

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, SEPTEMBER 11, 2018  
7:00 P.M.**

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

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
  - A. [Proclamation: Childhood Cancer Awareness Month](#)
- 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: [August 13, 2018 Special Minutes](#)  
[August 14, 2018 Regular Minutes](#)  
[August 20, 2018 Special Minutes](#)  
[August 27, 2018 Special Minutes](#)  
[August 28, 2018 Regular Minutes](#)
- 8. PUBLIC HEARING 7:15 P.M.**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
  - A. [Resolution: Leavitt Group NW Contract Amendment](#)
  - B. [Presentation: Preliminary 2019 Budget – City Manager Pingel](#)
- 11. CITY MANAGER COMMENTS**
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
  - A. To discuss potential litigation per RCW 42.30.110(1)(i)
- 15. ADJOURNMENT**

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

**PRESIDING OFFICER'S REPORT:** Proclamation: Childhood Cancer Awareness Month  
**ITEM: 4A**

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

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**RECOMMENDED MOTION:** I move to authorize the Mayor's signature on a proclamation proclaiming the month of September as Childhood Cancer Awareness Month.

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**PROPOSAL:** The Council is being asked to approve the Childhood Cancer Awareness Month proclamation.

**FISCAL IMPACT:** None.

**ADVANTAGE:** Increased awareness about childhood cancer.

**DISADVANTAGES:** None known.

**ALTERNATIVES:** Not to participate.

**HISTORY:** There has been a 24% increase in pediatric cancer cases over the last 40 years, equal to 43 children per day or 15,780 children a year diagnosed with cancer in the United States. Increased awareness will assist researchers and healthcare professionals to continue work diligently to treat and cure children with cancer.

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



## **THE CITY OF FIRCREST**

### **Office of the Mayor**

#### ***PROCLAMATION***

***WHEREAS***, pediatric cancer is the leading cause of death by disease in children;

***WHEREAS***, one in 285 children in the United States will be diagnosed by their 20<sup>th</sup> birthday; and

***WHEREAS***, 80% of childhood cancer cases are diagnosed only after the disease has metastasized and spread to other areas of the body;

***WHEREAS***, two-thirds of childhood cancer patients will have long-lasting chronic conditions as a result of the treatments they go through; and

***WHEREAS***, there has been a 24% increase in pediatric cancer cases over the last 40 years, equal to 43 children per day or 15, 780 children a year, diagnosed with cancer in the United States; and

***WHEREAS***, the causes of childhood cancer are largely unknown and more studies are needed to understand which treatments work best for children; and

***WHEREAS***, the National Cancer Institute recognized the unique research needs of childhood cancer and increased funding to conduct this research; and

***WHEREAS***, in the last 20 years, only four new drugs have been developed specifically to treat children with cancer, and

***WHEREAS***, too many children are affected by this deadly disease and more must be done to raise awareness and find a cure.

***NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FIRCREST***, does hereby proclaim September 2018 to be

#### **Childhood Cancer Awareness Month**

Passed this 11th day of September 2018

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Hunter T. George, Mayor

# ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>17455</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>8249</b>	<b>ALBA Pro Painting</b>	<b>20,111.70</b> <b>Paint Metal Roof - Public Works</b>
	518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	1,593.54
	594 31 62 00	Building Improvements-Stc	416 000 594	Storm Improve	4,629.54
	594 32 62 00	Building Improvements	101 000 542	City Street Fun	4,629.54
	594 34 62 00	Building Improvements W	426 000 594	Water Improve	4,629.54
	594 35 62 00	Building Improvements Se	432 000 594	Sewer Improve	4,629.54
<b>17456</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3705</b>	<b>Alpine Products Inc</b>	<b>556.71</b> <b>Yellow Traffic Paint</b>
	542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fun	556.71
<b>17419</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>1090</b>	<b>Avila, John Paul</b>	<b>59.00</b> <b>1 Yr Library Reimbursement</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00
<b>17457</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>1601</b>	<b>Baker, Thomas</b>	<b>59.00</b> <b>1 Yr Library Reimbursement</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00
<b>17458</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7191</b>	<b>Boss Mama's Kitchen</b>	<b>500.00</b> <b>NNO - Food Order</b>
	521 22 49 05	Reimbursable Programs	001 000 521	General Fund	500.00
<b>17459</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>6018</b>	<b>Canon Financial Services Inc</b>	<b>244.61</b> <b>Polic Copier Rental - August 2018</b>
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	244.61
<b>17460</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>6018</b>	<b>Canon Financial Services Inc</b>	<b>13.63</b> <b>Contract Charges (08/01/18-08/31/18)</b>
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	13.63
			Total Canon Financial Services Inc		258.24
<b>17461</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7260</b>	<b>Carter, Kelley</b>	<b>100.00</b> <b>Rental Deposit Refund - Pool Rental</b>
	586 00 00 00	Deposit Refunds	001 000 580	General Fund	100.00
<b>17526</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>377.31</b> <b>August 2018 - CH, Rec. PW</b>
	518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.89
	518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.89
	518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.89
	531 50 42 00	Communication - Storm	415 000 531	Storm Drain	31.44
	534 10 42 00	Communication - Water	425 000 534	Water Fund (de	31.44
	535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	31.44
	542 30 42 00	Communication - Street	101 000 542	City Street Fun	31.44
	576 80 42 00	Communication - Parks	001 000 576	General Fund	62.88
<b>17527</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>66.99</b> <b>August DSL/Telemetry</b>

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534 10 42 00	Communication - Water		425 000 534 Water Fund (de	33.50	August DSL/Telemetry
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	33.49	
<b>17528</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3994 CenturyLink</b>	<b>448.79</b>	<b>Curuit Line/PRI Line August</b>
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	448.79	Curuit Line/PRI Line August
Total CenturyLink				893.09	
<b>17525</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4322 City of Tacoma - Utilities</b>	<b>2,645.31</b>	<b>Various Locations- Power 1</b>
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	2,364.18	
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	250.22	
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fun	20.12	
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fun	10.79	
<b>17535</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>8260 Clever, Jamie</b>	<b>100.00</b>	<b>Rental Deposit Refund</b>
586 00 00 00	Deposit Refunds		001 000 580 General Fund	100.00	Rental Deposit Refund
<b>17502</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3555 Code Publishing Co</b>	<b>170.97</b>	<b>Municipal Code - Web Update</b>
511 60 49 03	Codification Costs		001 000 511 General Fund	170.97	Municipal Code - Web Update
<b>17522</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3573 Copiers Northwest Inc</b>	<b>278.84</b>	<b>Copier Usage (07/18/18 - 08/17/18)</b>
512 50 45 00	Oper Rentals - Copier - Coi		001 000 512 General Fund	20.68	
518 10 45 00	Oper Rentals - Copier - No:		001 000 518 General Fund	174.93	
531 50 45 00	Oper Rentals - Copier - Sto		415 000 531 Storm Drain	9.42	
534 10 45 02	Oper Rentals - Copier - Wa		425 000 534 Water Fund (de	9.42	
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535 Sewer Fund (de	9.42	
542 30 45 00	Oper Rentals - Copier - Str		101 000 542 City Street Fun	9.42	
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	41.00	
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	4.55	
<b>17523</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3573 Copiers Northwest Inc</b>	<b>103.40</b>	<b>Copy Usage - Police (08/28/18-09/28/18)</b>
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	103.40	Copy Usage - Police (08/28/18-09/28/18)
<b>17524</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3573 Copiers Northwest Inc</b>	<b>73.97</b>	<b>Copier Usage City Hall, Parks, Court (Tax)</b>
512 50 45 00	Oper Rentals - Copier - Coi		001 000 512 General Fund	15.36	
518 10 45 00	Oper Rentals - Copier - No:		001 000 518 General Fund	43.96	
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	14.65	
Total Copiers Northwest Inc				456.21	
<b>17428</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>363 Corcoran, Colleen T</b>	<b>12.95</b>	<b>Ice For Wellness Picnic</b>

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517 90 31 01	Health Program - Supplies		001 000 517 General Fund	12.95	Ice For Wellness Picnic
<b>17430</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3589 Databar Inc</b>	<b>370.51</b>	<b>Town Topics &amp; Postage</b>
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	370.51	Town Topics & Postage
<b>17462</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>32 Dawson, Chet</b>	<b>1,011.50</b>	<b>Tennis Instruction</b>
571 20 49 06	Instructor Fees		001 000 571 General Fund	1,011.50	Tennis Instruction
<b>17463</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>32 Dawson, Chet</b>	<b>238.00</b>	<b>Tennis Instruction</b>
571 20 49 06	Instructor Fees		001 000 571 General Fund	238.00	Tennis Instruction
<b>17536</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>32 Dawson, Chet</b>	<b>598.50</b>	<b>Tennis Instruction</b>
571 20 49 06	Instructor Fees		001 000 571 General Fund	598.50	Tennis Instruction
Total Dawson, Chet				1,848.00	
<b>17465</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>1799 DeRosa Sr, Anthony G.</b>	<b>250.00</b>	<b>Rental Deposit Refund</b>
586 00 00 00	Deposit Refunds		001 000 580 General Fund	250.00	Rental Deposit Refund - Gym
<b>17420</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3594 Dept Of Ecology</b>	<b>69,479.34</b>	<b>BYSM Loan</b>
591 35 78 02	Principal Loan Payment		430 000 591 Sewer Fund (de	41,997.77	BYSM Loan Payment #L1100018
592 35 83 01	Interest Loan Payment		430 000 591 Sewer Fund (de	27,481.57	Interest
<b>17464</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3594 Dept Of Ecology</b>	<b>2,604.59</b>	<b>Storm Water Phase Two -WAR045008</b>
531 50 49 01	Operation Permit		415 000 531 Storm Drain	2,604.59	Storm Water Phase Two -WAR045008
Total Dept Of Ecology				72,083.93	
<b>17466</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>40 Dillon, Sharon</b>	<b>59.00</b>	<b>1 Yr Library Reimbursement</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	1 Yr Library Reimbursement - Sharon
<b>17467</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3612 Drain Tech Northwest LLC</b>	<b>344.54</b>	<b>Unplugged Kitchen Sink - FD, PSB</b>
518 30 48 04	Rep & Maint - PSB		001 000 518 General Fund	344.54	Unplugged Kitchen Sink - FD, PSB
<b>17468</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>6995 Endicott, Cynthia J.</b>	<b>308.00</b>	<b>Silver Sneakers - Chair Yoga</b>
571 20 49 06	Instructor Fees		001 000 571 General Fund	308.00	Silver Sneakers - Chair Yoga
<b>17469</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4858 Ewing Irrigation Products Inc</b>	<b>137.46</b>	<b>Orange Field Paint</b>

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	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	137.46	Orange Field Paint	
<b>17423</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7717</b>	<b>Fay, Fred</b>	<b>59.00</b>	<b>1 Yr Library Reimbursement</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library Reimbursement	
<b>17470</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3636</b>	<b>Ferguson Enterprises Inc, #1539</b>	<b>346.93</b>	<b>Hymax Coupler, Paint</b>
	531 50 31 02	Oper Supplies - Storm	415 000 531 Storm Drain	39.37	Paint Storm	
	534 50 31 01	Oper Supplies - Water Mai	425 000 534 Water Fund (de	271.48	Hymax Coupler, Paint - Water	
	535 80 31 00	Oper Supplies - Sewer Gen	430 000 535 Sewer Fund (de	36.08	Paint Sewer	
<b>17424</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3638</b>	<b>Fircrest Golf Club</b>	<b>1,268.75</b>	<b>Land Rental ForWater Tank September</b>
	534 10 45 01	Land Rental/Water Tank	425 000 534 Water Fund (de	1,268.75	Land Rental ForWater Tank September	
<b>17471</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7256</b>	<b>Foreman, Darryl C</b>	<b>59.00</b>	<b>1 Yr Library Reimbursement</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library Reimbursement	
<b>17472</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7230</b>	<b>Galls, LLC - d.b.a. Blumenthal Uniform</b>	<b>174.05</b>	<b>Handcuffs</b>
	521 22 49 01	Uniforms/Clothing/Laundry	001 000 521 General Fund	174.05	Handcuffs	
<b>17421</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7681</b>	<b>Gardner, Susan</b>	<b>59.00</b>	<b>1 Yr Library Reimbursement</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library Reimbursement - Susan	
<b>17503</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>8046</b>	<b>Goncharova, Natalya</b>	<b>137.44</b>	<b>Russian Interpreter 2 Hrs+ Mileage</b>
	512 50 41 03	Prof Svcs - Interpreter	001 000 512 General Fund	137.44	Russian Interpreter 2 Hrs+ Mileage 38Z0390219,8Z0390220, 8Z0390238	
<b>17425</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>6167</b>	<b>Hazel, David Kanani</b>	<b>59.00</b>	<b>1 Yr Library Reimbursement</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library Reimbursement	
<b>17473</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3692</b>	<b>Home Depot Credit Services</b>	<b>21.98</b>	<b>Post Hole Digger</b>
	542 30 35 00	Small Tools & Equip-St Re	101 000 542 City Street Fun	21.98	Post Hole Digger	
<b>17474</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3692</b>	<b>Home Depot Credit Services</b>	<b>15.11</b>	<b>Paint Scraper</b>
	542 30 35 00	Small Tools & Equip-St Re	101 000 542 City Street Fun	15.11	Paint Scraper	
<b>17475</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3692</b>	<b>Home Depot Credit Services</b>	<b>548.40</b>	<b>Dewalt 20- Volt Max Combo Kit</b>
	531 50 35 00	Small Tools & Equip - Stor	415 000 531 Storm Drain	137.10		
	534 80 35 00	Small Tools & Equip - Wat	425 000 534 Water Fund (de	137.10		
	535 80 35 00	Small Tools & Equip-Swr (	430 000 535 Sewer Fund (de	137.10		
	542 30 35 00	Small Tools & Equip-St Re	101 000 542 City Street Fun	137.10	Dewalt 20- Volt Max Combo Kit	

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			Total Home Depot Credit Services	585.49	
<b>17504</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4131 Humane Society - Tacoma</b>	<b>415.98</b>	<b>September Boarding</b>
	554 30 41 00	Animal Control	001 000 554 General Fund	415.98	September Boarding
<b>17529</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3735 Judicial Conference Registrar</b>	<b>260.00</b>	<b>60th Washington Judicial Conference</b>
	512 50 49 01	Reg & Tuition - Court	001 000 512 General Fund	260.00	60th Washington Judicial Conference - Johm Miller
<b>17476</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3736 Judson, Pamela</b>	<b>59.00</b>	<b>1 Yr LLibrary Reimbursement</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr LLibrary Reimbursement
<b>17492</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>8255 KCDA Purchasing Cooperative</b>	<b>1,284.46</b>	<b>Fircrest Park Play Structure</b>
	594 76 64 00	Machinery & Equipment - ]	001 000 576 General Fund	1,284.46	Fircrest Park Play Structure
<b>17477</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7742 Klindtworth, Jennifer</b>	<b>100.00</b>	<b>Rental Deposit Refund</b>
	586 00 00 00	Deposit Refunds	001 000 580 General Fund	100.00	Rental Deposit Refund
<b>17478</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>8253 Lakewood Costumes</b>	<b>41.05</b>	<b>Pirate Eye Patches CFD</b>
	521 22 49 05	Reimbursable Programs	001 000 521 General Fund	41.05	Pirate Eye Patches CFD
<b>17479</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3791 Lowe's Company-#338954</b>	<b>27.11</b>	<b>CR2032 Batteries For PD - Laser Scopes</b>
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	27.11	CR2032 Batteries For PD - Laser Scopes
<b>17505</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>318 Maenhout, Sherry L</b>	<b>63.74</b>	<b>Folding Banquet Table (2) For Search Warrant /Evidence Storage</b>
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	63.74	Folding Banquet Table (2) For Search Warrant /Evidence Storage
<b>17480</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>1307 Moore, Paul</b>	<b>59.00</b>	<b>1 Yr Library Reimbursement</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	1 Yr Library Reimbursement
<b>17481</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>6589 Murray, Smith &amp; Associates Inc</b>	<b>111.80</b>	<b>P#50 Drake Street Lift Station (July)</b>
	594 35 63 03	Project Engineering Sewer	432 000 594 Sewer Improve:	111.80	P#50 Drake Street Lift Station (July)
<b>17482</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7635 Nappi, Jessica</b>	<b>25.00</b>	<b>Gym Fees Reimbursement</b>
	513 10 20 00	Personnel Benefits	001 000 513 General Fund	16.75	Gym Fees Reimbursement
	518 11 20 00	Personnel Benefits - Person	001 000 518 General Fund	8.25	
<b>17483</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7286 National Recreation &amp; Parks Association</b>	<b>175.00</b>	<b>NRPA Membership Renewal For J. Grover</b>



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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
571 10 49 03	Dues,Memberships,Subscri		001 000 571 General Fund	175.00	NRPA Membership Renewal For J. Grover
<b>17493</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>8257 Northwest Bus Sales</b>	<b>59,848.78</b>	<b>2018 Ford Starcraft - Starquest</b>
594 48 64 11	Parks/Rec - ERR Capital		501 000 548 Equipment Ren	59,848.78	2018 Ford Starcraft - Starquest 14 Seat Senoir Bus
<b>17484</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3923 Orca Pacific Inc</b>	<b>1,700.28</b>	<b>UNI1791 Hypochlorite</b>
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	704.59	UNI1791 Hypochlorite
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	995.69	UNI1791 Hypochlorite
<b>17485</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3923 Orca Pacific Inc</b>	<b>1,978.74</b>	<b>UNI1791 Hypochlorite, Harborlite, UNI1760</b>
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	1,978.74	UNI1791 Hypochlorite, Harborlite, UNI1760
<b>17486</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3923 Orca Pacific Inc</b>	<b>805.39</b>	<b>UNI1791 Hypochlorite, Harborlite, UNI1789</b>
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	805.39	UNI1791 Hypochlorite, Harborlite, UNI1789
<b>17487</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3923 Orca Pacific Inc</b>	<b>295.83</b>	<b>Step Ladder 19", Pentair Paragon</b>
576 20 35 00	Small Tools & Equip - Poo		001 000 576 General Fund	295.83	Step Ladder 19", Pentair Paragon
<b>17488</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3923 Orca Pacific Inc</b>	<b>497.85</b>	<b>UNI1791 Hypochlorite</b>
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	497.85	UNI1791 Hypochlorite
<b>17489</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3923 Orca Pacific Inc</b>	<b>368.57</b>	<b>UNI1791 Hypochlorite, Harborlite, UNI1760</b>
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	368.57	UNI1791 Hypochlorite, Harborlite, UNI1760
			Total Orca Pacific Inc	5,646.66	
<b>17490</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3929 Owen Equipment Company</b>	<b>68.21</b>	<b>Hinges For SIde Door Of Sweeper #60915D</b>
548 65 48 13	O & M - Storm		501 000 548 Equipment Ren	68.21	Hinges For SIde Door Of Sweeper #60915D
<b>17426</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3958 PC Budget &amp; Finance - Jail</b>	<b>689.00</b>	<b>Jail Housing - August</b>
523 60 50 01	Jail		001 000 523 General Fund	689.00	Jail Housing - August
<b>17431</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3957 PC Budget &amp; Finance</b>	<b>10,601.80</b>	<b>2018 Specialized Service, Major Incidents, SWAT, Forensic</b>
521 22 41 00	Prof. Services/Consulting		001 000 521 General Fund	10,601.80	2018 Specialized Service, Major Incidents, SWAT, Forensic
<b>17422</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3937 Pape &amp; Sons Construction Inc</b>	<b>18,746.10</b>	<b>Project #49 - Release Of Retainage</b>
594 34 63 01	Other Improvements Water		426 000 594 Water Improve	18,746.10	Project #49 - Release Of Retainage

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<b>17429</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>8245</b>	<b>Pease &amp; Sons, Inc.</b>	<b>2,782.67</b>	<b>Remove &amp; Replace Water Cooler In Rec Center</b>
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	2,782.67	Remove & Replace Water Cooler In Rec Center	
<b>17537</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3955</b>	<b>Petrocard Systems Inc</b>	<b>692.63</b>	<b>Fuel PW</b>
	548 65 31 11	Parks/Rec Gas	501 000 548 Equipment Ren	52.29		
	548 65 31 12	Street Gas	501 000 548 Equipment Ren	121.56	Fuel PW	
	548 65 31 13	Storm Gas	501 000 548 Equipment Ren	395.11		
	548 65 31 14	Wtr/Swr Gas	501 000 548 Equipment Ren	123.67		
<b>17494</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>7839</b>	<b>Pingel, Scott</b>	<b>100.00</b>	<b>Gym Fees Reimbursement (May - Aug)</b>
	513 10 20 00	Personnel Benefits	001 000 513 General Fund	100.00	Gym Fees Reimbursement (May - Aug)	
<b>17496</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3982</b>	<b>Proforce Law Enforcement, Corp. Office</b>	<b>300.44</b>	<b>Tazer Battery Replacements (6)</b>
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	300.44	Tazer Battery Replacements (6)	
<b>17497</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3986</b>	<b>Puget Sound Energy, BOT-01H</b>	<b>34.30</b>	<b>PSE Gas - City Hall - August</b>
	518 30 47 00	Public Utility Services - Cit	001 000 518 General Fund	34.30	PSE Gas - City Hall - August	
<b>17498</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3986</b>	<b>Puget Sound Energy, BOT-01H</b>	<b>41.04</b>	<b>PSE Gas PW (August 2018)</b>
	531 50 47 02	Public Utility Services/Bldg	415 000 531 Storm Drain	10.26		
	534 10 47 00	Utility Services/Building -	425 000 534 Water Fund (de	10.26		
	535 10 47 00	Utility Services/Building -	430 000 535 Sewer Fund (de	10.26		
	542 30 47 02	Electricity & Gas/Bldg - St	101 000 542 City Street Fun	10.26	PSE Gas PW (August 2018)	
<b>17499</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3986</b>	<b>Puget Sound Energy, BOT-01H</b>	<b>2,339.95</b>	<b>PSE Gas (August 2018) Pool &amp; Parks</b>
	576 20 47 00	Public Utility Services - Po	001 000 576 General Fund	1,559.34	Pool	
	576 80 47 00	Public Utility Services - Pa	001 000 576 General Fund	780.61	Parks	
				Total Puget Sound Energy, BOT-01H	2,415.29	
<b>17500</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>5710</b>	<b>Rainier Connect</b>	<b>99.95</b>	<b>Contract Billing For September 1 - September 30, 2018</b>
	518 81 42 00	Communication - I/S	001 000 518 General Fund	99.95	Contract Billing For September 1 - September 30, 2018	
<b>17495</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4004</b>	<b>Reserve Account</b>	<b>2,000.00</b>	<b>Postage Meter - August</b>
	518 10 42 01	Postage - Non-Dept	001 000 518 General Fund	2,000.00	Postage Meter - August	
<b>17501</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>337</b>	<b>Roberts, Christopher</b>	<b>7.82</b>	<b>Safety Glasses (8)</b>
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	7.82	Safety Glasses (8)	

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<b>17506</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>337</b>	<b>Roberts, Christopher</b>	<b>140.00 Eyewear Reimbursement</b>
521 22 20 00	Personnel Benefits - Police	001 000 521	General Fund	140.00	Eyewear Reimbursement
Total Roberts, Christopher				147.82	
<b>17507</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4018</b>	<b>Rosen Supply Company Inc</b>	<b>27.14 Fittings For Delmonte Storm System</b>
594 31 63 00	Storm Improvements-Storn	416 000 594	Storm Improve	27.14	Fittings For Delmonte Storm System
<b>17427</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4035</b>	<b>Sarco Supply</b>	<b>483.04 Janitorial Supllies</b>
518 30 31 01	Oper Sup/Rec Bldg	001 000 518	General Fund	230.90	Janitorial Supllies - Rec
518 30 31 03	Oper Sup/PWF	001 000 518	General Fund	97.81	Janitorial Supllies - PW
518 30 31 04	Oper Sup/CH	001 000 518	General Fund	43.00	Janitorial Supllies - CH
576 20 31 02	Janitorial Supplies - Pool	001 000 576	General Fund	111.33	Janitorial Supllies - Pool
<b>17508</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4035</b>	<b>Sarco Supply</b>	<b>231.72 Janitorial Supplies - Paper Products</b>
518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	34.56	
518 30 31 03	Oper Sup/PWF	001 000 518	General Fund	60.17	
518 30 31 04	Oper Sup/CH	001 000 518	General Fund	136.99	Janitorial Supplies
Total Sarco Supply				714.76	
<b>17509</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4065</b>	<b>Smith, Alling, P.S.</b>	<b>150.00 Judge Pro Tempore - Robert Michaels</b>
512 50 41 02	Prof Srvs - Pro Temp Judge	001 000 512	General Fund	150.00	Judge Pro Tempore - Robert Michaels
<b>17510</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4690</b>	<b>Sound Inspections LLC</b>	<b>3,673.34 August Inspections (08/01/18-08/31/18)</b>
524 20 41 01	Bldg Inspec/Plan Review	001 000 524	General Fund	3,673.34	August Inspections (08/01/18-08/31/18)
<b>17511</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4110</b>	<b>Superior Linen Service</b>	<b>228.12 Linen Service - Parks (August)</b>
576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	228.12	Linen Service August
<b>17512</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4328</b>	<b>Systems for Public Safety Inc</b>	<b>312.93 Battery, Headlight #49845D</b>
548 65 48 08	O & M - Police	501 000 548	Equipment Ren	312.93	Battery, Headlight #49845D
<b>17513</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4328</b>	<b>Systems for Public Safety Inc</b>	<b>117.55 LOF #60942D</b>
548 65 48 08	O & M - Police	501 000 548	Equipment Ren	117.55	LOF #60942D
Total Systems for Public Safety Inc				430.48	

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<b>17514</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4120</b>		<b>Tacoma Daily Index</b>	<b>429.69</b>	<b>Publication Costs For August</b>
	511 60 41 01	Advertising - Legislative	001 000 511	General Fund	429.69	Publication Costs For August	
<b>17515</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4135</b>		<b>Tacoma Screw Products Inc</b>	<b>13.29</b>	<b>Parts For Tow Chain</b>
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	13.29	Parts For Tow Chain	
<b>17530</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>200.00</b>	<b>WA Association Of Permit Technician - Conference</b>
	524 20 49 01	Reg & Tuition - Building	001 000 524	General Fund	100.00	WA Association Of Permit Technician - Conference	
	558 60 49 01	Reg & Tuition - Planning	001 000 558	General Fund	100.00	Jayne Westman	
<b>17531</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>465.00</b>	<b>Elite Mobie Gaming - Fircrest Fun Days</b>
	573 90 49 01	Community Events	001 000 573	General Fund	465.00	Elite Mobie Gaming - Fircrest Fun Days	
<b>17532</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>280.18</b>	<b>Acer 14" Chromebook Bundle</b>
	518 81 35 00	Small Tools & Equip - I/S	001 000 518	General Fund	280.18	Acer 14" Chromebook Bundle	
<b>17533</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>	<b>94.54</b>	<b>Replacement Phone Rec</b>
	548 65 48 11	O & M - Parks/Rec	501 000 548	Equipment Ren	94.54	Replacement Phone Rec	
				Total Tapco Visa Card	1,039.72		
<b>17516</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>5128</b>		<b>United Site Services</b>	<b>382.44</b>	<b>Deluxe Restrooms NNO - Fircrest Fun Days</b>
	521 22 49 05	Reimbursable Programs	001 000 521	General Fund	191.22	Deluxe Restrooms NNO	
	573 90 49 01	Community Events	001 000 573	General Fund	191.22	Deluxe Restrooms Fircrest Fun Days	
<b>17432</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4179</b>		<b>Unum Life Insurance Company of America</b>	<b>46.80</b>	<b>Group Insurance (September 2018)</b>
	521 22 20 02	LEOFF I Long Term Care ]	001 000 521	General Fund	46.80	Group Insurance (September 2018)	
<b>17534</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4180</b>		<b>Utilities Underground</b>	<b>80.08</b>	<b>August Locates</b>
	534 10 49 00	Miscellaneous - Water	425 000 534	Water Fund (de	40.04	August Locates	
	535 10 49 00	Miscellaneous - Sewer	430 000 535	Sewer Fund (de	40.04		
<b>17517</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4188</b>		<b>Verizon Wireless LLC</b>	<b>382.34</b>	<b>Share Plan (14 Phones) Plus Mobile Broadband Unlimited (1)</b>
	513 10 42 00	Communication - Admin	001 000 513	General Fund	75.48	City Manager	
	518 30 42 00	Communication - Fac/Equi	001 000 518	General Fund	39.00	Facilities	
	521 22 42 00	Communication - Police	001 000 521	General Fund	253.26	Police	
	576 80 42 00	Communication - Parks	001 000 576	General Fund	14.60	Parks	

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<b>17518</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>339 Villamor, John</b>	<b>12.10</b>	<b>Warrenty For Battery Jumpstarter - New Warrenty For Free Replacement Of Failed Equipmt</b>
521 22 35 00	Small Tools & Equip - Poli		001 000 521 General Fund	12.10	Warrenty For Battery Jumpstarter - New Warrenty For Free Replacement Of Failed Equipmt
<b>17519</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4252 Wimbles Logging &amp; Tree</b>	<b>1,626.52</b>	<b>Tree Removal (3)</b>
531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	406.63	
534 50 48 01	Rep & Maint - Water Main		425 000 534 Water Fund (de	406.63	
535 50 48 00	Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	406.63	
542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fun	406.63	Tree Removal (3) Public Works
<b>17520</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>4256 Winning Seasons</b>	<b>375.86</b>	<b>Rec Staff Shirts</b>
571 10 49 00	Miscellaneous - Rec		001 000 571 General Fund	375.86	Rec Staff Shirts
<b>17521</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>5286 Winsupply</b>	<b>116.71</b>	<b>Rainbird Falcon</b>
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	116.71	Rainbird Falcon
<b>17539</b>	<b>09/11/2018</b>	<b>09/11/2018</b>	<b>3645 Wright Express FSC, WEX BANK</b>	<b>3,139.90</b>	<b>August Gas/Fuel Bill</b>
548 65 31 06	Facilities Gas		501 000 548 Equipment Ren	146.47	
548 65 31 08	Police Gas		501 000 548 Equipment Ren	1,906.47	
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	233.92	
548 65 31 12	Street Gas		501 000 548 Equipment Ren	566.64	
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	286.40	

Report Total: 223,704.06

Fund	
001 General Fund	42,547.84
101 City Street Fund	5,849.10
415 Storm Drain	3,238.81
416 Storm Improvement Fund	4,656.68
425 Water Fund (department)	4,572.80
426 Water Improvement Fund	23,375.64
430 Sewer Fund (department)	70,434.02
432 Sewer Improvement Fund	4,741.34
501 Equipment Rental Fund	64,287.83

This report has been reviewed by:

REMARKS:

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

\_\_\_\_\_  
Date

**August 13, 2018**

**Fircrest City Council Meeting Minutes – Special 1**

The City Council of the City of Fircrest held a special meeting on August 13, 2018 at 6:00 P.M. at the Fircrest Community Center located at 555 Contra Costa Avenue, Fircrest, WA 98466 for the sole purpose of discussing the Fircrest Pool and Community Center. Mayor Hunter T. George and Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Denny Waltier, Blake Surina, and Jamie Nixon were present.

Approximately 100 individuals attended the public meeting, including members of the Pool, Community Center, and Parks Steering Committee, project team, and City staff. The meeting included a presentation by BERK Consulting and ARC Architects to update the community on the Roy H. Murphy Pool and Community Center re-design and gather public feedback on pool design options, community center activities and preliminary design, and site design options. The meeting included a presentation, Question and Answer period, activities, and posted information on display boards.

After the presentation, participants were invited to give their comments and feedback on site design options, community center activities and floor plan, and learn more about participation opportunities.

The public meeting ended approximately at 8:00 P.M.

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk

**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, Denny Waltier, and Blake Surina were present. Councilmembers Brett Wittner and Jamie Nixon were absent and excused.

**PRESIDING OFFICER'S REPORT**

**A. Proclamation: Chief for a Day**

George introduced the item and requested a motion. **Reynolds MOVED to authorize the Mayor's signature on a proclamation proclaiming Eli Hutton as Chief for a Day on August 16, 2018; seconded by Waltier.** George read the proclamation into the record. **The Motion Carried (5-0).** Police Chief Cheesman briefed the Council on the proclamation, provided a background on Hutton and the Chief for a Day event, and thanked sponsors for their support. Chaplain Ray Redick spoke of the event and thanked the Council for their support. Rachelle Wright provided the details of the event and invited the audience to attend. Cheesman presented Hutton with gifts and introduced the Point Defiance Pirates. Hutton thanked Cheesman and everyone for the gifts and event.

George called a five minute recess at 7:24 P.M. The Council reconvened at 7:29 P.M.

**B. Presentation: Juror Summons Study by Pierce County Superior Court**

Pierce County Superior Court Judge Elizabeth P. Martin and Court Administrator Chris Gaddis briefed the Council on the Juror Summons study for the cities of University Place, Lakewood, and Fircrest. The presentation entailed 2016 summons response rates and geographic areas of areas for summoned, undeliverable, and response rates. Gaddis indicated the goals of the study were to 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, and develop the relationship between the Court and Pierce County municipalities. Gaddis indicated the City of Fircrest was the least ethnically diverse city but had the most established neighborhoods and highest response summons response rates. Gaddis indicated they planned on focusing their efforts and look into innovate solutions to increase community engagement in Lakewood, and stressed the importance of a diverse, representative jury pool.

There was a brief discussion regarding technical data, appearance of fairness, and strategies to increase jury diversity, encourage jury service, and eliminate obstacles and barriers to jury service.

**C. Community Center and Pool Update**

Parks and Recreation Director Grover briefed the Council on the pool status, indicating the pool system continued to operate smoothly and that a patch kit had been ordered to repair the underwater liner. Grover reported that the August 13, 2018 public meeting on the pool and community center was very well attended and that the next steps of the project included an online survey that would be released soon through early September. City Manager Pingel indicated that after the August 28, 2018 ARC Architects presentation to Council and the results of the survey were compiled, staff anticipated Council taking the initiative to direct staff and/or ARC Architects on what additional information would be needed to decide what to educate the public on as it related to the bond measure to finance the project. George inquired how the survey would be marketed; Grover and Pingel indicated flyers would be distributed

and the website, Facebook and reader board would be utilized, and that staff had not planned for a mailer. Grover indicated staff would look into a mailer as Council seemed interested in utilizing one, and stated he planned on obtaining feedback from the lifeguards regarding the pool project.

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

George invited public comment; the following individuals provided comment:

- Melissa Scheer, 807 Baylor Street, commented on her concerns regarding thoughtfully tailoring the community center and pool project to Fircrest and about integrating the toddler pool into the large pool, and inquired about the selection of the pool design process. Council spoke of the involvement of the Steering Committee and George stated the Steering Committee would make a recommendation to the Council regarding which pool design it preferred.
- Paul Andres, 1210 Regents Boulevard, commented that the City would save money from not including a vortex feature in the pool design and stated that the diving boards and slide would be insurance problems.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

Waltier indicated he had nothing new to report.

**B. Environment, Planning and Building**

Reynolds indicated she had not met with the Planning and Building Department and had nothing to report.

**C. Finance, IT, Facilities**

As Nixon was absent, no report was provided.

**D. Other Liaison Reports**

None provided.

**CONSENT CALENDAR**

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 211652 through Voucher Check No. 211758 in the amount of \$242,262.29; approval of Payroll Check No. 13310 through Payroll Check No. 13344 in the amount of \$119,140.51; approval of the June 26, 2018 regular Council meeting minutes; and approval of the July 10, 2018 special Council meeting minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Surina. The Motion Carried (5-0).**

**PUBLIC HEARING**

No public hearing was scheduled.

**UNFINISHED BUSINESS**

There was no unfinished business.



**NEW BUSINESS**

**A. Budget Adjustment 2nd Reading and Adoption**

Finance Director Corcoran briefed the Council on the second reading of the budget amendment, stating it was the second budget amendment of the year. Corcoran indicated the budget was adopted by funds and that the new amended total budget was in the amount of \$27,950,797. **Reynolds MOVED to adopt Ordinance No. 1617, 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; seconded by Waltier.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (5-0).**

**B. Sixth Month Financial Review**

Corcoran briefed the Council on the 2<sup>nd</sup> quarter financial report, indicating it included property taxes. Corcoran reported that total General Fund revenues were at 53.2% of budget and total General Fund expenditures were at 42.6% of the budget as of June 30, 2018. Waltier departed at 8:25 P.M. and returned at 8:27 P.M. Corcoran stated more than one half of the property taxes were received to date and indicated actual revenue and expenditures were close to budgeted figures. Viafore inquired about the EMS levy figures; Corcoran stated it was paid a month in advance. George invited councilmember comment; George inquired about the Planning and Building expenditures. Corcoran indicated the expenditures were lower than anticipated due to a vacancy in the department as well as funds not yet expended for the projects like the Golf Course condominiums. This item was for information purposes only, no action was taken.

**C. Unfreeze the 2<sup>nd</sup> Sergeant Position**

Pingel reported that he had not obtained a signed Memorandum of Agreement (MOA) to date and recommended postponing the item until the signed MOA was received. George and Viafore recommended Council proceed with the item with no action; there were no objections.

**CITY MANAGER COMMENTS**

**A. Council Rules**

Pingel referred to the updated draft Council Rules of Procedures document in the packet, indicating the draft incorporated the latest amendments. Pingel requested feedback from Council before the final draft would be brought before the Council at a future meeting for action. Reynolds inquired about adding a meeting time limit under Rule 10. Study Sessions; Pingel referred to a new subsection that had been added under Rule 10, stating subsection E limited study sessions to a two-hour time limit unless extended by a motion and voice vote. Reynolds and Viafore inquired about the new subsection E under Rule 5. identifying the Presiding Officer as the individual to decide all questions of order instead of the parliamentarian; Pingel indicated many other council rules of procedures had a similar rule. Reynolds and Viafore stated their concerns regarding liability and lack of training in parliamentary procedures, and commented on the benefits of having the parliamentarian in lieu of the Presiding Officer. After a brief discussion, there was a consensus to remove subsection E and add a sentence under Rule 13. City Attorney, indicating the parliamentarian would decide questions of order.

**B. Tank Painting/Mural**

Pingel provided staff's recommendation regarding the high tank painting/mural project, stating the project should be postponed to 2019 and combined with the low tank painting project that was scheduled for 2019 in order to optimize bidding costs and complete during optimal weather conditions. Pingel requested direction from Council on whether a mural should be added to the project; there was a discussion on design concepts and researching if a decal would be possible, and the consensus was to include a mural of the City's logo and to use REET fund.

**C. General Facilities Charge**

Pingel briefed the Council on the information provided by Public Works Director Wakefield regarding General Facilities Charge (GFC) rates, stating there were several options for the Council to considering regarding reexamining the GFC rates. Pingel indicated staff's recommendation was for staff to build upon the 2008 methodology, using the same information and adding new projects, and adjust costs using the Consumer Price Index (CPI). Pingel indicated it would take staff three to four weeks to complete the update. Surina commented on ensuring the rates would not exceed the CPI adjustments from 2008. Viafore expressed his support to update the GFC rates and Surina requested postponing rate increases until feedback was received on the possible new water meters. There was a brief discussion regarding difference between GFC rates and water meter technology.

Pingel reported on the Family-Wage Jobs Credit Program Pierce County recently adopted, stating he met with Reynolds and Planning and Building Director Stahlnecker to discuss the incentives program and options for the City. George indicated Steilacoom recently passed a similar incentive program to match the County's and anticipated University Place would do so soon.

George reported that Pierce County Auditor Julie Anderson presented to Pierce County Cities and Towns on the Washington Voting Rights Act, who indicated school districts and Lakewood may move forward with creating districts within their city and that election bills would increase due to prepaid postage on mail-in ballots. George inquired if a councilmember would be available to attend the Pierce County Cities and Towns September 6, 2018 meeting to discuss South Sound 911 fees as he had a work conflict. Viafore commented he would be out of town but could reconsider.

Pingel requested Council to set a special meeting to discuss the salary survey for non-represented job classifications. George reported that he, Waltier, and Nixon met prior to the Council meeting to discuss the survey and agreed with staff's recommendation to set a special meeting. **Viafore MOVED to set a special meeting of the Fircrest City Council on August 27, 2018 at 6:00 P.M. for the sole purpose of reviewing proposed salary adjustments for non-union employees; seconded by Surina.** George invited councilmember comment; Reynolds requested Pingel to send an Outlook invite as a reminder of the meeting. George invited public comment; none were provided. **The Motion Carried (5-0).**

**DEPARTMENT HEAD COMMENTS**

- Cheesman thanked Council for their support of the Chief for a Day event, and reported on the Department's participation in a grant-funded DUI emphasis dedicated to Brody Debenning as well as a statewide emphasis from August 17 through September 3, 2018. Cheesman indicated that the Department would be assisting in the Johnson's house reveal on Sunday.
- Stahlnecker reported that the Planning and Building fee schedule recommendations would be presented to Council at the August 20, 2018 study session. Stahlnecker reported she recently completed jury duty, and provided an update on the Wainwright trees stating the trees were scheduled to be replanted and that staff would continue to work with them.
- Grover reported that the Swim Team won the South Sound championship, and provided an update on the Fircrest Park playground stating installation would begin the week of August 27. Grover indicated the old equipment was not salvageable and was purchased through KCDA, a cooperative purchasing agreement. George requested information about the new playground to be posted on the website. Grover reported that he was working with the contractor to have the tennis courts completed by August 24, 2018.

**COUNCILMEMBER COMMENTS**

- Viafore thanked Sherry Maenhout for assisting Cheesman on National Night Out and thanked the Chief and the committee for their efforts for National Night Out and Chief for a Day. Viafore thanked Trask for his photography and Grover for Fun Days. Viafore commented on feedback he received from neighbors near Fircrest Park regarding angled parking, and inquired how the City was going to paint the flag poles and whether the previous painter would be used; Corcoran indicated staff had obtained a quote to paint the flag poles this year but due to the high cost, staff planned on obtaining additional quotes and budgeting for it in 2019. Viafore commented on the community efforts for the Johnson's house reveal.
- Reynolds commented on the National Night Out and Chief for a Day events.
- Waltier thanked the audience for their attendance and commented on National Night Out and requested more food options at that event.
- Surina commented on the Johnson's house reveal and the Park's efforts regarding the events, and thanked the audience for their attendance.
- George commented on Chief for a Day, National Night Out, Fun Days, and Swim Meet events, and thanked the Kiwanis Club, Joe Barrentine, and Lisa Kramer for their efforts. George reported that staff would provide the salary survey data a week before the August 27 special meeting.

**EXECUTIVE SESSION**

There was none.

**August 14, 2018**

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

**ADJOURNMENT**

**Reynolds MOVED to adjourn the meeting at 9:18 P.M., seconded by Waltier. The Motion Carried (5-0).**

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk

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

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

**AGENDA MODIFICATIONS**

There were none.

**TACOMA PUBLIC UTILITIES PRESENTATION ON RATES AND SERVICES**

Tacoma Public Utilities (TPU) staff, including Anita Gallagher (Regional Relations Manager), Jackie Flowers (Director), Scott Dewhirst (Superintendent), Francine Artis (Customer Service Operations Manager), and Christina Leinneweber (Utilities Economist), briefed the Council on the proposed 2019/2020 rate proposal for power and water. The presentation also included a background TPU's mission, its service area, long-term benefits and sustainable goals, and overarching rates principles and strategies to keep rates low. Gallagher indicated the proposed adjustments for both 2019 and 2020 included a 2% system average increase for power, and 2.5% system average increase and 2.9% increase for residential customers for water. Gallagher indicated the Board and the Tacoma City Council would discuss the budget and rates proposal in October, a Board public hearing, first reading of the ordinance by the Tacoma City Council on November 13, 2018, and anticipated vote on November 20, 2018, and if approved, the water rates would take into effect on January 1, 2019 and the power rates on April 1, 2019. Gallagher indicated they would be hosting an electric vehicle ride and drive event on September 15, 2018 at the LeMay car museum.

There was a brief discussion including possibly selling the City's water to TPU, inquiring about TPU Board's representation, how many of the Fircrest residents participated in the TPU discounted rate program, community engagement efforts, project caps for TPU's loan programs, incentive programs for electric vehicle charging stations, water meter technology, and TPU's residential conservation incentive programs. Waltier departed at 6:50 P.M and returned at 6:51 P.M.

**PLANNING AND BUILDING FEE SCHEDULE REVIEW**

Planning and Building Administrator Stahlnecker briefed the Council on the proposed Planning and Building fee schedule, stating that the last update was in 2010. Stahlnecker presented a summary of goals, comparisons to other jurisdictions, variety in City fee costs and methodology (impact, review, and permit fees as well as flat rate and intake/deposits), current fee schedule, an overview summary of the proposed changes (land use, building, residential, multi-family and commercial, mechanical and plumbing), and a draft copy of the proposed fee schedule. Stahlnecker indicated expenses had increased since the 2010 update and that the City's fees were extremely low, and stated that in many cases, the City was charging less than the permits cost to process. Stahlnecker stated the Department predominantly processed residential permits similar in nature and value, and average one large commercial project every two to three years. Stahlnecker provided examples and the implications of the proposed changes.

There was a brief discussion, which included fixture fees, impact fees, building valuation schedules, staffing and overhead costs, comparison cities levels of service, the value of permit inspections, and what the City is permitted through regulations to recover expenses through fees and how the City justified its fees. There was a consensus to return this item to a future Council meeting, remove impact fees from the comparison analysis, and staff indicated it would do more research on intake fees, and provide more information on the Department's staffing and overhead costs to process building, construction, land use, and zoning permits and what the regulations permit.

**ADJOURNMENT**

**Reynolds MOVED to adjourn the meeting at 8:05 P.M., seconded by Wittner. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk

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

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

**AGENDA MODIFICATIONS**

There were none.

**2018 SALARY SURVEY FOR NON-REPRESENTED JOB CLASSIFICATIONS**

City Manager Pingel briefed the Council on the 2018 salary survey for non-represented job classifications, which included a presentation on the background and methodology, comparable localities, comparability of survey job classifications, where the City's job classifications fell in the market, salary adjustment recommendations and options, and salary adjustment budget impacts for each option. Pingel indicated staff utilized the 2018 Association of Washington Cities Salary and Benefits Survey, and the analysis assumed a 3.6% cost of living increase per the Consumer Price Index. Pingel indicated in addition to the AWC survey, staff reviewed comparable individual survey employers' salary schedules and job descriptions to confirm appropriate job matching. Pingel briefed the Council on the salary adjustment recommendation options for the three highest paid classifications, administrator classifications, those classifications with comparable analysis, those classification without comparable analysis, and modifications for those classifications above the labor market median.

There was a brief discussion regarding the selected comparable localities with some concern for the cities of DuPont and Sumner having larger operating budgets than the City of Fircrest. There were additional discussions on job matching for those positions with multiple roles, clarification regarding the Senior/Facilities Maintenance Supervisor and Office Assistant job description and duties, consideration for other comparable entities such as Metro Parks Tacoma and Gig Harbor, step adjustments to lessen the budget impacts, and an explanation of the City's step system.

Council expressed a concern regarding the Meet the Market implications for the director level positions and how those potential adjustments minimized the gap between those salary adjustments and the City Manager's contracted salary. Finance Director Corcoran reported on the City Manager's and Police Chief's step amounts and indicated that, on a step by step comparison, the City Manager's salary would be higher than the Police Chief's even with the Meet the Market salary adjustments. There was a consensus to treat all the non-represented job classifications the same as it related to dispersing salary adjustments. Council requested staff to provide more information on whether the City could sustain the proposed increases, a phased approach for increases in the event the City could not afford the increases, and budgeted items that could be deferred in order to budget for the proposed increases. Pingel indicated staff would provide additional information on the impact to the total budget, General Fund, and Public Works Department. Council thanked staff for the work they put into the report.

August 27, 2018

Fircrest City Council Meeting Minutes – Special 2

**ADJOURNMENT**

**Reynolds MOVED to adjourn the meeting at 7:10 P.M., seconded by Nixon. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk



**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, Denny Waltier, Blake Surina, and Jamie Nixon were present.

**PRESIDING OFFICER'S REPORT**

**A. Proclamation: Fircrest Swim Team Championship**

George introduced the item and requested a motion. **Reynolds MOVED to authorize the Mayor's signature on a proclamation proclaiming the Fircrest Amateur Swim Team as South Sound Summer Swim League champions, and encourage all citizens to join the City of Fircrest and the Fircrest Parks and Recreation Department in applauding this accomplishment; seconded by Waltier.** George read the proclamation into the record. George spoke of the team's accomplishments, recognized the swimmers, and thanked the coaches for leading the team to victory. George invited councilmember comments; Surina commented on the City's high level athletes and commended the team. Parks and Recreation Director Grover presented the trophy to the team and thanked the coaches and swimmers. Grover indicated a banner had been ordered to commemorate the championship. Waltier commented on the pool project and congratulated the swimmers. Viafore commented on the historical context of the purpose of the original pool. Wittner invited the audience to participate in and help share the community center and pool online survey. **The Motion Carried (7-0).**

**B. Presentation: Community Center and Pool Update by ARC Architects**

Grover introduced Stan Lokting from ARC Architects who provided a presentation on the community center and pool project. The presentation included a project schedule, site design masterplan that included expanded parking, two pool design options, community center design, elevation designs, emerging issues, and financial information. The pool design options included descriptions of amenities, pros, cons, and construction costs. The design options included Northwest Modern and Wrightian. The emerging issues included sustainable design and renewable resources as well as information on the project including an emergency shelter component. The financial information included levy options and pay back options.

Lokting indicated the schedule was moving forward with a schematic design for the October/November timeframe. Nixon inquired about the maintenance and operations cost for each option; Lokting indicated both options had similar costs and that option B required one less lifeguard. Waltier inquired about the pool project costs; Lokting indicated they were planning level construction costs and did not include the cost of the bath house. Reynolds commented that some of the pool's amenities (slide, vortex, and diving board) could be removed to help minimize the cost of the pool; Lokting added that the diving board and pool could be designed and added later. Surina inquired about the elevations of the community center; Lokting indicated the lowest elevation for gym was 24', for the fitness room 14', and meeting room 18'. Reynolds inquired about the orientation of the commercial kitchen, requesting if it was possible to locate the kitchen closer to the entrance; Lokting advised against the relocation due to design elements and close proximity to the entrance. Viafore commented on the placement of the kitchen as it related to the outdoor use for community events; Lokting indicated there was an opportunity to redesign the placement of the kitchen for outdoor use. Reynolds indicated the Steering Committee had discussed a garage door concept for the exterior wall of the kitchen; Lokting indicated it was something they could look into it and that there were many options to make walls disappear. Surina inquired about the

landscaping around the deck of the pool; Lokting indicated they were not at the point in the design and indicated there were elevation changes in around the pool and community center. Surina inquired if an emergency generator could be stored on the Fox property; Lokting indicated that could be a possibility. Council thanked Lokting for the presentation. Pingel reviewed the financial options, including level debt and level levy bonds. Viafore commented that Columbia Bank announced a community giving campaign and recommended the City reach out to Columbia Bank regarding the community center and pool project.

There was additional discussion on a multi-phased approach and seeking constituent feedback regarding financial impacts. Pingel indicated that even if a bond was approved for the full cost of the project, the City could still pursue a multi-phased approach and have the bonds issued as needed to help minimize the impact. George invited public comment; none were provided. George thanked Lokting, the Steering Committee, and staff for their work to date.

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

George invited public comment; the following individuals provided comment:

- Woodetta Maulana, 1225 Del Monte Avenue, expressed her concerns regarding adult family homes as it related to sex offenders and violent criminals and inquired about what the City could do to regulate adult family homes. There was a brief discussion and Council requested staff to look into this matter and recommended Maulana contact state and federal delegations.

### **COMMITTEE, COMMISSION, AND LIAISON REPORTS**

#### **A. Parks & Recreation**

Waltier reported that the tennis courts would be completed and open to the public by the end of the week. Wittner indicated that a pump had been ordered to replace the failed pump in the toddler pool, and that the new playground would be installed and complete by the following week. Wittner reported there had been about 300 survey responses to date.

#### **B. Pierce County Regional Council**

Reynolds indicated Nixon attended the August meeting as her alternate. Nixon reported Cindy Anderson retired and that \$765,000 was awarded to the City of University Place from the Transportation Coordinating Committee for the 67<sup>th</sup> Avenue Improvements Phase 2. Nixon indicated that the PCRC Operations Committee would take place at the Puyallup Pavilion on September 20, 2018 and all councilmembers were invited to attend an informational seminars on the importance of the PCRC.

#### **C. Public Safety, Court**

Viafore reported that the City of Ruston approved the interlocal agreement with Fircrest for municipal court services, and indicated it would be brought before Council for consideration soon. Waltier departed at 8:19 P.M. and returned at 8:21 P.M. Viafore indicated Judge Miller submitted a letter to the judicial group the City partakes in to clarify the City's intentions regarding the Ruston municipal court services.

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

Surina reported that the Stormwater Management Plan would be discussed during the Public Hearing, and indicated that the flower baskets were removed while the flags would remain until September 11<sup>th</sup>. Surina reported that the gold course condominium project was moving forward and the next step was traffic signal work at Regents Boulevard and Alameda Avenue. Surina indicated sidewalks and curbs would be installed from Alameda Avenue to Arondale Drive. Surina reported that the Drake Street pump project was progressing with a completion target date of November 7<sup>th</sup>.

**E. Other Liaison Reports**

George indicated he would be unable to attend the September 6<sup>th</sup> Pierce County Cities and Towns Association meeting and requested an alternate as South Sound 911 Executive Director Andrew Neiditz would be present to speak on the fees. George requested Viafore could debrief Pingel on the subject matter.

**CONSENT CALENDAR**

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 211759 through Voucher Check No. 211823 in the amount of \$133,715.28; approval of Voided Voucher Check No. 211457 in the amount of \$170.66; approval of Payroll Check No. 13300 through Payroll Check No. 13303 in the amount of \$6,196.29; approval of Payroll Check No. 13304 through Payroll Check No. 13309 in the amount of \$90,217.31; approval of Payroll Check No. 13345 through Payroll Check No. 13377 in the amount of \$127,946.51; approval of the July 16, 2018 special Council meeting minutes; and approval of the July 24, 2018 regular Council meeting minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Wittner.** Viafore requested to remove the minutes of the July 24, 2018 regular Council meeting. George indicated the minutes of the minutes of the July 24, 2018 regular Council meeting were removed and considered the question called to approve the Consent Calendar as amended; **The Motion Carried as Amended (7-0).** Viafore indicated he spoke with the City Manager prior to the Council meeting to clarify the minutes, and briefed the Council on his proposed changes. **Viafore MOVED to approve the minutes of the July 24, 2018 regular Council meeting as amended as follows:**

- **Under Consent Calendar: After Nixon, replace “*Viafore removed voucher numbers*” with “*Viafore requested to remove voucher numbers*”; and**
- **Under Fun Days 2018 Agreement: After Wittner, insert “*George invited councilmember comment on the amendment; none were provided. George invited public comment; none were provided. The Amendment Carried (7-0). George invited councilmember comment on the amended resolution*”; and**
- **Under Councilmember Comments: Insert “*former Mayor and*” after University Place; and**
- **Under Executive Session: Replace “*George announced his departure*” with “*George requested to be excused*”;**

**seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

**PUBLIC HEARING**

**A. Stormwater Management Program (SWMP) Plan**

At 8:26 P.M., George opened the public hearing. Public Works Director Wakefield briefed the Council on the annual update to the Stormwater Management Program, stating the program kept the City in compliance with the City’s NPDES Western Washington Phase II Municipal Stormwater Permit requirements. Wakefield indicated there would be some changes to the City’s municipal code in order to remain in compliance with the permit and consistent with the SWMP, and that ordinance revisions would be presented to the Council in the near future. George invited councilmember comment; Surina inquired about working in conjunction with University Place Refuse. Wakefield indicated staff reviews its outreach program annually to seek out opportunities and that he would relay this information to the City’s outreach coordinator. George invited public testimony; Nancy Atwood, 1204 Farallone Avenue, inquired about how she would determine the property owner of trees that are near her backyard. George recommended she coordinate with Wakefield for assistance. George invited additional public testimony; none were provided. George invited councilmember comment; none were provided. At 8:31 P.M., George closed the public hearing.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Liquor License Renewal: Orchard Market Group, LLC**

Pingel briefed the Council on request by the Washington State Liquor License and Cannabis Control Board to register no objections to the liquor license renewal for Orchard Market Group, LLC at 4040 Orchard Street W., Suite 118. Pingel indicated there were no problems regarding liquor sale at this place of business and that the Finance, Planning and Building, and Police departments expressed no objections regarding the renewal of this license. **Wittner MOVED to register no objections to the liquor license renewal for the Orchard Market Group, LLC; seconded by Nixon.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

**B. Liquor License Renewal: Viafore’s Italian Delicatessen**

Pingel briefed the Council on request by the Washington State Liquor License and Cannabis Control Board to register no objections to the liquor license renewal for Viafore’s Italian Delicatessen at 604 Regents Boulevard. Pingel indicated there were no problems regarding liquor sale at this place of business and that the Finance, Planning and Building, and Police departments expressed no objections regarding the renewal of this license. **Surina MOVED to register no objections to the liquor license renewal for Viafore’s Italian Delicatessen; seconded by Waltier.** Viafore requested to be excused due to the appearance of fairness. Viafore departed at 8:35 P.M. George invited councilmember comment; George inquired if liquor license renewals would be placed under the Consent Calendar under the proposed changes to the Council Rules of Procedure. Pingel indicated they would. George invited public comment; none were provided. **The Motion Carried (6-0).** Viafore returned at 8:36 P.M.

**C. Approval of Council Rules of Procedure Amendments**

Pingel briefed the Council on the proposed resolution, which would rescind Resolution No. 1076 and would make revisions to the Council Rules of Procedure as discussed at recent Council meetings. **Wittner MOVED to adopt Resolution No. 1542 rescinding Resolution No. 1076 relating to City Council Rules of Procedure and adopting new City Council Rules of Procedures; seconded by Nixon.** George invited councilmember comment; George thanked staff for their efforts and thanked Council for their input. George invited public comment; none were provided. **The Motion Carried (7-0).**

**D. Unfreeze the 2<sup>nd</sup> Sergeant Position**

Pingel briefed the Council on the proposal to unfreeze the second Sergeant position, stating the City received an executed Memorandum of Agreement between the City and Police Officers' Guild acknowledging that the second sergeant position would not be bargained. Pingel indicated by unfreezing the position, the City could move forward with the hiring process. **Reynolds MOVED to unfreeze the second Sergeant position and direct the City Manager to work with the Civil Service Commission in hiring for the position; seconded by Wittner.** George invited councilmember comment; Viafore inquired about the budget impact. Pingel indicated the impact in 2019 would be approximately \$4,460. George invited public comment; none were provided. **The Motion Carried (7-0).**

**CITY MANAGER COMMENTS**

**A. Accessory Dwelling Unit and Utility Billing**

Pingel referred to the documents on utility billing and accessory dwelling units (ADU) in the packet, which included background and history, utility billing practices for ADUs of some of the surrounding jurisdictions, and potential adjustments to the City's code to help make it less confusing as to what was being billed. Wakefield indicated that there was a review of rates and billing procedures, which included a review of multiple dwelling units and ADUs. Wakefield reported that as a result of this review, there were several dwelling units that were identified as ADUs and their utility billing was adjusted as such. Viafore inquired when the ADU was defined in the code; Wakefield clarified that it was not during the 2016 rate study. Surina inquired if mother in-law suites were considered an ADU and what options there were for residents interested in caring for older parents on-site; Wakefield indicated it would depend on the elements of the unit and indicated the code defined what constituted an ADU, and deferred to Planning staff for ADU options. Viafore requested a list of the approved ADUs in the City by street address; Pingel indicated he would report back. Pingel requested direction from Council for how to move forward; Surina and Viafore requested definitions, ways to help families, and historical context/background.

Pingel commented Judge Miller's letter to the DMCJA, stating they received his letter and provided a response that continued to include the City with the issues between Ruston and their judge. There was a brief discussion regarding the City's position and involvement as well as the open relationship the City has had with Ruston. George indicated that he, Councilmember Viafore, Judge Miller, Finance Director Corcoran as Acting City Manager, and Court Administrator Perry attended the Ruston City Council meeting on August 21<sup>st</sup> when they unanimously approved the interlocal agreement with the City of Fircrest for municipal court services, and indicated that they indicated they were appreciative of the partnership.

**DEPARTMENT HEAD COMMENTS**

- Cheesman reported that there were a couple robberies at Café Elite recently, and that the Department was investigating and coordinating with the Tacoma Police Department as it may be related to similar robberies in the area.

**COUNCILMEMBER COMMENTS**

- Reynolds inquired if staff could provide information about the Tree City program; Pingel indicated it had been included in a previous weekly update.
- Wittner and Waltier thanked the audience for their attendance.
- Surina thanked City Clerk Nappi for her efforts related to the 2018 salary survey for non-represented job classifications and thanked Atwood for her letter to the editor regarding the City of Fircrest.
- George thanked Nappi as well and thanked the audience for their attendance.

**EXECUTIVE SESSION**

George stated the Council would convene into Executive Session at 8:58 P.M. after a two minute recess, not to exceed the hour of 9:15 P.M. with Pingel and City Attorney Smith to discuss potential litigation per RCW 42.30.110(1)(i) with no action upon reconvening.

The Council reconvened into regular session at 9:11 P.M.

**ADJOURNMENT**

**Reynolds MOVED to adjourn the meeting at 9:11 P.M., seconded by Waltier. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk

**NEW BUSINESS:** Leavitt Group NW Contract Amendment  
**ITEM 10A.**

**FROM:** Scott Pingel, City Manager

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_, authorizing the City Manager to execute Amendment #7 to the agreement with Leavitt Group NW for insurance broker services.

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**PROPOSAL:** The Council is being asked to authorize the City Manager to execute Amendment #7 to the agreement with Leavitt Group NW for insurance broker services. The City of Fircrest is a member of the Cities Insurance Association of Washington (CIAW) pool. The Interlocal Agreement with the CIAW requires the City to designate a servicing representative to act as liaison for the needs of Fircrest. The duties of the service representative, include but are not limited to, providing local claims assistance, the securing of underwriting information, completion of applications, updating of vehicle lists and information and other such functions as the CIAW Board of Directors may establish. The amendment will be from September 1, 2018 through August 31, 2019.

**FISCAL IMPACT:** Funds are available for this expenditure in the Insurance Line Item of the Non-Departmental Budget. The cost will be \$7,250 for the term of the agreement, which has not increased since 2014.

**ADVANTAGE:** Continuation of this agreement complies with the requirement to have a serving representative. Leavitt Group NW has provided very valuable assistance in working with CIAW and with claims and preventative measures for the City.

**DISADVANTAGES:** None known.

**ALTERNATIVE:** Not designate a service representative and be billed 10% of the annual cost for insurance by the Cities Insurance Association of Washington in accordance with the Interlocal Agreement.

**HISTORY:** The Interlocal Agreement with CIAW was approved on February 12, 2008, effective March 1, 2008. This resolution will continue the required insurance broker services, which were initiated in March 2008. Leavitt Group NW, formerly known as Bannon, Carlson & Kessel, has provided this service to Fircrest since December 2012.

**ATTACHMENTS:** [Resolution](#)  
[Broker Services Agreement Amendment #7](#)

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

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AMENDMENT #7 TO THE  
AGREEMENT WITH LEAVITT GROUP NW FOR INSURANCE  
BROKER SERVICES**

**WHEREAS**, the City of Fircrest has need of insurance broker services and needs to designate a service representative as a member of the Cities Insurance Association of Washington through an Interlocal Agreement; and

**WHEREAS**, Leavitt Group NW has the required experience and expertise and has provided such services in the past. Now, Therefore,

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

**Section 1.** The City Manager is hereby authorized and directed to execute Amendment #7 to the agreement with Leavitt Group NW for insurance broker services.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 11<sup>th</sup> day of  
September 2018.

**APPROVED:**

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

**ATTEST:**

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Brian Comfort, City Attorney



**SEVENTH AMENDMENT  
TO THE CITY OF FIRCREST  
BROKER SERVICE AGREEMENT**

This Seventh Amendment is hereby made and entered into this 11<sup>th</sup> day of September 2018, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and Leavitt Group NW, hereinafter referred to as “Broker”.

**WITNESSETH:**

**1. Purpose**

The purpose of this seventh amendment is to amend the December 21, 2012 agreement. This amendment is limited to the amendments as set forth herein. All the remaining terms and conditions of the December 21, 2012 agreement shall remain in full force and effect. The amendments are as follows:

- 2. Term:** The term of this Agreement shall be from September 1, 2018 through August 31, 2019, and may be extended or modified by mutual consent of the parties.
- 3.** All remaining provisions of the December 21, 2012 agreement shall remain in full force and effect as well as the second, third, fourth, fifth, and sixth amendments.

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

**CITY OF FIRCREST**

**LEAVITT GROUP NW**

2121 70<sup>th</sup> Avenue West, Suite B  
University Place, WA 98466

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

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Brian Comfort, City Attorney

**ATTEST:**

\_\_\_\_\_  
City Clerk

**NEW BUSINESS:** Preliminary 2019 Budget  
**ITEM 10B.**

**FROM:** Scott Pingel, City Manager

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

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**PROPOSAL:** City Manager Pingel will present the Preliminary 2019 Budget.

**FISCAL IMPACT:** The total of the preliminary 2019 budget, including estimated revenues, expenditures, and fund balances will be included in the distributed document.

**ADVANTAGE:** The City will be in compliance with RCW. 35.33.075.

**DISADVANTAGES:** None known.

**ALTERNATIVE:** None known.

**HISTORY:** This is the first presentation of the Preliminary 2019 Budget. City Council special meetings budget study sessions have been set for September 24, October 1, 8, 22, and 29, 2018 at 6:00 P.M. at the Fircrest City Hall. Public hearings have been set for 7:15 P.M. or soon thereafter on: October 9, 2018 to receive comments on revenue sources for the Preliminary 2019 Budget including property taxes; October 9, 2018 to receive comments on the Preliminary 2019 Budget; and October 23, 2018 to receive comments on the Preliminary 2019 Budget.