provided for better understanding, and expressed his concerns regarding working relationships with TCC, redirecting TCC traffic off

of 19th Street to 12th Street. George indicated he would raise those points when he and Pingel would meet with TCC President Harrell, and stated he hoped they could find a solution that would better meet the character of Fircrest and suggested sharing in the cost for the solution. Wakefield shared a visual of the proposed improvements, and a discussion followed including improving communications and relationships with TCC and working with Tacoma and TCC to find a solution that would not negatively impact Fircrest. George suggested for staff to review previous meeting minutes of when TCC presented to Council regarding improvements they would make in preparation of the meeting with Harrell. Viafore departed at 9:03 P.M., and returned at 9:04 P.M. Surina commented on his concerns on how this has been handled and his experience as a teacher at TCC; Viafore called for point of order, questioning if Surina could discuss this item if he was employed at TCC. City Attorney Smith indicated this item was a City Manager Comment and not an action item, and stated that should it become an action item, whether Surina had a conflict could be discussed further.

D. Council Meeting Audio

Pingel reported that it would cost the City \$300 for the first year to make the Council meeting audio accessible online. Nixon expressed his support for this for accessibility and transparency reasons and requested it be done soon. Viafore expressed his concerns from a budget standpoint, and asked if this could be done within budget and not require a budget amendment. Reynolds recommended including this as a 2019 budget item for strategic reasons. George commented on his preference for this to occur in 2018 as it was a small expense and that making Council meeting audio available online to the public was a common practice. Surina, Nixon, and Wittner concurred with George. Viafore inquired if this purchase would require a budget amendment; Corcoran indicated that although she did not think the budget fund would go over, she could not confirm until she reviewed the budget by fund. Reynolds requested to see a list of the budget amendments in order to make an informed decision. Viafore stated he was cautious but was comfortable for the City Manager to move forward with the purchase if there was money in the budget.

Pingel reminded the Council that both he and Nixon would be attending the AWC Annual Conference.

DEPARTMENT HEAD COMMENTS

There were none.

COUNCILMEMBER COMMENTS

- Viafore requested to go on the record stating his safety concerns about the tree clearing and free standing, single Fir trees at Fircrest Golf Club. Viafore inquired about the status of the post-event P-1 reports; Grover indicated they would be distributed to Council soon. Viafore commented on the free medicine take-back locations and requested for staff to make this information known to residents; the City Clerk indicated staff was distributing Tacoma-Pierce County Health Department pamphlets that included this information. Viafore commented on how well the Council discussions went.
- Reynolds inquired how sign-ups for swim lessons were going; Grover indicated they were doing well.
- Wittner inquired about the choice of the PG-13 movie for the Movie in the Park event; Grover indicated he spoke to the resident who voiced their concerns and that he had heard positive feedback from several residents regarding the selected movie, “Star Wars: The Last Jedi.”

Grover indicated that the City had shown a PG-13 movie about 8-10 years ago and that this movie was rated 10 years and older for kids. Viafore departed at 9:22 P.M. and returned at 9:24 P.M. Grover indicated there were several factors in selecting the Star Wars movie, which include receiving several requests to select a movie that was more mature and the movie was scheduled to begin at 9:15 P.M. Reynolds commented on the length of the movie and requested to start movies earlier in the evening to accommodate curfew.

- Surina commented on his appreciation of the newsletter, and requested to contact Pierce Transit regarding the removal of the trash receptacles being from the bus stops. Wittner commented on his observations of increased trash on Regents Boulevard and the lack of convenient trash receptacles.
- George thanked the audience for their attendance and for the Council's discussion.

EXECUTIVE SESSION

George stated Council would convene into Executive Session at 9:33 P.M. after a five minute recess, not to exceed the hour of 10:30 P.M. with Pingel to discuss the performance of a public employee pursuant to RCW 42.30.110 with no action upon reconvening.

The Council reconvened into regular session at 10:00 P.M.

ADJOURNMENT

Wittner MOVED to adjourn the meeting at 10:00 P.M., seconded by Reynolds. The Motion Carried (6-0).

Hunter T. George, Mayor

Jessica Nappi, City Clerk

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 Shannon Reynolds, Brett Wittner, Blake Surina, and Jamie Nixon were present. Mayor Hunter T. George and Councilmember David M. Viafore were 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, indicating the pool continued to operate efficiently compared to previous years. Grover indicated the next meeting of the Pool, Community Center, and Parks Steering Committee was scheduled for July 17, 2018.

CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

Waltier invited public comment; Stephen Munt, 708 Ramsdell Street, commented on the future use of the vacant lot at Contra Costa Avenue and Electron way and suggested utilizing the lot as a parking lot in the interim. Waltier, Reynolds, and Wittner commented on the use of the lot as a staging area for the redevelopment of the pool and community center project, conceptual angle-in parking along Electron Way, and submitting his comments to the Steering Committee and at the upcoming August public hearing.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

Waltier reported that he had met with Pingel to catch up since he had missed a couple recent Council meetings.

B. Environment, Planning and Building

Reynolds commented on how the City ranked for PCRC projects submitted through the Public Works Department, on the amendments to the Pierce County countywide planning policies, and upcoming items such as the hearings examiner and business application public hearing.

C. Finance, IT, Facilities

Nixon reported that the mid-year budget reports would be brought before Council soon, and that the Finance Department intern was working out well.

D. Other Liaison Reports

Reynolds reported on the anticipated items scheduled for the Economic Development Board July 11, 2018 meeting.

CONSENT CALENDAR

Waltier read the Consent Calendar as follows: approval of Voucher No. 222495 through Voucher Check No. 211560 in the amount of \$118,567.79; approval of Payroll Check No. 13228 through Payroll Check No. 13231 and Payroll Check No. 13238 in the amount of \$6,573.04; approval of Payroll Check No. 13232 through Payroll Check No. 13237 in the amount of \$89,672.67; approval of Payroll Check No. 13239 through Payroll Check No. 13267 in the amount of \$115,145.69; approval of the May 29, 2018 special Council meeting minutes; approval of the June 12, 2018 regular Council meeting minutes; and approval of the June 18, 2018 special Council meeting minutes. **Wittner MOVED to approve the Consent Calendar as read; seconded by Reynolds.** **The Motion Carried (5-0).**

PUBLIC HEARING

No public hearing was scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Dynamic Collectors, Inc. Professional Services Contract

Court Administrator Perry briefed the Council on the proposed resolution that would authorize the City Manager to execute the professional services agreement with Dynamic Collectors, Inc. for collection services. Perry reported that the Court issued an RFP for collections services in March 2018 and four collections companies responded. Perry indicated Dynamic Collectors, Inc. demonstrated that they would be the best choice, had a higher return rate with their agency, and were willing to work with the Court to increase its collections revenue. Surina inquired if 100% of the collections were directed to the City; Perry indicated the City would get 100% of the principal balance and the agency would receive collection fees. **Wittner MOVED to adopt Resolution No. 1537, authorizing the City Manager to execute an agreement for collections services with Dynamic Collectors, Inc.; seconded by Reynolds.** Waltier invited councilmember comment; Wittner commented on the former collection agency and commended the selection of Dynamic Collectors, Inc. Waltier invited public comment; none were provided. **The Motion Carried (5-0).**

B. Amendments to the Pierce County Countywide Planning Policies

Planning and Building Administrator Stahlnecker briefed the Council on a request from Pierce County Regional Council to ratify, through an interlocal agreement, amendments to the Pierce County Countywide Planning Policies, and stated that the proposed amendments would not directly impact the City. **Reynolds MOVED to adopt Resolution No. 1538, acknowledging approval of amendments to the Pierce County Countywide Planning Policies and authorizing the City Manager to execute an Interlocal Agreement, thereby ratifying the amendments; seconded by Nixon.** Waltier invited councilmember comment; Surina inquired how staff would communicate its position; Stahlnecker stated draft language for a resolution had been provided. Waltier invited public comment; none were provided. **The Motion Carried (5-0).**

CITY MANAGER COMMENTS

Pingel recommended staff schedule a free workshop provided by the City's insurance geared towards elected officials regarding how to reduce City Council claims, and requested Council feedback on whether there was interest to schedule this 90-minute workshop at a future meeting. Reynolds, Surina, and Nixon concurred scheduling this workshop during a study session. Pingel indicated staff would review upcoming study sessions to determine whether this workshop could be accommodated or if scheduling a separate study session for the workshop would be more suitable.

DEPARTMENT HEAD COMMENTS

- Finance Director Corcoran reported that a manual check would need to be issued to a customer who overpaid their utility bill.
- Grover reported that this was the first year the City and Kiwanis Club ran the Car Show event, and commented on how successful the event was with 398 registered vehicles. Grover thanked the volunteers, sponsors, and Kiwanis Club. Grover reported that the tennis courts were resurfaced and complete; however that staff would be scheduling a final walk-through with the contractor soon. Grover indicated staff ordered three new nets and two posts to complete the job, and anticipated the courts would be open to the public soon. Surina inquired on the hours of the courts; Grover indicated the court hours are typically open around 7:30 A.M. and closed around 9:00 P.M. Waltier commented on the input he's received from tennis players and neighbors and inquired when the nets would arrive; Grover stated he was unsure of the exact arrival date but would find out and include that information in the City Manager weekly update. Waltier complimented the Car Show event and on the positive feedback he had received regarding the event.

COUNCILMEMBER COMMENTS

- Surina commented on the Car Show event and trash receptacles at the bus stops; Wittner indicated he spoke to a friend who worked at Pierce Transit, who indicated that trash receptacles had been removed from lower used bus stops throughout the community in order to cut down on the costs involved in removing garbage. Wittner indicated this individual stated that should trash become a problem, to alert him to see if the receptacles could be reinstalled, and recommended concerns should be communicated to the City Manager for handling. Waltier recommended communicating the City's concern via memo. Surina commented on the recent passing of Pat Flynn, a Relay for Life volunteer, and of her significant contributions.
- Wittner thanked the audience for their attendance.
- Reynolds requested to revisit the conversation on codifying a two-hour limit for study sessions and becoming a Tree City with the Arbor Day Foundation.
- Waltier promoted Pint Defiance, a local business on Mildred Street, and an event they were having celebrating a neighborhood series beer that promoted the City of Fircrest.

EXECUTIVE SESSION

There was none.

July 10, 2018

Fircrest City Council Meeting Minutes – Regular 4

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 7:46 P.M., seconded by Nixon. The Motion Carried (5-0).

Denny Waltier, Mayor Pro Tempore

Jessica Nappi, City Clerk

NEW BUSINESS: **Budget Adjustment 2nd Reading and Adoption**
ITEM 10A.

FROM: **Colleen Corcoran, Finance Director**

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

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

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

	<u>Increase/ (Decrease)</u>	
<u>General Fund</u>		
Revenues		
Grant-State of Washington (001.333.20.60.00)	\$3,500	1
Expenditures		
Admin-Salaries & Wages (001.513.10.10.00)	(\$4,000)	2
Building-Salaries & Wages (001.524.20.10.00)	\$2,000	2
Planning-Salaries & Wages (001.558.60.10.00)	\$2,000	2
Police-Capital Outlay (001.594.21.64.00)	\$3,500	1
<u>Storm Drain Fund</u>		
Revenues		
Undesignated Beginning Fund Balance (415.308.80.04.15)	(\$37,684)	3
Expenditures		
Undesignated Ending Fund Balance (415.508.80.04.15)	(\$37,684)	3
<u>Water Fund</u>		
Revenues		
Undesignated Beginning Fund Balance (425.308.80.04.25)	(\$61,720)	3
Expenditures		
Undesignated Ending Fund Balance (425.508.80.04.25)	(\$61,720)	3

Sewer Capital Fund

Expenditures

Other Improvements (432.594.35.63.01)	\$15,000	4
Ending Fund Balance (432.508.00.04.32)	(15,000)	4

ERR Fund

Revenues

Grant-State of Washington (501.333.20.60.01)	\$2,407	5
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Expenditures

Police Capital Outlay (501.594.48.64.08)	\$2,407	5
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The City of Fircrest adopts an annual budget at the fund level. The above budget adjustments (B.A.) will result in an Amended 2018 Budget by fund as follows:

2018 REVENUES, EXPENDITURES & BALANCES BY FUND

<u>FUND</u>	<u>ORIGINAL</u>	<u>B.A. #1</u>	<u>B.A. #2</u>	<u>AMENDED</u>
General	7,970,305	422,693	3,500	8,396,498
Street	1,083,906	74,792		1,158,698
Storm Drain	1,148,509	18,842	(37,684)	1,129,667
Storm Drain Capital	530,000			530,000
Water	1,856,475	30,860		1,887,335
Water Capital	629,000		(61,720)	567,280
Sewer	4,661,235	586,003		5,247,238
Sewer Capital	1,760,000	388,250		2,148,250
ERR	1,753,696	31,608	2,407	1,787,711
Police Investigation	11,643	324		11,967
REET	1,406,000	149,390		1,555,390
Cumulative Reserve	3,530,763			3,530,763
Total	26,341,532	1,702,762	(93,497)	27,950,797

ADVANTAGE: This proposal will provide necessary budget for the following:

1. Grant revenue and expenditure for speed feedback sign
2. Move Salaries & Wages for part time employee from Admin to Plan/Bldg.
3. Correct B.A. # 1- Fund Balance should have been a decrease
4. Additional funds required for Drake St Lift Station contract (3/27/18 Council meeting)
5. Grant revenue and expenditure for two radars and rear antenna for police cars

ATTACHMENT: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

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

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

WHEREAS, the City of Fircrest adopts an annual budget at the fund level; and

WHEREAS, it is necessary to amend the adopted 2018 budget to defray the anticipated expenditures. Now, Therefore,

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

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

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

	<u>Increase/ (Decrease)</u>
<u>General Fund</u>	
Revenues	
Grant-State of Washington	\$3,500
(001.3333.20.60.00)	
Expenditures	
Admin-Salaries & Wages	(\$4,000)
(001.513.10.10.00)	
Building-Salaries & Wages	\$2,000
(001.524.20.10.00)	
Planning-Salaries & Wages	\$2,000
(001.558.60.10.00)	
Police-Capital Outlay	\$3,500
(001.594.21.64.00)	

1	<u>Storm Drain Fund</u>	
	Revenues	
2	Undesignated Beginning Fund Balance	(\$37,684)
	(415.308.80.04.15)	
3		
	Expenditures	
4	Undesignated Ending Fund Balance	(\$37,684)
	(415.508.80.04.15)	
5		
6	<u>Water Fund</u>	
	Revenues	
7	Undesignated Beginning Fund Balance	(\$61,720)
	(425.308.80.04.25)	
8		
	Expenditures	
9	Undesignated Ending Fund Balance	(\$61,720)
	(425.508.80.04.25)	
10		
11	<u>Sewer Capital Fund</u>	
	Expenditures	
12	Other Improvements	\$15,000
	(432.594.35.63.01)	
13	Ending Balance Sewer Capital	(\$15,000)
	(432.508.00.04.32)	
14		
15	<u>ERR Fund</u>	
	Revenues	
16	Grant-State of Washington	\$2,407
	(501.333.20.60.01)	
17		
	Expenditures	
18	Police Capital Outlay	\$2,407
	(501.594.48.64.11)	

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

2018 REVENUES, EXPENDITURES & BALANCES BY FUND					
<u>FUND</u>	<u>ORIGINAL</u>	<u>B.A. #1</u>	<u>B.A. #2</u>	<u>AMENDED</u>	
General	7,970,305	422,693	3,500	8,396,498	
Street	1,083,906	74,792		1,158,698	
Storm Drain	1,148,509	18,842	(37,684)	1,129,667	
Storm Drain Capital	530,000			530,000	
Water	1,856,475	30,860		1,887,335	
Water Capital	629,000		(61,720)	567,280	
Sewer	4,661,235	586,003		5,247,238	
Sewer Capital	1,760,000	388,250		2,148,250	
ERR	1,753,696	31,608	2,407	1,787,711	
Police Investigation	11,643	324		11,967	
REET	1,406,000	149,390		1,555,390	
Cumulative Reserve	3,530,763			3,530,763	
Total	26,341,532	1,702,762	(93,497)	27,950,797	

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 14th day of August 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

Publication Date:

Effective Date:

NEW BUSINESS: **Six-Month Financial Review**
ITEM 10B.

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **No motion; for information purposes only.**

PROPOSAL: None.

FISCAL IMPACT: None.

ADVANTAGE: Updates the Council and public of the financial status as of June 30, 2018.

DISADVANTAGES: None.

ALTERNATIVE: None.

HISTORY: This is a report to Council and public of the financial status as of June 30, 2018.

ATTACHMENT: [2nd Quarter 2018 Financial Report](#)

Memo

To: Mayor and Councilmembers
From: Colleen Corcoran, Finance Director
CC: Scott Pingel, City Manager
Date: August 14, 2018
Re: 2nd QTR 2018 Financial Report

This report is based on the 2nd Quarter Financial reports as of June 30, 2018.

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

GENERAL FUND REVENUES

General Fund Revenues for the 2nd Quarter of 2018 are close to anticipated.

General Fund Revenue Pie Chart (Figure A): This chart shows the year to date (YTD) revenue collected in the General Fund by category. Total General Fund revenue is at 53.2% of budget. At the end of the 2nd Quarter we should be at 50%. Keep in mind that property tax, as discussed below, is due twice per year and as you can see from the chart taxes make up over half of General Fund Revenue. This is also a reason we need to keep money in reserve for cash flow purposes.

GENERAL FUND EXPENDITURES

If you look at the General Fund Expenditures by Department (Figure B) spreadsheet you can see the total expenditure for each department and how it compares to the budgeted amounts along with the percentage spent through June. The total spent as of 6/30/18 was \$2,393,240 or 42.6% of the total General Fund Budget. At the end of the 2nd Quarter we should be at 50% or less.

If you look at the pie chart titled Expenditures by Department (Figure C) pie chart you can see the breakout each department spends comparative to the total general fund expenditures.

OPERATING REVENUE TO EXPENDITURES COMPARISON

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

General Fund: If we look at the second quarter 2018 General Fund operating revenue (\$2,698,302) to the second quarter operating expenditures (\$2,377,193) operating revenue is \$321,110 more than expenditures. When including capital and non-revenues and expenditures the EFB at the end of the 2nd Quarter increased by \$306,243. Remember that in May and November we receive a large amount for property taxes.

Other Funds: Also included on the Actual Revenue Over/(Under) Expenditures (Figure D) chart is a comparison for the Street, Storm, Water, Sewer, BYSM, ERR and REET Funds.

CASH BALANCES

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

CONCLUSION

So far this year actual revenue and expenditures are close to budgeted figures.

The information contained in this report is very important and must be considered when planning for the future. The City does not have a General Capital Fund. As capital needs arise, such as building repairs including leaking roofs, exterior repairs, pool repairs, HVAC replacements, etc., Fund Balances will be depleted.

Revenues and expenditures need to be closely monitored to assure that there are enough revenues to cover operating expenditures as well as enough in ending fund balance to fund capital expenditures now and into the future.

This report along with line item details can be found at the City of Fircrest's website at cityoffircrest.net.

Figure A

General Fund Revenue Pie Chart

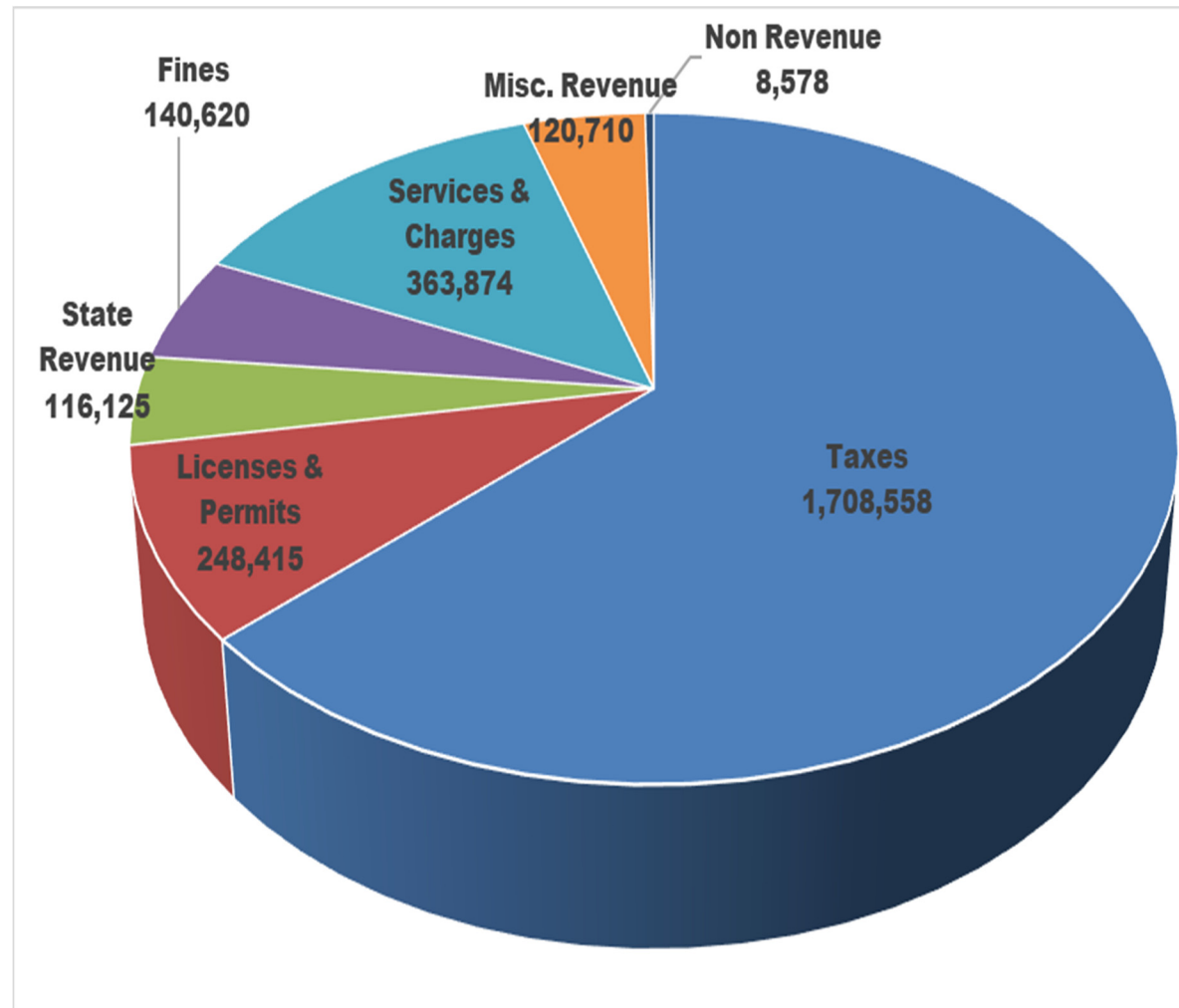
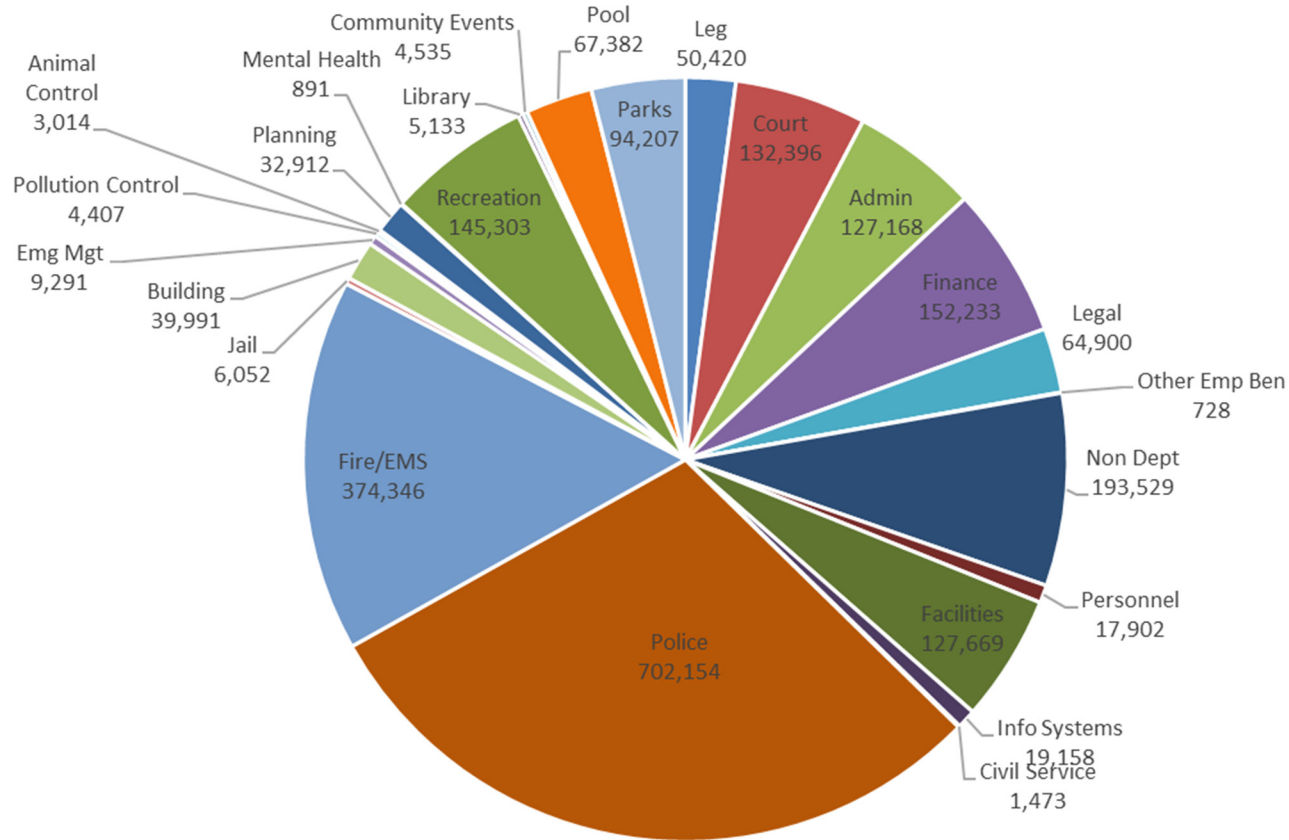


Figure B**General Fund Expenditures by Departments as of 06/30/2018**

	<u>YTD</u>	<u>BUDGET</u>	<u>REMAINING</u>	<u>% Expensed</u>
<u>DEPARTMENT</u>				
Legislative	50,420	77,275	26,855	65.2%
Court	132,396	271,935	139,539	48.7%
Administration	127,168	287,185	160,017	44.3%
Financial	152,233	306,016	153,783	49.7%
Legal	64,900	138,475	73,575	46.9%
Other Employee Benefits	728	1,550	822	47.0%
Non Dept	193,529	446,333	252,804	43.4%
Personnel	17,902	48,015	30,113	37.3%
Facilities	127,669	422,927	295,258	30.2%
Info Systems	19,158	56,218	37,060	34.1%
Civil Service	1,473	5,500	4,027	26.8%
Police	702,154	1,517,418	815,264	46.3%
Fire/EMS	374,346	641,736	267,390	58.3%
Jail Costs	6,052	30,500	24,448	19.8%
Building	39,991	103,575	63,584	38.6%
Emg Mgt	9,291	13,491	4,200	68.9%
Pollution Control	4,407	4,407	0	100.0%
Animal Control	3,014	10,000	6,986	30.1%
Planning	32,912	81,492	48,580	40.4%
Mental Health	891	2,200	1,309	40.5%
Recreation/Part Rec	145,303	324,950	179,647	44.7%
Library	5,133	14,000	8,867	36.7%
Community Events	4,535	20,150	15,615	22.5%
Pool	67,382	177,950	110,568	37.9%
Parks	94,207	222,098	127,891	42.4%
Total Gen Fund Oper Exp	2,377,193	5,225,396	2,848,203	45.5%
Non Expenditures	1,180	0	-1,180	0.0%
Capital	14,867	393,763	378,896	3.8%
Total General Fund	2,393,240	5,619,159	3,225,919	42.6%

City of Fircrest Figure C
Expenditures by Department as of 06/30/18



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

Figure D

ACTUAL REVENUE OVER/(UNDER) EXPENDITURES AS OF 6/30/2018	
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[illegible]

ACTUAL BEGINNING/ENDING FUND BALANCES FOR 2018

[illegible]

Figure E

AVAILABLE CASH AS OF 6/30/2018

Undesignated Fund Balances

Total Cash Balance	3,622,395	243,058	212,969	486,914	255,244	157,969	1,031,735	1,232,489	1,401,602	1,477,966
Less Designated Light Fund	(773,178)									
Less Designated 44th/Alameda	(575,575)									
Undesignated Funds Invested in Bonds (matures 11/21/19)	(300,000)								(1,000,000)	
Reserved for cash flow (3 months of operating expenses)	(1,306,349)	(120,210)	(118,573)	0	(246,286)	0	(581,587)	0	(36,997)	
Undesignated Fund Balance Available	667,293	122,848	94,396	486,914	8,958	157,969	450,148	1,232,489	364,605	1,477,966

Designated Fund Balance-Sale of Light

Designated Light Fund (total cash)	773,178								
Designated Light Fund invested in bond (matures 10/7/19)	(500,000)								
Designated from sale of Light Fund Cash Available	273,178								

Designated Fund Balance-Sale of 44th/Alameda

[illegible]

CUMMULATIVE RESERVES

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

[illegible][illegible]

NEW BUSINESS: **Motion to Unfreeze the 2nd Sergeant Position**
ITEM 10C.

FROM: **Scott Pingel, City Manager**

RECOMMENDED MOTION: **I move to unfreeze the second Sergeant position once the Memorandum of Agreement regarding Sergeant scheduling is executed, and direct the City Manager to work with the Civil Service Commission in hiring for the position.**

PROPOSAL: This motion is to unfreeze the second Sergeant position, which would result in promoting one of our current police officers to Sergeant after going through a competitive process with the Civil Service Commission.

FISCAL IMPACT: The cost impact of promoting one of our current officers to Sergeant will be very minimal in 2018 since it is likely that we will not promote the new Sergeant until October or November. The impact in 2019 is approximately \$4,460.

ADVANTAGE: Adding the second Sergeant position has several advantages. It will allow for administrative duties to be split in a more effective manner, which will allow both sergeants to be in the community, on the road and helping other officers more often. This also brings our span of control closer to best practices. It also provides an opportunity for an additional sergeant to learn from Chief Cheesman and take advantage of leadership training.

DISADVANTAGES: The main disadvantage to adding the second Sergeant is the fiscal impact.

ALTERNATIVE: Not unfreezing the second Sergeant position, which keeps the Police Department at the status quo.

HISTORY: The second Sergeant position was budgeted for in the 2018 Budget. In discussing the need and benefits of the position, the City Council decided to freeze the position until the new City Manager came on board. Chief Cheesman discussed the need for and benefits of the position with the City Council at the July 16, 2018 study session where the general consensus of the council was that the Council should unfreeze the position as long as there was understanding with the Police Officers' Guild that the Sergeant shifts would not be bargained.

ATTACHMENT: [Memorandum of Agreement between the City and Police Officers' Guild](#)

MEMORANDUM OF AGREEMENT
BY AND BETWEEN
CITY OF FIRCREST, WASHINGTON
AND
FIRCREST POLICE GUILD
(Second Sergeant Position)

THIS MEMORANDUM OF AGREEMENT (MOA) is by and between the City of Fircrest, Washington (“City”) and the Fircrest Police Guild (“Guild”), collectively the “parties,” as follows:

WHEREAS, the City seeks to create a second Sergeant position for the Fircrest Police Department (“Department”) to enhance officer supervision and law enforcement operations.

NOW, THEREFORE, the parties acknowledge and agree as follows:

1. If the 2018 budget provides sufficient funding, the City intends to hire a second Sergeant position;
2. The City has the right and sole discretion to hire or layoff; assign working hours and shifts; organize and reorganize the Department; determine job classifications and rank based upon duties assigned; and select, promote, or transfer of employees to supervisory or other managerial or technical positions;
3. The City has notified the Guild about its intention to hire a second Sergeant for the Department;
4. The Guild makes no demand to bargain the City’s decision or effects of the second Sergeant position, including the assignment of this position’s work and scheduling of work hours; and
5. This MOA is made on a nonprecedent setting basis.

WHEREFORE, this MOA is effective upon the final signature by the parties.

CITY OF FIRCREST, WASHINGTON

FIRCREST POLICE GUILD

Scott Pingel, City Manager

Chris Roberts, Guild President

Date

Date

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(O), 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 may 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)

C.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.

D.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.
- 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.
- 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, 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~~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 Sessions-sessions~~ recording the names of Councilmembers present, motions made, actions taken, and an account of business discussed.
- ~~D.~~ Standing ~~Study-study Sessions-sessions~~ may be set by the majority vote of the Council for specific dates and times.
- ~~D.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. ~~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. ~~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 either on the Consent Calendar or 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 Mayor, 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. Communications requiring no action (e.g. liquor license renewals); and
 - ~~d.e.~~ Other items designated by the City Council by super majority vote of 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 unanimous vote of the Councilmembers present 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

(See appendix for full procedures):

~~A.~~

~~B.A.~~ 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.
- 4.5. 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.
- 5.6. Calls for additional proponents 3 times.
- 6.7. Call for opponents.
- 7.8. Calls for additional opponents 3 times.
- 8.9. Calls for proponents to speak in rebuttal.
- 9.10. Calls for Administration to introduce any material to subjects raised by proponents or opponents or alter initial recommendations.
- 10.11. Asks Councilmembers if questions and if so, appropriate person is recalled to podium.
- 11.12. Closes public hearing.
- 12.13. 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 yea 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~~;~~; and
 - 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 of The 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 of The 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 of The 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 Reports/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 [Commission-commission](#) and [Board board](#) 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.

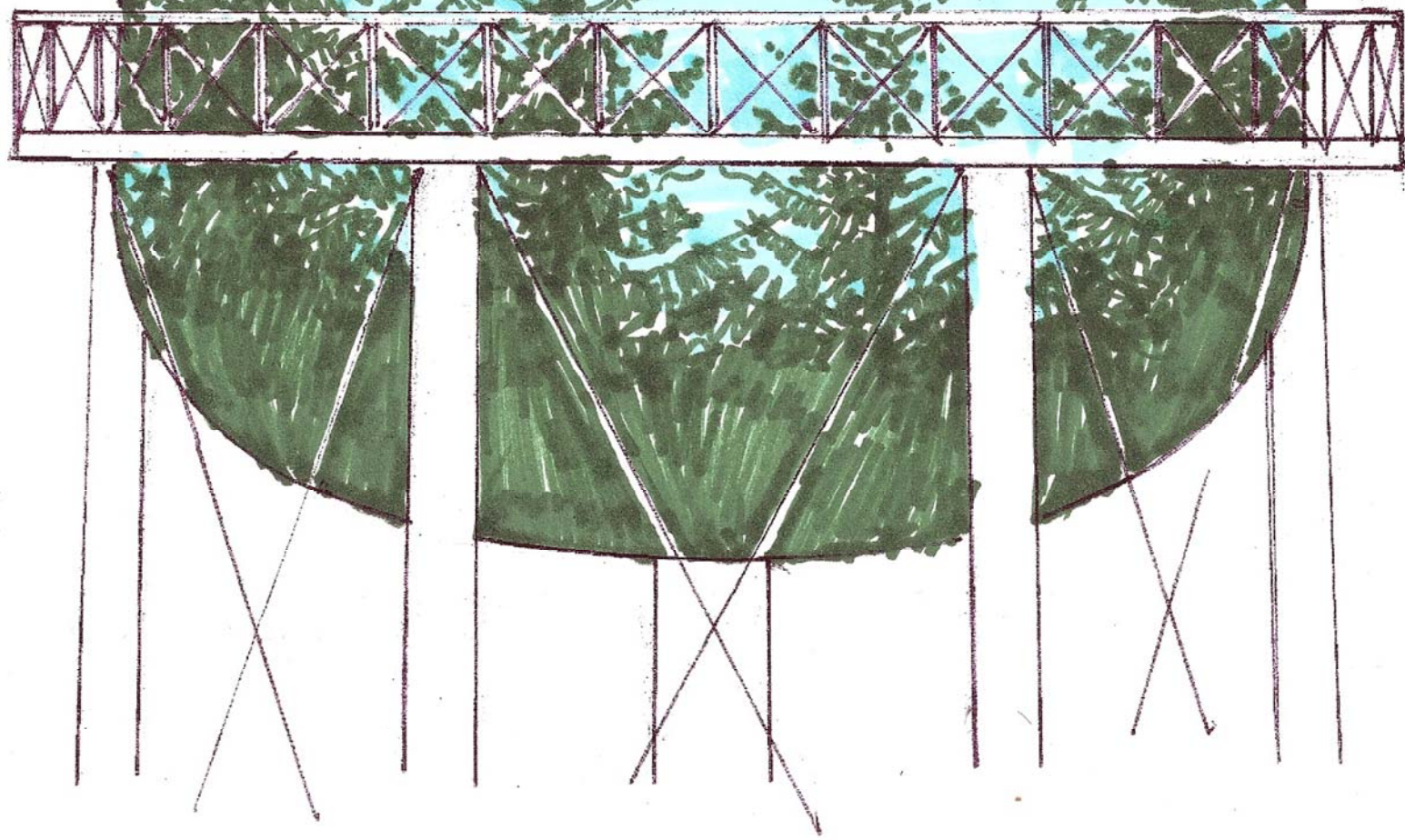
These rules may be amended, or new rules adopted, by a majority vote of the Council.

REET FUND

	2018 Budget	2019 Projected w/Mural	2019 Projected w/Mural + Hi Tank	2019 Projected w/Mural + Both Tanks
Beginning Fund Balance REET I and II	1,350,790	1,473,110	1,473,110	1,473,110
<u>Revenues</u>				
Capital Improvement (REET I)	100,000	75,000	75,000	75,000
Growth Management (REET II)	100,000	75,000	75,000	75,000
Investment Interest I	600	600	600	600
Investment Interest II	4,000	4,000	4,000	4,000
TOTAL	204,600	154,600	154,600	154,600
Total Resources	1,555,390	1,627,710	1,627,710	1,627,710
<u>Expenditures</u>				
Transfers Out (REET I and II)	82,280	0	0	0
Mural	0	30,000	30,000	30,000
High Tank Painting	0	0	85,000	85,000
Low Tank Painting	0	0	0	50,000
Total Expenditures	82,280	30,000	115,000	165,000
<u>Ending Balance (REET I and II)</u>	1,473,110	1,597,710	1,512,710	1,462,710



Firecrest



Memo

To: Scott Pingel, City Manager
From: Jerry Wakefield, Public Works Director
CC:
Date: 8/2/18
Re: GFC charges update

Background and History

In 1995, Ordinance No. 1098 and 1099 were adopted that updated the prior GFC rates. These were based on the Water and Sewer 1995 Rate Study done by Gray and Osborne, which was based on residential meter equivalency. In November of 2001, the GFC rates were again adjusted based on meter size with a service connection fee and drop-in fee for meters established. These fees were identified as the value of the existing facilities and the planned capital improvements at the time of connection. In 2008, these fees were reviewed and recalculated per the July 27, 2008 memo's from the City Engineer and increased accordingly effective January 1, 2009. No additional increases or studies has occurred since then.

Moving forward to reexamine these fees the City has a few options to consider.

1. Based on the methodology done in 2008, use the same information, update the costs to those line items, add new if needed and adjust cost accordingly. This would be done in house by the Public Works Director and could take 3 to 4 weeks to complete.
2. Assuming the work done in 2008 was adequate, use the CPI (Consumer Price Index) and adjust the fees per that index to today's dollars. This would be done in house with the assistance from the Finance Department and Public Works. Estimate time would be 2 to 3 weeks.
3. Conduct a new study to evaluate the fee structure and set those prices based on the updated study for those items. This would involve hiring a consultant and spending roughly \$10,000 to \$15,000 to do the study and would take approximately 3 to 4 months to complete. This is based on my recent discussion with Katy Isakson, KIA Consultants who did our last rate study.

Each option also needs to include time for an ordinance revision as these fees are adopted by ordinance, so the time to change the ordinance regarding public hearings and Council time would have to be added to the preparation time.