

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, OCTOBER 9, 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: Dysautonomia Awareness Month](#)
 - B. 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: [September 25, 2018 Regular Minutes](#)
[October 1, 2018 Special Minutes](#)
- 8. PUBLIC HEARING 7:15 P.M.**
 - A. [Public Hearing: Preliminary 2019 Budget including property taxes](#)
 - B. [Public Hearing: Preliminary 2019 Budget](#)
- 9. UNFINISHED BUSINESS**
 - A. [Ordinance: General Facilities Charge Schedule of Fees \(Water\)](#)
 - B. [Ordinance: General Facilities Charge Schedule of Fees \(Sewer\)](#)
 - C. [Ordinance: Utility Billing Fee Adjustment – Title 17.04](#)
- 10. NEW BUSINESS**
 - A. [Resolution: NW GIS Contract Amendment](#)
 - B. [Resolution: Custodial Services Contract](#)
 - C. [Ordinance: 2019 Ad Valorem Tax Levy](#)
 - D. [Resolution: 2019 Regular Tax Levy](#)
 - E. [Resolution: 2019 EMS Tax Levy](#)
 - F. [Motion: 2019 Regular Property Tax and Regular EMS Levy Certification Forms](#)
 - G. [Ordinance: Salaries of Non-Union Employees, Including Casual and Seasonal Employees](#)
 - H. [Ordinance: Municipal Court Judge, Chief Examiner, and Information Services Manager Rate of Pay](#)
- 11. CITY MANAGER COMMENTS**
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
 - A. To discuss labor agreement pursuant to RCW 42.30.140
- 15. ADJOURNMENT**

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

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

FROM: Hunter T. George, Mayor

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

PROPOSAL: The Council is being asked to approve the Dysautonomia Awareness Month proclamation.

FISCAL IMPACT: None.

ADVANTAGE: Increased awareness about Dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with Dysautonomia in our community.

DISADVANTAGES: None known.

ALTERNATIVES: Not to participate.

HISTORY: Dysautonomia International is seeking assistance in raising awareness of an important public health matter. October is "Dysautonomia Awareness Month" around the world.

ATTACHMENT: [Proclamation](#)



Office of the Mayor

PROCLAMATION

WHEREAS, dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for “automatic” bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more; and

WHEREAS, some forms of dysautonomia are considered rare diseases, such as Multiple System Atrophy and Pure Autonomic Failure, while other forms of dysautonomia are common, impacting millions of people in the US and around the world, such as Diabetic Autonomic Neuropathy, Neurocardiogenic Syncope and Postural Orthostatic Tachycardia Syndrome; and

WHEREAS, dysautonomia impacts people of any age, gender, race or background, including individuals living in the City of Fircrest, and some forms of dysautonomia can be very disabling and this disability can result in social isolation, stress on the families of those impacted, and financial hardship; and

WHEREAS, some forms of dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones; and

WHEREAS, increased awareness about dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with dysautonomia in our community; and

WHEREAS, Dysautonomia International, a 501(c)(3) non-profit organization that advocates on behalf of patients living with dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world; and

WHEREAS, we seek to recognize the contributions of the professional medical community, patients and family members who are working to educate our citizenry about dysautonomia in the City of Fircrest.

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS, of the City of Fircrest, do hereby proclaim the month of October 2018 as

Dysautonomia Awareness Month

Passed this 9th day of October 2018

Hunter T. George, Mayor

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 10/09/2018

Time: 13:56:33 Date: 10/05/2018
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
17668	10/09/2018	10/09/2018	3933	Asphalt Patch System	22,700.00	Install Grindings & Paving
	595 32 63 01	Street Improvements	101 000 542	City Street Fun	22,700.00	3845 SF, Arondale Dr
17669	10/09/2018	10/09/2018	3933	Asphalt Patch System	9,172.16	Grinding / Asphalt Patching
	594 31 63 00	Storm Improvements-Storm	416 000 594	Storm Improve	9,172.16	1505 SF, 1200 Block Del Monte
			Total Asphalt Patch System	31,872.16		
17716	10/09/2018	10/09/2018	5428	Boers, Jeff	1,072.50	Land Use Planning Services August - September 2018
	558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	1,072.50	8.5 Hrs 09/2018 And Conference
17659	10/09/2018	10/09/2018	8051	C A Tanson Enterprises LLP, Calvert	0.54	06-02140.2 - 1517 ESTATE PLACE
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-0.16	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-0.38	
17679	10/09/2018	10/09/2018	3572	CED	638.03	Photocontrol Streetlights
	595 63 63 00	Street Light - Other Improv	101 000 542	City Street Fun	638.03	Photocontrol Streetlights - 61 Units
17680	10/09/2018	10/09/2018	3572	CED	405.82	Conduit Repairs Underground
	542 63 31 00	Oper Supplies - Street Ligh	101 000 542	City Street Fun	405.82	Conduit Repairs Underground - Regents Blvd
17681	10/09/2018	10/09/2018	3572	CED	124.56	Conduit Repairs Underground
	542 63 31 00	Oper Supplies - Street Ligh	101 000 542	City Street Fun	124.56	Conduit Repairs Underground - Regents Blvd
			Total CED	1,168.41		
17708	10/09/2018	10/09/2018	3994	CenturyLink	448.79	Circuit Line / PRI Line September 2018
	518 10 42 00	Communication - Non Dep	001 000 518	General Fund	448.79	09/2018
17718	10/09/2018	10/09/2018	3994	CenturyLink	66.99	DSL / Telemetry October 2018
	534 10 42 00	Communication - Water	425 000 534	Water Fund (de	33.50	PW DSL / Telemetry 10/2018
	535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	33.49	PW DSL / Telemetry 10/2018
17719	10/09/2018	10/09/2018	3994	CenturyLink	377.31	City Hall, Parks & Rec, Public Works - October 2018
	518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.89	CH Prim 911 10/2018
	518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.89	CH Message Line 10/2018
	518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.89	CH Alarm 10/2018

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 10/09/2018

Time: 13:56:33 Date: 10/05/2018
Page: 2

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	31.44	PWF Alarm And Prim 911 10/2018
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	31.44	PWF Alarm And Prim 911 10/2018
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	31.44	PWF Alarm And Prim 911 10/2018
542 30 42 00	Communication - Street	101 000 542	City Street Fun	31.44	PWF Alarm And Prim 911 10/2018
576 80 42 00	Communication - Parks	001 000 576	General Fund	62.88	Rec Center Alarm 10/2018
Total CenturyLink				893.09	
17693	10/09/2018	10/09/2018	4322	2,170.25	Power / Various Locations - September 2018
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	1,970.82	#6, #7, #8, Weathervane 09/2018
535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (de	169.83	Pump #3, 1455 Estate, 4604 Alameda 09/2018
542 30 47 03	Electricity/Traffic Lights	101 000 542	City Street Fun	18.06	40th/Alameda 09/2018
542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fun	11.54	5200 Emerson 09/2018
17691	10/09/2018	10/09/2018	3555	111.68	Web Update
511 60 49 03	Codification Costs	001 000 511	General Fund	111.68	Ordinance No. 1616 Added
17664	10/09/2018	10/09/2018	3565	6,337.50	September 2018 Services
515 30 41 01	City Attorney	001 000 515	General Fund	1,892.80	09/2018
515 30 41 03	City Prosecutor	001 000 515	General Fund	4,444.70	09/2018
17727	10/09/2018	10/09/2018	3573	414.16	Copier Usage 8/18/18-9/17/18
512 50 45 00	Oper Rentals - Copier - Coi	001 000 512	General Fund	29.72	Court Copies 09/2018
518 10 45 00	Oper Rentals - Copier - No	001 000 518	General Fund	244.27	CH Copies 09/2018
531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	Storm Drain	22.45	PW Copies 09/2018
534 10 45 02	Oper Rentals - Copier - Wa	425 000 534	Water Fund (de	22.45	PW Copies 09/2018
535 10 45 00	Oper Rentals - Copier - Sev	430 000 535	Sewer Fund (de	22.46	PW Copies 09/2018
542 30 45 00	Oper Rentals - Copier - Str	101 000 542	City Street Fun	22.45	PW Copies 09/2018
571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	45.32	Rec Copies 09/2018
576 80 45 00	Oper Rentals - Copier - Par	001 000 576	General Fund	5.04	Parks Copies 09/2018
17728	10/09/2018	10/09/2018	3573	98.54	Police Copier Rental October 2018 And CPC Usage 09/2018
521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	74.01	Police Copier Rental 10/2018
521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	24.53	Police Copier Usage 10/2018
Total Copiers Northwest Inc				512.70	
17697	10/09/2018	10/09/2018	363	47.75	Expense Reimbursement September 2018
594 48 64 11	Parks/Rec - ERR Capital	501 000 548	Equipment Ren	47.75	Title Fee Senior Bus #68054D

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 10/09/2018

Time: 13:56:33 Date: 10/05/2018
Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17725	10/09/2018	10/09/2018	8295	Cox, McCall	29.50 Library Reimbursement 1/2 Yr
572 21 49 00	Library Services	001 000 572	General Fund	29.50	
17665	10/09/2018	10/09/2018	340	Davis, Jeffrey P	20.00 Training Expense - Meals
534 10 43 00	Travel - Water	425 000 534	Water Fund (de	20.00	Conference Lunch X 2
17677	10/09/2018	10/09/2018	3606	Dickson Company	1,138.16 Dry Dirt Dump Fees
594 31 63 00	Storm Improvements-Storn	416 000 594	Storm Improve	1,138.16	1200 Block Del Monte
17720	10/09/2018	10/09/2018	3638	Fircrest Golf Club	1,268.75 Golf Water Tank Land Rental October 2018
534 10 45 01	Land Rental/Water Tank	425 000 534	Water Fund (de	1,268.75	Golf Water Tank Land Rental 10/2018
17661	10/09/2018	10/09/2018	1108	Foisy, Ray	280.66 01-01020.3 - 509 GOLDEN GATE AV
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-78.48	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-58.88	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-143.30	
17670	10/09/2018	10/09/2018	3666	Grainger Inc, Dept 826129041	389.22 HVAC Filters - PW
518 30 31 03	Oper Sup/PWF	001 000 518	General Fund	389.22	HVAC Filters 16x25x2, 20x25x2
17662	10/09/2018	10/09/2018	2319	Hammerstrom, Eunice	206.22 05-00340.0 - 1204 BUENA VISTA AVE
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-68.20	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	4.89	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-142.91	
17673	10/09/2018	10/09/2018	3690	Holroyd Co Inc	35.00 Dump Fees
542 30 47 01	Dumping Fees - Street	101 000 542	City Street Fun	35.00	Concrete - Sidewalks
17675	10/09/2018	10/09/2018	3692	Home Depot Credit Services	262.04 1000 Watt Heater Units For Wells
534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	262.04	Wells #4 And #7
17699	10/09/2018	10/09/2018	3710	Jamison, Robert	59.00 Library Reimbursement 1 Yr
572 21 49 00	Library Services	001 000 572	General Fund	59.00	
17724	10/09/2018	10/09/2018	2123	Londgren, Elizabeth	59.00 Library Reimbursement 1 Yr
572 21 49 00	Library Services	001 000 572	General Fund	59.00	
17672	10/09/2018	10/09/2018	3791	Lowe's Company-#338954	25.72 Saw Blades For Cordless Saw
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fun	25.72	Saw Blades For Sign Post Cordless Saw

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 10/09/2018

Time: 13:56:33 Date: 10/05/2018
Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
17704	10/09/2018	10/09/2018	3791	10.64	Pest Glue Strips - CH
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	10.64	Pest Strips - CH
Total Lowe's Company-#338954				36.36	
17692	10/09/2018	10/09/2018	3053	59.00	Library Reimbursement 1 Yr
572 21 49 00	Library Services		001 000 572 General Fund	59.00	
17706	10/09/2018	10/09/2018	318	184.16	Expense Reimbursement September 2018
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	184.16	FPD Logo Table Cover X 2
17666	10/09/2018	10/09/2018	350	20.00	Training Expense - Meals
534 10 43 00	Travel - Water		425 000 534 Water Fund (de	20.00	Conference Lunch X 2
17689	10/09/2018	10/09/2018	6589	5,285.25	August 2018 Services
594 35 63 03	Project Engineering Sewer		432 000 594 Sewer Improve	5,285.25	P#50 Drake St Lift Station
17671	10/09/2018	10/09/2018	3958	661.60	August 2018 - Jail Services
523 60 50 01	Jail		001 000 523 General Fund	661.60	08/2018
17702	10/09/2018	10/09/2018	3957	267.16	Printing Services September 2018
512 50 31 00	Office & Oper Sup-Court		001 000 512 General Fund	267.16	Judgement And Sentence Orders 09/2018
17729	10/09/2018	10/09/2018	3955	546.44	Gas / Fuel September 2018
534 80 31 02	Oper Supplies - Water		425 000 534 Water Fund (de	154.83	Other Generators 09/2018
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	53.79	Mowers 09/2018
548 65 31 12	Street Gas		501 000 548 Equipment Ren	146.95	98 Bucket And Backhoe 09/2018
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	190.87	2008 Crane Truck And Backhoe 09/2018
17715	10/09/2018	10/09/2018	7839	19.46	Expense Reimbursement September 2018
513 10 49 00	Miscellaneous - Admin		001 000 513 General Fund	19.46	Meals - PCCTA Dinner Meeting
17690	10/09/2018	10/09/2018	7272	245.00	Thermal Paper - Police
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	245.00	SECTOR Thermal Paper For Police Citations
17711	10/09/2018	10/09/2018	3986	39.44	Natural Gas - City Hall September 2018
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	39.44	CH 09/2018
17712	10/09/2018	10/09/2018	3986	40.29	Natural Gas - Public Works September 2018

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 10/09/2018

Time: 13:56:33 Date: 10/05/2018
Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
531 50 47 02	Public Utility Services/Bldg	415 000	531 Storm Drain	10.07	PW - 09/2018	
534 10 47 00	Utility Services/Building -	425 000	534 Water Fund (de	10.07	PW - 09/2018	
535 10 47 00	Utility Services/Building -	430 000	535 Sewer Fund (de	10.07	PW - 09/2018	
542 30 47 02	Electricity & Gas/Bldg - St	101 000	542 City Street Fun	10.08	PW - 09/2018	
17713	10/09/2018	10/09/2018	3986	Puget Sound Energy, BOT-01H	867.45	Natural Gas - Parks & Rec September 2018
576 80 47 00	Public Utility Services - Pa	001 000	576 General Fund	867.45	Parks / Rec 09/2018	
Total Puget Sound Energy, BOT-01H				947.18		
17694	10/09/2018	10/09/2018	5710	Rainier Connect	99.95	Internet Access Monthly Fee - October 2018
518 81 42 00	Communication - I/S	001 000	518 General Fund	99.95	Internet 10/2018	
17663	10/09/2018	10/09/2018	5302	Richardson, Laura	9.35	02-02060.1 - 310 COLUMBIA AVE
343 10 00 00	Storm Drain Fees & Charge	415 000	340 Storm Drain	-2.09		
343 40 00 00	Sale Of Water	425 000	340 Water Fund (de	-2.21		
343 50 00 00	Sewer Revenues	430 000	340 Sewer Fund (de	-5.05		
17723	10/09/2018	10/09/2018	2263	Roark, Jenna	59.00	Library Reimbursement 1 Yr
572 21 49 00	Library Services	001 000	572 General Fund	59.00		
17717	10/09/2018	10/09/2018	337	Roberts, Christopher	984.00	Tuition Reimbursement
521 22 49 02	Reg & Tuition - Police	001 000	521 General Fund	984.00	University Of Phoenix REL/134	
17660	10/09/2018	10/09/2018	2759	Robertson, Larry Gene	26.06	06-00920.1 - 1428 WEATHERVANE DR
343 10 00 00	Storm Drain Fees & Charge	415 000	340 Storm Drain	-14.36		
343 40 00 00	Sale Of Water	425 000	340 Water Fund (de	-9.96		
343 50 00 00	Sewer Revenues	430 000	340 Sewer Fund (de	-1.74		
17676	10/09/2018	10/09/2018	4026	S & B Inc	3,010.79	SCADA System Improvements, Alarm Filters Repair, Field Services To Perform Improvements
534 50 48 01	Rep & Maint - Water Main	425 000	534 Water Fund (de	3,010.79	SCADA System Data Upload, Repair Alarm Filters, Field Services To Perform Improvements	
17709	10/09/2018	10/09/2018	7308	SiteCrafting Inc	99.00	WordPress Managed Hosting September 2018
518 81 41 02	Web Design & Maintenanc	001 000	518 General Fund	99.00	Cityoffircrest.net 09/2018	
17705	10/09/2018	10/09/2018	4690	Sound Inspections LLC	1,510.94	Monthly Inspections September 2018
524 20 41 01	Bldg Inspec/Plan Review	001 000	524 General Fund	1,510.94	Inspections, Mileage And Phone Calls 09/2018	
17686	10/09/2018	10/09/2018	7749	Sound Uniform Solutions Inc	33.03	Uniform Repair

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 10/09/2018

Time: 13:56:33 Date: 10/05/2018
Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	General Fund	33.03	Shirt Repair - J. Villamor
17687	10/09/2018	10/09/2018	7749	16.46	Uniform Hat
521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	General Fund	16.46	Hat - J. Cheesman
			Total Sound Uniform Solutions Inc	49.49	
17685	10/09/2018	10/09/2018	5304	24,787.50	4th Quarter 2018 Communications / Core
521 22 51 02	Dispatching - Lesa	001 000 521	General Fund	18,525.00	Communication Services 4th Quarter 2018
521 22 51 05	Charges - Lesa	001 000 521	General Fund	6,262.50	Core Technology Services 4th Quarter 2018
17684	10/09/2018	10/09/2018	4084	104.28	Office Supplies - Court
512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	104.28	Pens And File Folders
17700	10/09/2018	10/09/2018	4084	167.76	Misc. Office Supplies - CH And Rec
518 10 34 01	Central Office Supplies	001 000 518	General Fund	95.32	Pens, Batteries, Clips, Address Stamp
571 10 31 01	Oper Supplies - Rec	001 000 571	General Fund	72.44	Instant Ice Packs, Spill Kits
			Total Staples Business Advantage	272.04	
17695	10/09/2018	10/09/2018	4107	260.00	Legal Counseling - August 2018
521 22 41 00	Prof. Services/Consulting	001 000 521	General Fund	221.00	08/2018 - Police Guild
531 50 41 00	Prof Svcs - Storm	415 000 531	Storm Drain	9.75	08/2018 - IBEW
534 10 41 00	Prof Svcs - Water	425 000 534	Water Fund (de	9.75	08/2018 - IBEW
535 10 41 00	Prof Svcs - Sewer	430 000 535	Sewer Fund (de	9.75	08/2018 - IBEW
542 30 41 00	Prof Svcs - Street	101 000 542	City Street Fun	9.75	08/2018 - IBEW
17667	10/09/2018	10/09/2018	4328	597.54	Vehicle Repair Parts And Labor
548 65 48 08	O & M - Police	501 000 548	Equipment Ren	597.54	License #AEU1101, Oil Change, Brake Replacement, Flat Repair
17688	10/09/2018	10/09/2018	4120	211.40	Notice Of Ordinances Publication
511 60 41 01	Advertising - Legislative	001 000 511	General Fund	211.40	Ord. 1618, 1619, 1620 & Corrected Ord. 1618, 1620
17682	10/09/2018	10/09/2018	4139	240.52	Computer Monitor For Admin - Grant Writer
513 10 35 00	Small Tools & Equip - Adr	001 000 513	General Fund	240.52	SAA# 1661 Computer Monitor - Admin
17683	10/09/2018	10/09/2018	4139	55.06	Power Strip And Ethernet Cable For FPD MDC's
521 22 35 00	Small Tools & Equip - Poli	001 000 521	General Fund	55.06	Power Strip And Ethernet Cable

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 10/09/2018

Time: 13:56:33 Date: 10/05/2018
Page: 7

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
17696	10/09/2018	10/09/2018	4139	Tapco Visa Card	24.25 Standard Copies From Pierce County
	558 60 49 00	Miscellaneous - Planning	001 000 558	General Fund	24.25 Case #08-2-10511-9
17701	10/09/2018	10/09/2018	4139	Tapco Visa Card	175.00 Online Job Posting - PT Court Clerk
	518 11 41 01	Advertising - Personnel	001 000 518	General Fund	175.00 PT Court Clerk At Governmentjobs.com
17703	10/09/2018	10/09/2018	4139	Tapco Visa Card	300.00 WABO Seminar Registration
	524 20 49 01	Reg & Tuition - Building	001 000 524	General Fund	150.00 P/B Seminar - A. Stahlnecker
	558 60 49 01	Reg & Tuition - Planning	001 000 558	General Fund	150.00 P/B Seminar - A. Stahlnecker
17726	10/09/2018	10/09/2018	4139	Tapco Visa Card	500.00 PDQ Deploy Software Program
	518 81 35 00	Small Tools & Equip - I/S	001 000 518	General Fund	500.00 Police Deploy Software Program
Total Tapco Visa Card				1,294.83	
17722	10/09/2018	10/09/2018	4172	Union 76 Royal	58.94 Gas - Parks Truck
	548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	58.94 Parks Truck #62855D
17714	10/09/2018	10/09/2018	4179	Unum Life Insurance Company of America	46.80 Retiree Benefits October 2018
	521 22 20 02	LEOFF I Long Term Care]	001 000 521	General Fund	46.80 Policy #0220603-011 9, 1 Retiree 10/2018
17707	10/09/2018	10/09/2018	4188	Verizon Wireless LLC	360.89 Share Plan (14 Phones) Plus Mobile Broadband Unlimited
	513 10 42 00	Communication - Admin	001 000 513	General Fund	75.48 City Manager 8/16-9/15/18
	518 30 42 00	Communication - Fac/Equi	001 000 518	General Fund	38.88 Facilities And Custodian 8/16-9/15/18
	521 22 42 00	Communication - Police	001 000 521	General Fund	40.01 Chief Mobile Broadband 8/16-9/15/18
	521 22 42 00	Communication - Police	001 000 521	General Fund	191.90 Chief, Sargeant, 7 Officers 8/16-9/15/18
	576 80 42 00	Communication - Parks	001 000 576	General Fund	14.62 Parks Maintenance 8/16-9/15/18
17721	10/09/2018	10/09/2018	3645	WEX BANK, Wright Express FSC	2,767.88 Gas / Fuel September 2018
	548 65 31 08	Police Gas	501 000 548	Equipment Ren	1,788.28 Police 09/2018
	548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	29.09 Parks 2017 F-150 09/2018
	548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	81.51 Parks 2014 F-150 09/2018
	548 65 31 12	Street Gas	501 000 548	Equipment Ren	529.82 F-250, Silverado, F-350 09/2018
	548 65 31 14	Wtr/Swr Gas	501 000 548	Equipment Ren	339.18 2003 Ranger, 2017 Silverado 09/2018
17698	10/09/2018	10/09/2018	4229	Washington State Patrol	600.00 3rd Qtr Access User Fee
	521 22 51 03	WACIC/NCIC	001 000 521	General Fund	600.00 July, August, September 2018

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 10/09/2018

Time: 13:56:33 Date: 10/05/2018
Page: 8

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
17710	10/09/2018	10/09/2018	7640	Washington State Treasurer's Office	1.20 FPD 3rd Qtr Forfeiture Reporting
	521 22 49 00	Miscellaneous - Police	001 000 521	General Fund	1.20 3rd Quarter Forfeiture - Felony
17674	10/09/2018	10/09/2018	5286	Winsupply	108.20 Great Rakes For Yard Repairs
	531 50 35 00	Small Tools & Equip - Stor	415 000 531	Storm Drain	36.06 Rakes - Yard Repair
	534 80 35 00	Small Tools & Equip - Wat	425 000 534	Water Fund (de	36.07 Rakes - Yard Repair
	535 80 35 00	Small Tools & Equip-Swr (430 000 535	Sewer Fund (de	36.07 Rakes - Yard Repair
17678	10/09/2018	10/09/2018	4273	Zumar Industries Inc	2,293.29 New Street Signs To Replace Non-Reflective
	542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fun	2,293.29 New Street Signs, 10 36x6, 40 30x6, 8 24x6

Report Total: 95,714.83

Fund

001 General Fund	42,133.58
101 City Street Fund	26,325.74
415 Storm Drain	272.90
416 Storm Improvement Fund	10,310.32
425 Water Fund (department)	6,916.83
430 Sewer Fund (department)	606.49
432 Sewer Improvement Fund	5,285.25
501 Equipment Rental Fund	3,863.72

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

PRESIDING OFFICER’S REPORT

George indicated he had received notification from resident Nancy Atwood that she would not be attending the Council meeting due to an illness.

A. Community Center and Pool Update

Grover reported that the Steering Committee was scheduled to meet on October 10, 2018, and that a presentation from ARC Architects and a recommendation from the Steering Committee would be scheduled for October 23, 2018 for Council consideration. Grover indicated that the tear in the liner would be repaired soon, and stated that the pool would run under normal operations next year as it had run efficiently this year.

George reported that he and Councilmembers Viafore and Nixon attended the state auditor entrance meeting regarding the three year 2015-2017 audit. George indicated the audit was routine and consisted of two parts: financial and accountability. George stated they anticipated the audit to be over at the end of October.

George reported that he received a request from Representative Christine Kilduff regarding Council input on issues that the City is concerned with that they would like her to take on during the next legislative session. George stated that input would be needed by October 1st and that he had discussed with City Manager Pingel that there was a possibility that the City would submit an additional capital request for the next session for the community center portion of the project. George requested Council communicate with their liaisons to determine if there was anything else to submit.

George introduced and welcomed the following new City employees:

- Lindsay Davis, Accountant I
- Athena Milan-Bracken, Maintenance Worker I
- Julie Ryan, Administrative Assistant – Grant Writer

Pingel provided a brief background on each employee, and Councilmember Viafore welcomed the new employees.

CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment; none were provided.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Wittner reported that the Fun Days Planning Committee had met and was considering moving the Fun Days event to coincide with the July Movie in the Park event. Wittner indicated that the City was preparing for the October 25th Haunted Trails and was seeking volunteers for that event. Wittner reported that the annual Pumpkin Patch would be on Halloween, and that a 5k run was underway.

B. Pierce County Regional Council

As Reynolds was absent, no report was provided.

C. Public Safety, Court

Viafore inquired to the change on the agenda page; George indicated that there was a change to the Liaison Report agenda item. Viafore indicated that any modifications to the agenda should be adopted by the Council. Viafore reported that applications were being accepted for the sergeant position and that interviews were scheduled for October 26th. Viafore commented on the previous month police stat sheet. Viafore stated that Municipal Court Judge Miller and Court Administrator Perry were present for the Ruston Court resolution. Viafore indicated that if the Council approved the contract, staff would proceed with advertising for the Court Clerk positions soon after.

D. Street, Water, Sewer, and Storm Drain

Surina reported that the staff was finishing its fifth year of the six year street light conversion to LED and that the conversion had cut back on usage by approximately 60%. Surina indicated after completion, the City would be eligible for the rebate and buy-back program. Surina reported that the Regents Boulevard curbs were completed, and that sidewalks would be installed by Fircrest Golf Club. Surina indicated that the traffic signal loops were in operation and that Public Works was coordinating with the Police Department regarding the Wainwright student drop-offs and pickups. Surina indicated that staff was working on a safe streets grant program and were seeking a nomination from the Tacoma Health Department to enhance the application. Surina reported that the Drake Street lift station was switching to a single tank system and slated to be finished on November 7th. Surina stated that staff was working with Puget Sound Keepers on the Stormwater Management Plan.

E. Other Liaison Reports

There were none.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 211898 through Voucher Check No. 211970 in the amount of \$142,353.07; approval of Payroll Check No. 13445 through Payroll Check No. 13463 in the amount of \$104,071.24; approval of the September 11, 2018 regular Council meeting minutes; and approval to register no objections to the liquor license renewal for Sammy's Pizza Fircrest. **Nixon MOVED to approve the Consent Calendar as read; seconded by Wittner. The Motion Carried (5-0).**

PUBLIC HEARING

No public hearing was scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Ruston Court Services Contract

Pingel briefed the Council on the proposed Court Services contract with the City of Ruston, stating that the City of Ruston approved the contract during their August 21st meeting and that the City was working with the City Attorney on an indemnification agreement with Ruston. **Wittner MOVED to adopt Resolution No. 1544, authorizing the City Manager to execute a contract with the City of Ruston for the City of Fircrest to provide Court Services to the City of Ruston; seconded by Nixon.** George invited councilmember comment; Surina thanked Viafore for his work in this project. Viafore thanked Judge Miller, Pingel, and Perry for their efforts. George thanked Judge Miller, Viafore, and staff for their efforts. George invited public comment; none were provided. **The Motion Carried (5-0).**

B. Morris Law, P.C. Contract Amendment

Pingel briefed the Council on the proposed contract amendment to the professional services agreement with Morris Law, P.C. for special legal counsel services in land use matters and environmental law as needed by the City, stating the amendment would extend the contract to December 31, 2019 and that the hourly rate of \$275 would remain the same for 2019. **Surina MOVED to adopt Resolution No. 1545, authorizing the City Manager to execute Amendment #12 to the agreement with Morris Law, P.C. for special legal counsel services in land use matters and environmental law; seconded by Wittner.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (5-0).**

C. Jeff Boers and Associates Contract Amendment

Planning and Building Administrator Stahlnecker briefed the Council on the proposed contract amendment to the professional services agreement with Jeff Boers and Associates, stating the amendment would extend the date of the agreement to December 31, 2019 and that the hourly rate would increase from \$85 to \$95 due to increases in the regional Consumer Price Index and increased professional liability insurance costs. **Surina MOVED to adopt Resolution No. 1546, authorizing the City Manager to execute Amendment #6 to the agreement with Jeff Boers and Associates for current and long-range planning consulting services; seconded by Wittner.** George invited councilmember comment; Surina commented on the benefits of using Boers' expertise. Viafore commented on the experience Boers brought to the City. George stated he concurred with the comments made about Boers. George invited public comment; none were provided. **The Motion Carried (5-0).**

D. Sound Inspection LLC Contract Amendment

Stahlnecker briefed the Council on the proposed contract amendment to the professional services agreement with Sound Inspection LLC, stating the amendment would extend the date of the agreement to December 31, 2019 and that the hourly rate of \$95 would remain the same in 2019. **Surina MOVED to adopt Resolution No. 1547, authorizing the City Manager to execute Amendment #6 to the agreement with Sound Inspection LLC for inspection services; seconded by Nixon.** George invited councilmember comment; Surina inquired if the City had in place customer evaluations of the inspector to ensure level of service. Stahlnecker indicated there was nothing formally in place and stated staff would be open to further discussing this. George invited public comment; none were provided. **The Motion Carried (5-0).**

E. Business License System

Stahlnecker briefed the Council on the proposed amendments to Fircrest Municipal Code (FMC) 5.04.010 Definitions, FMC 5.04.020 Business License Required, FMC 5.04.100 Exemptions, and FMC 5.04.085 Service charge for returned checks. Stahlnecker indicated these proposed changes would meet the requirements of the state legislature as well as updating the service charge for returned checks consistent with Public Works' fees. **Wittner MOVED to adopt Ordinance No. 1618, amending Ordinance No. 1156 Section 1 and FMC 5.04.010 Definitions; amending Ordinance No. 1475 Section 1 and FMC 5.04.020 Business License Required; amending Ordinance No. 1156 Section 9 and FMC 5.04.085 Service Charge for Returned Checks; and amending Ordinance No. 1475 Section 10 and FMC 5.04.100 Exemptions; seconded by Nixon.** George invited councilmember comment; Surina inquired about fees for out of out-of-city businesses. There was a brief discussion of the minimum threshold of \$2,000 regulations and isolated sales as well as scenarios and impacts. George invited public comment; none were provided. **The Motion Carried (5-0).**

F. General Facilities Charge Schedule of Fees (Water)

Public Works Director Wakefield briefed the Council on the proposed amendments to FMC Title 21 as it related to the water system General Facilities Charge (GFC), service connection fees, and water meter drop-in fees. Wakefield indicated staff utilized the 2008 methodology from the previous update, updated the project list and costs, and included a CPI (Consumer Price Index) adjuster in the proposed ordinance. **Wittner MOVED to adopt Ordinance No. 1619, amending Ordinance No. 1464 Section 1 and FMC 21.01.030 General Facilities Charge; amending Ordinance No. 1464 Section 2 and FMC 21.04.130 Service Connection Fees and Water Meter Drop-In Fees; amending Ordinance No. 1589 Section 5 and FMC 21.06.10 Purpose; and amending Ordinance No. 1589 Section 6 and FMC 21.06.020 Applicability; seconded by Nixon.** George invited councilmember comment; Surina inquired if the Golf Course housing development would be affected by the new fees. Wakefield indicated that the fees would go into effect five days after approval and publication and that the GFC fees would be charged during the building permit phase. Surina inquired how many new connections the City had per year; Wakefield indicated one or two of that magnitude. Viafore inquired if a public hearing would be necessary since the proposed addition of the CPI adjuster was not included in the 2008 methodology. Wakefield included the update of the fees were based off the 2008 methodology and that a CPI adjuster was common in the building industry. Viafore recommended language that the GFC fees be reviewed every few years. Pingel stated that staff checked with acting City Attorney Comfort and MRSC legal counsel to determine whether a public hearing would be needed to update the GFC fees. Pingel indicated that during the previous update a public hearing was conducted and stated that it may have been appropriate but not required. Viafore commented on when the CPI adjuster would be applied; Wakefield indicated it would be applied in January the following year. George inquired about how these fees would affect current projects. There was a brief discussion on if delaying the effect date could be considered a gift of funds and that the purpose of the review was to update the fees and put into effect soon after. George invited public comment; there was none. City Attorney Smith brought to attention errors in the proposed ordinance, including "following chart" language and "as follows" as it related to the fees tables. Smith inquired about when the CPI adjuster would take in effect. George recommended tabling this item for staff to coordinate with Smith. **Viafore MOVED to table Ordinance No. 1619; seconded by Surina. The Motion Carried (5-0).**

G. General Facilities Charge Schedule of Fees (Sewer)

Viafore requested this item be tabled as well for the similar issues as the Water GFC agenda item. **Viafore MOVED to table item number 10G General Facilities Charge Schedule of Fees for Sewer; seconded by Surina. The Motion Carried (5-0).**

H. Housekeeping Amendments – Title 17.04

George requested to postpone this item and retitle the agenda item Housekeeping Amendments for transparency reasons. Wakefield proposed retitling the agenda item to Utility Billing Fee Adjustments. There were no objections to postpone this item and retitle the agenda item.

I. Housekeeping Amendment Affecting Titles 17 and 18

Viafore requested a point of clarification regarding the agenda title of this item. George stated that he was fine with the agenda item as written and there appeared to be no objections. Wakefield briefed the Council on the proposed housekeeping amendments affecting Titles 17 and 18, proposing to relocate the content from FMC Title 18 Electric Utility Chapter 18.10 Utilities Services, Permits and Inspection to a new chapter under Title 17 Utilities. Wakefield indicated the City sold the electrical utility to the City of Tacoma in 2001, making FMC 18.10 not needed since Utilities Services, Permits and Inspection pertains to the water, sewer and storm utilities. Wakefield stated that the information under the Utilities Services, Permits and Inspection would be more appropriate under Title 17 Utilities. **Surina MOVED to adopt Ordinance No. 1620, adding a new chapter to FMC Title 17 and relocating FMC Title 18.10 Utilities Services, Permits and Inspection to new chapter Title 17.10; seconded by Nixon.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (5-0).**

CITY MANAGER COMMENTS

Pingel requested Council feedback regarding the October 15th study session, inquiring if the October 15th could be used as a regular study session instead of a budget work session. Viafore inquired if the October 15th study session would be utilized for a community center and pool project discussion; Pingel indicated that after the October 10th Steering Committee meeting, a presentation from ARC Architects and a recommendation from the Steering Committee would be scheduled on schematic design for October 23, 2018 for Council consideration and that any related special meetings could follow. Viafore stated his concerns regarding the project timeline; Pingel indicated that the project would remain on schedule per the ARC Architects project timeline. George recommended he coordinate with Pingel on providing Council options on upcoming meetings.

DEPARTMENT HEAD COMMENTS

- Wakefield reported that the traffic light at Regents Boulevard and Alameda Avenue was tested and working as programmed. Viafore inquired if the signal loops were operating properly and Wakefield indicated the signal test shows it was functioning properly and that staff would reevaluate in a few days to ensure it was functioning normally as established by the March traffic safety elements.
- Stahlnecker reported that she had attended a Housing Authority's workshop on James Center North, and stated that the Housing Authority was working with a consultant to establish a vision and working with the community. Wittner inquired about the graffiti at the Chik-fil-A site; Stahlnecker indicated she anticipated it would be painted over in a week's time.

COUNCILMEMBER COMMENTS

- Viafore commented on the Parks and Recreation strong revenues in recreation fees and that these numbers were the basis of the pool project business plan. Viafore thanked the Finance Committee for their decisions as the revenues from investments were coming in strong. Viafore also commented on the Court revenues and REET revenues. Viafore inquired about posting sites and whether agendas, minutes, and notices were being posted; City Clerk Nappi commented on the four posting sites and that agendas were posted.
- Wittner thanked the audience for their attendance and welcomed the new employees.
- Surina thanked the Police Department for their effort at the Regents Boulevard and Alameda Avenue intersection.
- Nixon commented on sexual violence in the media and recommended individuals affected by this seek help.
- George appreciated Nixon's comments as well as Viafore's comments regarding the posting of minutes. George requested further staff investigation regarding the posting of minutes to enhance public awareness of Council actions.

EXECUTIVE SESSION

George stated the Council would convene into Executive Session at 8:23 P.M., not to exceed the hour of 8:53 P.M. with Pingel to discuss the performance of a public employee pursuant to RCW 42.30.110 with no action anticipated upon reconvening.

The Council reconvened into regular session at 8:50 P.M.

ADJOURNMENT

Wittner MOVED to adjourn the meeting at 8:50 P.M., seconded by Surina. The Motion Carried (5-0).

Hunter T. George, Mayor

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, Brett Wittner, Denny Waltier, Blake Surina, and Jamie Nixon were present. Councilmember Shannon Reynolds was absent and excused.

AGENDA MODIFICATIONS

There were none.

2018 SALARY SURVEY FOR NON-REPRESENTED JOB CLASSIFICATIONS

City Manager Pingel presented the Preliminary 2019 Budget schedule and an overview of the first budget work session.

Pingel presented the 2019 Salaries, which included the changes, comparisons to previous years, and impact to the budget. Viafore inquired how the 2018 non-represented salary survey recommendations were implemented in the 2019 budget and the consensus on the August 27, 2018 meeting; Pingel stated that the adjustments were implemented per the salary survey recommendations, and indicated non-represented classifications were brought to the 50th percentile with the COLA increase and dropped to a step above the status quo impact. Pingel indicated this approach would allow the City to treat all staff the same as requested by Council, provide a market adjustment for the non-represented classifications, and allow the City to remain fiscally responsible in terms of operating revenues versus expenditures. George requested staff to provide a chart of the step impacts; Pingel indicated staff could provide that information. Surina inquired about the Maintenance Worker I position in Facilities and clarification of custodian position and proposed custodial services; Pingel stated that the part-time Maintenance Worker I position was recently filled and that should the City acquire custodial services, it would take place of the custodian position. Pingel indicated that the proposed custodial services would be brought before the Council for consideration at its October 9, 2018 regular meeting.

Pingel presented the Technology changes, which included the advantages of moving to Office 365, O'Court software system, and upgrading to cellular phones. Waltier inquired about the costs of the O'Court system; Pingel indicated that the Ruston share of the costs were proportioned based off the case load and included in the contract, and that the maintenance fees were approximately \$5,000 to \$6,000 a year/approximately \$1 per case. Waltier inquired about the cellular phone research; Pingel indicated staff would work with Verizon and utilize their promotions and that the significant cost of the phones were the data package. Viafore inquired about the benefits and necessity of upgrading the Public Works cellular phones; Pingel and Public Works Director Wakefield reported on the advantages and efficiencies of upgrading the crew to smartphones, which included going to paperless, email based work orders, minimizing public disclosure liability, having digital access to documents, and providing the crew with emails. Wakefield provided a historical background of the Public Works communications, indicating that the upgrade to cellular phones from radios resulted in significant cost savings. Surina inquired if a policy would be in place; Pingel indicated that the policy would be included in the Personnel Policies and Procedures update, which would be brought before Council before the upgrade.

Finance Director Corcoran presented the Equipment Repair and Replacement (ERR) goals and variances, which included capital purchases. Viafore inquired about the Council Chamber recording system upgrades; Pingel indicated it would include new microphones, visual displays, and lasting upgrades, and that staff was reviewing options with the possibility the upgrade could be done in phases. George inquired about the insufficient funds in ERR to purchase the new vactor truck; Corcoran indicated that an additional 3% per year was allocated to this item after 2007 when it was due to be replaced, and Wakefield indicated that although the new truck would be smaller than the existing truck, the cost, which includes tax and licensing, exceed the estimate. Surina inquired if the existing truck would be surplus; Corcoran indicated that the proceeds of the existing truck surplus would go against the purchase of the new truck. Wakefield indicated that the vactor truck was a high demand item, with a 6 to 8 month order and delivery time period, and recommended a 20 year replacement schedule. George inquired if staff was reviewing other large equipment being assessed for replacement; Wakefield indicated staff was and also determining how to extend the life of their equipment. Viafore inquired about the capital request forms for vehicles; Corcoran indicated staff had not been providing them to Council in the past few years. George and Viafore requested that staff provide them; Corcoran indicated they would. George inquired about the \$148,560 that would need to be budgeted for the purchase of the vactor truck; Pingel indicated that balance would be budgeted evenly between the four Public Works capital funds. Viafore recommended a carport for the new senior bus to protect it from the elements, requested staff to take proactive measures, and suggested utilizing funds from the reserves or ending fund balance or utilizing a private storage; Corcoran indicated staff was researching this to determine whether it could be done during this year's budget or 2019.

Corcoran provided an overview of the Enterprise Funds, which included the rate increases as adopted by ordinance in stormdrain, water, and sewer, changes in personnel, wages and salaries, and transfers. Waltier inquired if the REET 2 for Water Tank Painting included the mural; Corcoran confirmed it did and Waltier indicated he was unsure if he was in support of the mural project. Viafore indicated he was willing to budget it and would reconsider supporting the mural project if the bids came in over budget. Surina inquired about the LED conversion cost savings and buyback; Corcoran indicated that the street maintenance showed reduced labor attributed to the conversion and that the rebates were placed back into the Street fund. Viafore inquired if the City has had to use the warranty or replace LED lights; Wakefield indicated no.

Corcoran provided an overview of the Street Fund, which included goals and variances. Corcoran indicated the major change in the Street Fund was due to the Alameda grind and overlay project between Regents Boulevard and 19th Street, which \$195,000 would be funded by a grant and \$30,441 funded by REET 1. Corcoran presented the Street Fund operating revenues and expenditures, and stated that the fund would decrease in fund balance for operating cost by \$13,220. Surina inquired how the City would fund matching funds; Corcoran indicated the City typically used REET. George inquired about the Tree City designation program; Pingel indicated staff was still investigating the details. Viafore inquired about the Street Beautification expenditures; Corcoran indicated it included materials, labor, contract services, and wages and salaries. Corcoran provided an overview of the Street Fund capital revenues and capital expenditures. Viafore inquired if the Council was interested in having a 3 to 5 year goal for staff to research car tabs as a potential revenue source to help fund the Street Fund for the future; after

a brief discussion on the regulations around the fees, there appeared to be a consensus for the staff research.

Corcoran presented an overview of Stormdrain operating goals, operating revenue, and operating expenditures as well as the Stormdrain Capital Fund capital revenues and capital expenditures.

Corcoran presented an overview of Water Fund operating goals, operating revenue, and operating expenditures as well as the Water Fund Capital Fund capital revenues and capital expenditures. Surina inquired how the rent from the tanks was applied in the budget; Corcoran indicated those funds were included in the revenues. Viafore inquired about the service and connection fees for the Golf Course project; Wakefield indicated it would show up in revenues, split between two years. Viafore inquired about the fence and building improvements to the high tank; Wakefield indicated the City's insurance had recently performed a safety audit of the City's facilities and these improvements would address those liabilities identified. Viafore inquired if any of the tank usage contracts were up for renewal; Wakefield indicated the contracts were on automatic renewals with CPI adjusters and that staff was working with one of the carriers to modify their contract.

Corcoran presented an overview of the Sewer Fund operating goals, operating revenue, and operating expenditures. Surina inquired about the transfers; Corcoran indicated that the two funds were combined for auditing purposes.

Corcoran provided an overview of REET revenues; Viafore inquired why it only increased by \$20,000 given the anticipated sales of the Golf Course condominiums. Corcoran indicated it was a conservative figure. Viafore requested for accurate figures for the community center and pool project funding options. Corcoran indicated staff would review the numbers. Corcoran provided an overview of the REET expenditures. Corcoran stated there was no change to Cumulative Reserves. Surina inquired about the City budget for the community center and pool project; Pingel indicated the City would put forward \$250,000 towards the schematic design and \$500,000 from REET.

Pingel briefed the Council on the budget; Viafore inquired when in the budget process would Council discuss the impacts of the community center and pool to the 2019 budget based off the decision Council would make in November. Pingel indicated the main impact would be covered by the bond, and that the budget did include a line item for special elections. Pingel indicated that the State grant would not be applied in the 2019 budget and that he was hopeful the City would hear from the foundations who may sponsor a portion of the project. Viafore inquired if the City would amend the budget next year; Pingel confirmed, and stated that staff did not have the design development and everything up to the vote to date. George indicated he and Pingel would talk through the schedule about meeting in November, tentatively scheduled for November 19, to discuss the decisions regarding the project.

Corcoran indicated that the public hearings for the Preliminary 2019 Budget would be on October 9, 2018 and that the salary ordinance would also be included in that meeting. Corcoran

indicated that the second hearing on the budget was scheduled for October 23, 2018. George inquired if the budget was posted on the City's website; Pingel indicated the report and the presentations were available online.

ADJOURNMENT

Nixon MOVED to adjourn the meeting at 7:33 P.M., seconded by Waltier. The Motion Carried (6-0).

Hunter T. George, Mayor

Jessica Nappi, City Clerk

**PUBLIC HEARING: Preliminary 2019 Budget Including Property Taxes
ITEM 8A.****FROM: Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: No Motion. Public Hearing Only.

PROPOSAL: To receive public input on 2019 Preliminary Revenues.**FISCAL IMPACT:**

General.....	8,289,919
Street	1,022,329
Storm Drain	660,061
Storm Drain Capital	585,150
Water.....	1,365,992
Water Capital.....	485,675
Sewer	3,494,841
Sewer Capital	1,287,385
Equipment Replacement	1,800,678
Police Investigation	12,248
Real Estate Excise Tax.....	1,728,610
Cumulative Reserve	3,530,763
TOTAL.....	24,263,651

ADVANTAGE: Allows citizens to comment on 2019 Preliminary Revenues.**DISADVANTAGES:** None known.**ALTERNATIVE:** None.**ATTACHMENT:** [2019 Preliminary Revenue](#)

GENERAL FUND REVENUE

BARS	Description	2016 Actual	2017 Actual	2018 Budget	2019 Budget
308-10-00-01	Des. Fund Bal/Light	885,250	833,178	773,178	655,438
308-10-00-02	Des. Fund Bal/44th Alameda	708,056	576,800	575,575	171,112
308-80-00-00	Reserved for Cash Flow	1,172,000	1,224,001	1,272,000	1,300,000
308-80-00-01	Undes. Unres. Fund Balance	305,698	429,937	688,002	647,288
	Total Fund Balance	3,071,004	3,063,916	3,308,755	2,773,838
311-10-00-00	General Property Taxes	1,514,119	1,550,833	1,571,634	1,600,000
311-10-01-00	EMS Tax	314,721	321,760	326,093	330,000
313-11-00-00	Retail Sales & Use Tax	522,577	429,249	380,000	415,000
313-16-00-00	Emergency Communication Tax	0	0	0	0
313-17-00-00	Zoo Tax	60,998	64,923	62,000	70,000
313-71-00-00	Local Criminal Justice Tax	109,068	116,742	105,000	122,000
316-40-00-00	Water Utility Tax	68,406	75,639	76,800	79,200
316-41-00-00	Sewage Utility Tax	124,152	145,853	155,565	160,800
316-42-00-01	Storm Drain Utility Tax	0	14,793	27,000	27,810
316-43-00-00	Gas Utility Tax	95,159	110,337	115,000	110,000
316-45-00-00	Garbage/Solid Waste Tax	93,151	92,028	97,000	100,000
316-46-00-00	Television Cable Tax	157,510	162,402	163,000	160,000
316-47-00-00	Telephone/Telegraph Tax	142,333	130,308	140,000	120,000
316-81-00-00	Gambling Excise Tax	131	0	0	0
	Total Taxes	3,202,325	3,214,867	3,219,092	3,294,810
321-91-00-01	Non Comp Charge/Electric	244,641	250,361	250,500	270,000
321-91-00-02	Franchise Fee Water	6,397	6,585	6,400	6,500
321-91-00-03	Franchise Fee Cable TV	118,059	134,111	130,000	130,000
321-99-00-00	Business Licenses & Permits	55,716	59,549	55,000	60,000
321-99-00-01	Home Occupation	2,700	3,240	2,600	2,000
322-10-00-00	Building Permit	26,341	19,651	77,000	21,000
322-10-00-01	Mechanical Permit	7,560	6,901	10,750	7,000
322-10-00-02	Plumbing Permit	5,037	3,506	8,750	5,000
322-10-00-03	Excavate/Clear/Grading Permit	30	15	0	0
322-10-00-05	Sign Permit	315	450	225	225
322-10-00-06	Investigation Fee	104	0	175	200
322-10-00-07	Fire Protection Permit	342	240	200	200
322-90-00-00	Other Licenses & Permits	525	600	500	500
	Total Licenses & Permits	467,767	485,209	542,100	502,625

333-20-60-00	OT Reimbur-Fed Passthru	7,337	9,791	8,000	8,000
334-03-50-00	OT Reimbursement-St of WA	0	0	0	0
334-04-20-00	Planning Grant-Dept of Comm	0	0	0	0
336-00-98-00	City-County Assistance	116,829	116,997	100,540	115,000
336-06-21-00	CJ-Population Based	1,811	1,873	2,060	2,220
336-06-26-00	CJ-Special Programs	6,603	6,798	7,040	7,315
336-06-42-00	Marijuana Excise Tax	0	1,593	0	7,850
336-06-51-00	DUI-Cities	1,025	1,004	1,200	1,000
336-06-94-00	Liquor Excise Tax	30,677	31,933	32,700	34,500
336-06-95-00	Liquor Board Profits	43,189	44,747	43,910	43,805
336-06-95-01	Liquor Board Profits-Public Sfty	13,450	11,187	11,135	10,950
	Total Intergovernmental Revenues	220,921	225,924	206,585	230,640
341-43-00-00	Interdepartmental Service Chgs	418,605	509,261	544,983	614,121
341-49-00-00	Ruston Court Contract	0	0	0	232,000
341-99-00-00	Passport Fees	11,800	17,625	16,000	17,000
342-10-00-00	Police OT Reimbure-Non State	3,807	2,471	0	0
342-10-00-01	RCO Grant	24,715	8,117	0	0
342-40-00-00	Special Inspection Fees	0	0	0	0
345-81-00-01	Planning Permit	7,396	13,947	3,500	3,500
345-81-00-02	Site Development Permit	1,200	2,225	2,000	2,000
345-83-00-00	Plan Checking	22,810	13,795	22,500	13,500
347-30-00-00	Swimming Pool Fees	33,399	47,283	37,000	40,000
347-30-00-02	Swim Team Fees	4,169	4,260	4,000	4,000
347-30-00-04	Recreation Fees	7,206	8,601	7,000	7,500
347-30-00-05	5K Registration Fees	0	0	0	2,000
347-30-00-06	Adult Basketball Registration	1,780	700	500	1,000
347-30-00-07	Adult Baseball Registration	1,430	3,076	2,500	2,500
347-60-00-01	Youth Basketball Registration	12,966	13,000	8,500	12,500
347-60-00-02	Youth Baseball Registration	11,575	24,130	20,000	20,000
347-60-00-04	Indoor Soccer	760	1,500	1,500	1,500
347-60-00-05	Flag Football Registration	1,000	1,600	750	1,000
347-60-00-09	Instructor Based Revenue	13,057	12,793	12,000	13,000
347-60-00-10	Swimming Instructions	33,810	33,535	36,980	34,000
	Total Charges for Goods & Services	611,485	717,919	719,713	1,021,121
353-10-00-01	Municipal Court Investigative Fund	166,402	206,496	197,000	220,000
356-50-00-00	Assessments	3,572	2,531	3,500	3,500
356-50-04-00	DUI Invest Fund Assessments	4,200	3,435	3,000	3,000

	Total Fines & Forfeits	174,174	212,463	203,500	226,500
361-11-00-01	Investment Interest	50,945	86,985	70,000	110,000
361-40-00-01	Sales Interest	354	431	200	600
361-40-00-03	Int On Gen Property Taxes	443	981	300	1,000
361-40-00-04	Int On EMS Property Taxes	84	187	100	200
362-40-00-00	Space & Facility Rental	20,360	17,969	19,850	21,000
362-40-00-01	Soccer Field Rental	0	4,611	4,600	5,000
362-50-00-01	Land Rental-Interfund	69,220	70,610	73,125	75,760
362-50-00-02	Land Rental-ERR Garage	3,840	3,920	4,038	4,185
362-50-00-03	Time/Temp Sign Rental	4,350	2,640	2,640	2,640
362-50-00-04	Pool Rental Revenue	2,590	2,875	1,100	3,000
367-00-00-02	Parks Donations	11,249	4,631	6,000	6,000
367-00-00-03	Police Donations	8,992	10,450	9,000	9,000
367-00-00-10	Firework Donations	1,160	1,135	1,300	1,000
369-10-00-00	Sale of Scrap	0	285	0	0
369-40-00-00	Judgements and Settlements	0	2,400	0	0
369-81-00-00	Cash Overage/Shortage	57	26	0	0
369-81-00-01	Cash Over/Short-Pool	(7)	(63)	0	0
369-90-00-01	Other Misc Revenue	1,374	685	1,000	1,000
369-94-00-01	Reimbursements	0	0	0	0
	Total Misc Revenue	175,011	210,757	193,253	240,385
	Total Operating Revenue	4,851,683	5,067,139	5,084,243	5,516,081
	Non Operating Revenue	9,093	11,925	0	0
398.10.00.01	Insurance Recovery	0	17,678		
	TOTAL RESOURCES	7,931,780	8,160,658	8,392,998	8,289,919

BUDGET NARRATIVE

TAXES

General Property Taxes and E.M.S. Taxes includes a 1% increase plus anticipated revenue from new construction based on Planning Department projections. The EMS levy rate of .50/1,000 of assessed property value was passed by the voters in 2014.

Franchise Fee Cable TV This revenue is received from the two cable companies who provide services to the City of Fircrest.

Gambling Tax revenue is used for public safety. There is no gambling tax budgeted for 2019.

A listing of utility tax rates is included in the back of the budget. These vary from 3% to 8.5%.

LICENSES & PERMITS

Business Licenses & Permits are from business operation within Fircrest. The projected revenue is based on 450 Business Licenses. Home Occupation Permits are estimated at fifteen new home occupation permits. The City partners with Washington State for Business License services.

Building, Mechanical and Plumbing Permit revenue is based on new and remodeling construction activity in Fircrest.

INTERGOVERNMENTS REVENUES

Local Government Assistance is received from the Department of Revenue and provides ongoing assistance to low tax base cities and counties. The distribution is based on per capita sales tax revenues, and property tax assessed values.

MVET, CJ, Liquor Tax, Liquor Profits are received from the State of Washington and are based on a per capita basis. The City's population for purposes of distributing state shared revenue is 6,710. Criminal Justice (CJ) funds are required to be spent on some combination of innovative law enforcement programs, domestic violence prevention programs, and /or child abuse prevention programs.

CHARGES FOR GOODS & SERVICES

Interdepartmental Service Charges are for charges performed by the General Fund for Street, Storm Drain, Water and Sewer Funds. The charges are determined on a percentage basis of operating expenditures budgeted.

Ruston Court Contract is revenue received from the City of Ruston for court contracted services performed by the City of Fircrest Municipal Court

Passport Fees is the City's share of revenue for processing passport applications.

Planning, Site Development, and Plan Checking is due from new construction and land use activity in Fircrest.

Swimming Pool Revenues includes fees from admissions, lessons, and swim team.

Recreation, Basketball, Baseball and Soccer is for fees charged to participate in these activities.

Instructor Based Revenue is collected from participants registering for classes in which the City will pay a percentage amount to an instructor. There is an offsetting expenditure in the Recreation Department.

FINES & FORFEITS

Fines & Forfeits is revenue received from the Fircrest Municipal Court.

MISCELLANEOUS REVENUE

Space & Facilities Rental is for revenue received for rental of the Parks and Recreation facilities.

Land rental is revenue from Public Works for the land on which the Public Works building is constructed.

Land Rental ERR Garage is revenue from ERR for the land on which the ERR building is constructed.

Parks Donations are used to offset the cost of community programs.

Police Donations Police donations are offsetting revenues related to expenditures that will be incurred only if donations are received.

Other Miscellaneous Revenue consists of alarm permits, NSF fees, refund expenses from prior years, etc.

Non-Competition Charge is the amount that the City collects as a non-compete fee from Tacoma Public Utilities and is based on Tacoma's gross electric revenues for electrical services located in Fircrest for the preceding year times six (6) percent.

CITY STREET FUND REVENUE

		2016	2,017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-01-01	Undes. Fund Balance	319,052	308,890	258,184	243,649
	Total Fund Balance	319,052	308,890	258,184	243,649
322-40-00-00	ROW Road Permits	14,175	5,983	10,000	10,000
	Total Licenses & Permits	14,175	5,983	10,000	10,000
333-20-20-04	Alameda Overlay Grant	0	0	0	195,000
333-20-20-05	Traffic Signal Grant	0	49,433	292,560	
334-03-81-00	Wa St TIB Grant Emerson/Orchard	48,500	506,950	24,600	
336-00-71-00	Multimodal Transportation	6,728	6,965	9,360	9,260
336-00-87-00	Motor Vehicle Fuel Tax	141,941	143,478	144,220	147,150
	Total Intergovernmental Revenues	197,169	706,826	470,740	351,410
361-11-00-01	Investment Interest	1,246	1,374	1,300	4,000
367-00-00-08	Beautification Donations	11,120	10,160	11,000	11,000
369-90-01-01	Miscellaneous Revenue	1,795	0	1,000	1,000
369-94-01-01	Reimbursements	0	262	0	0
	Total Miscellaneous Revenue	14,161	11,796	13,300	16,000
	Total Operating Revenues	225,505	724,606	494,040	377,410
395-20-00-00	Insurance Recovery	0	1,167	0	0
	Total Non Revenue	0	1,167	0	0
397-00-00-02	Transfer In for Street Beautification	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	189,265	193,760	196,454	200,000
397-00-00-04	Transfer from Light-St Maint	52,072	60,000	117,740	100,830
397-00-00-06	Transfer from REET 1-Capital	18,790	0	75,000	90,440
397-00-00-09	Transfer from REET 2-Capital	12,204	148,842	7,280	0
	Total Other Financing Sources	282,331	412,602	406,474	401,270
	TOTAL RESOURCES	826,888	1,447,265	1,158,698	1,022,329

REVENUE NARRATIVE

Donations received in 2019 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

Transfer In of \$10,000 is to cover a portion of the Street Beautification Budget.

Transfer from Property Tax is figured at 12.5% of General Fund Property Tax received.

Transfer from Light-St Maint is to cover the Street Light Maintenance Budget including capital.

Transfer from REET 1- \$30,440 for City's share of Alameda Grant project and \$60,000 for minor street repairs.

STORM FUND REVENUES

STORM FUND - 415					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-15	Reserved for Cash Flow	94,000	100,000	116,000	112,800
308-80-04-15	Undes. Unres. Fund Balance	576,196	508,842	556,351	50,261
	Total Fund Balance	670,196	608,842	672,351	163,061
334-03-10-00	Dept of Ecology NPDES Grant	5,790	19,210	37,000	25,000
	Total Intergovernmental Revenues	5,790	19,210	37,000	25,000
343-10-00-00	Storm Drain Fees & Charges	377,480	424,589	450,000	463,500
343-10-00-01	Setup Fees	560	598	500	500
343-10-00-02	Penalties	7,345	6,134	6,500	6,500
	Total Goods & Services	385,385	431,320	457,000	470,500
361-11-04-15	Investment Interest	1,558	2,970	500	1,000
369-90-04-15	Miscellaneous Revenue	149	88	500	500
	Total Miscellaneous Revenue	1,707	3,058	1,000	1,500
	Total Operating Revenues	392,882	453,589	495,000	497,000
372-00-04-15	Insurance Recovery	0	0	0	0
	Capital Contributions	0	0	0	0
	Total Other Revenue	0	0	0	0
	TOTAL RESOURCES	1,063,078	1,062,431	1,167,351	660,061

Storm Drain Fees & Charges includes a rate increase. See fee schedule for details.

<u>STORM CAPITAL FUND - 416</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-16	Undes. Unres. Fund Balance	0	0	0	503,250
	Total Fund Balance	0	0	0	503,250
397-00-00-10	Transfer In from Storm Fund	0	0	530,000	81,900
	Total Transfers In Revenue	0	0	530,000	81,900
	TOTAL RESOURCES	0	0	530,000	585,150

WATER FUND REVENUE

<u>WATER FUND - 425</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-25	Reserved for Cash Flow			247,000	257,877
308-80-04-25	Beginning Fund Balance	804,511	816,484	588,535	23,315
	Total Fund Balance	804,511	816,484	835,535	281,192
333-93-42-00	Department of Health Grant	25,000	16,840	0	0
	Total Intergovernmental Revenues	25,000	16,840	0	0
343-40-00-00	Sale of Water	859,842	960,767	960,000	990,000
343-40-00-01	Service Connections	5,400	3,600	5,000	5,000
343-40-00-02	Setup Fees	1,534	1,658	1,500	1,500
343-40-00-03	Penalties	9,325	11,131	12,000	12,000
	Total Charges for Goods and Services	876,101	977,156	978,500	1,008,500
361-11-04-25	Investment Interest	2,021	3,889	3,000	3,000
362-50-00-05	Rent City Property/High Tank	41,419	42,246	41,000	42,000
362-50-00-06	Rent City Property/Golf Tank	25,511	25,511	26,000	28,000
369-10-00-03	Court Ordered Judgements-Water	0	2,225	0	0
369-90-04-25	Other Misc. Revenue	2,149	1,818	3,000	3,000
369-92-04-25	Backflow	1,215	360	300	300
	Total Misc. Revenues	72,315	76,050	73,300	76,300
372-00-04-25	Insurance Recovery		-	0	
379-00-04-25	Capital Contributions/Tap Fees	12,000	8,000	0	
	Total Capital Contributions	12,000	8,000	0	0
	TOTAL RESOURCES	1,789,927	1,894,529	1,887,335	1,365,992

Sale of Water includes a rate increase and a change in the tier pricing for consumption. See fee schedule for details.

<u>WATER CAPITAL FUND - 426</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-26	Beginning Fund Balance	0	0	0	185,215
	Total Fund Balance	0	0	0	185,215
379-00-04-26	Capital Contributions/Tap Fees	0	0	8,000	40,000
	Total Capital Contributions	0	0	8,000	40,000
397-00-00-11	Transfer In	0	0	621,000	260,460
	Total Transfer In	0	0	621,000	260,460
	TOTAL RESOURCES	0	0	629,000	485,675

SEWER FUND REVENUE

<u>SEWER FUND - 430</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-30	Reserved for Cash Flow			503,000	523,045
308-80-04-30	Beginning Fund Balance	1,477,848	2,422,140	2,112,038	259,596
	Total Fund Balance	1,477,848	2,422,140	2,615,038	782,641
343-50-00-00	Sewer Revenues	2,028,697	2,396,824	2,600,000	2,680,000
343-50-00-01	Service Connections	3,250	825	1,100	1,100
343-50-00-02	Setup Fees	627	665	600	600
343-50-00-03	Penalties	17,885	22,036	24,000	24,000
	Total Charges for Goods and Services	2,050,459	2,420,350	2,625,700	2,705,700
361-11-04-30	Investment Interest	6,998	13,628	6,000	6,000
369-90-04-30	Other Misc. Revenue	149	720	500	500
369-94-04-30	Reimbursements	0	0	0	0
	Total Misc. Revenues	7,147	14,348	6,500	6,500
372-00-04-30	Insurance Recovery		0	0	0
391-80-04-31	Loans Received-BYSM	1,003,476	0	0	0
397-00-00-01	Transfer In from Sewer to BYSM	324,864	324,864	0	0
397-00-00-08	Transfer In from REET 2	51,964	56,750	0	0
379-00-04-30	Capital Contributions/Tap Fees	12,000	12,000	0	0
	Total Non Operating Revenue	1,392,304	393,614	0	0
	TOTAL RESOURCES	4,927,758	5,250,451.89	5,247,238	3,494,841

Sewer Revenues includes a rate increase. See fee schedule for details.

<u>SEWER CAPITAL FUND - 432</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-32	Beginning Fund Balance	0	0	0	1,017,385
	Total Fund Balance	0	0	0	1,017,385
379-00-04-32	Capital Contributions/Tap Fees	0	0	10,000	40,000
397-00-00-12	Transfer In	0	0	2,138,250	230,000
	Total Revenue	0	0	2,148,250	270,000
	TOTAL RESOURCES	0	0	2,148,250	1,287,385

<u>EQUIPMENT REPLACEMENT FUND - 501</u>					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-10-05-01	Beginning Fund Balance	1,588,375	1,518,430	1,427,188	1,422,092
	Total Beginning Fund Balance	1,588,375	1,518,430	1,427,188	1,422,092
348-30-00-00	General Fund Replacement	79,269	83,021	90,965	86,493
348-30-01-00	City Street Fund Replacement	42,970	32,810	29,376	29,807
348-30-03-00	Water/Sewer Fund Replacement	37,711	35,303	38,679	37,720
348-30-04-00	Storm Sewer Replacement	17,160	37,715	42,231	42,476
348-30-08-00	General Fund O & M	59,812	55,360	70,570	73,935
348-30-09-00	City Street Fund O & M	14,757	23,312	22,780	25,530
348-30-11-00	Water/Sewer Fund O & M	17,263	19,843	24,240	25,960
348-30-12-00	Storm Sewer O & M	6,756	15,264	16,490	16,745
	Total Charges for Goods & Services	275,698	302,628	335,331	338,666
361-11-05-01	Investment Interest	27,984	14,965	19,000	36,000
362-40-05-01	Rental Revenue	3,600	3,675	3,785	3,920
369-10-00-05	Sale of Scrap	0	26,851	0	0
369-90-05-01	Other Miscellaneous Revenue	5,800	0	0	0
	Total Misc. Revenues	37,384	45,491	22,785	39,920
398-10-05-01	Insurance Recovery	0	1,108		0
	Total Other Revenues	0	1,108		0
	Total Operating Revenue	313,082	349,228	358,116	378,586
	TOTAL RESOURCES	1,901,457	1,867,658	1,785,304	1,800,678

	<u>POLICE INVESTIGATION FUND</u>				
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-10-01-05	Beginning Fund Balance	11,450	11,479.24	11,927	12,103
	Total Beginning Fund Balance	11,450	11,479.24	11,927	12,103
357-50-00-00	Investigative Confiscations	0	424.04	0	0
	Total Fines & Forfeits	0	424.04	0	0
361-11-01-05	Investment Interest	29	55.86	40	145
	Total Misc. Revenues	29	55.86	40	145
	TOTAL RESOURCES	11,479	11,959.14	11,967	12,248

REET FUND					
		2016	2017	2018	2019
BARS	Description	Actual	Actual	Budget	Budget
308-10-03-11	Beginning Fund Balance (1st 1/4)	105,134	196,023	323,624	349,224
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,052,852	1,100,826	1,027,166	1,123,886
	Total Beginning Fund Balance	1,157,986	1,296,849	1,350,790	1,473,110
317-34-00-00	Capital Improvement 1	109,333	126,652	100,000	120,000
317-35-00-00	Growth Management 1	109,333	126,652	100,000	120,000
	Total Taxes	218,666	253,303	200,000	240,000
361-11-03-11	Investment Interest (1st 1/4)	347	947	600	3,500
361-11-03-12	Investment Interest (2nd 1/4)	2,809	5,280	4,000	12,000
	Total Misc Revenue	3,156	6,227	4,600	15,500
	TOTAL RESOURCES	1,379,808	1,556,379	1,555,390	1,728,610

CUMULATIVE RESERVE FUND

BARS	Description	2016 Actual	2017 Actual	2018 Budget	2019 Budget
308-10-00-01	Beginning Fund Bal-General	3,000,000	3,000,000	3,000,000	3,000,000
308-10-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-10-00-42	Beginning Fund Balance-Water	11,513	11,513	11,513	11,513
308-10-00-43	Beginning Fund Balance-Sewer	369,250	369,250	369,250	369,250
	Total Fund Balance	3,530,763	3,530,763	3,530,763	3,530,763
397-10-00-05	Transfer In from General Fund	0	0	0	0
	Total Nonrevenues	0	0	0	0
	TOTAL RESOURCES	3,530,763	3,530,763	3,530,763	3,530,763

BUDGET NARRATIVE

The Cumulative Reserve Fund accounts for principal only. Interest earnings are accrued back to participating funds. Thus there are no operating accounts (i.e., revenue and expenditure) to report, except for transfer-in and transfer-out.

**PUBLIC HEARING: Preliminary 2019 Budget
ITEM 8B.****FROM: Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: No Motion. Public Hearing Only.

PROPOSAL: To receive public input on 2019 Preliminary Budget.**FISCAL IMPACT:**

General.....	8,289,919
Street	1,022,329
Storm Drain	660,061
Storm Drain Capital	585,150
Water.....	1,365,992
Water Capital.....	485,675
Sewer	3,494,841
Sewer Capital	1,287,385
Equipment Replacement	1,800,678
Police Investigation	12,248
Real Estate Excise Tax.....	1,728,610
Cumulative Reserve	3,530,763
TOTAL.....	24,263,651

ADVANTAGE: Allows citizens to comment on 2019 Preliminary Budget.**DISADVANTAGES:** None known.**ALTERNATIVE:** None.**ATTACHMENT:** [2019 Preliminary Budget](#)

**CITY OF FIRCREST, WASHINGTON
2019 ADOPTED BUDGET**

CITY OFFICIALS

Council: Hunter T. George (Mayor)
Denny Waltier (Mayor Pro Tempore)
Shannon Reynolds
Blake L. Surina
David M. Viafore
Brett L. Wittner
City Manager: Scott Pingel
Finance Director: Colleen Corcoran

POPULATION: 6,710

2018 ASSESSED VALUATION REGULAR LEVY: \$805,230,903
REGULAR MILL LEVY: 1.9366
EMS MILL LEVY: 0.4020

2019 REVENUES, EXPENDITURES & BALANCES BY FUND

General	8,289,919
Street	1,022,329
Storm Drain.....	660,061
Storm Drain Capital	585,150
Water.....	1,365,992
Water Capital	485,675
Sewer	3,494,841
Sewer Capital	1,287,385
Equipment Replacement	1,800,678
Police Investigation	12,248
Real Estate Excise Tax	1,728,610
Cumulative Reserve	3,530,763
TOTAL	24,263,651

OLD BUSINESS: **General Facilities Charge Schedule of Fees (Water)**
ITEM 9A.

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

RECOMMENDED MOTION: I move to adopt Ordinance No. 1619, amending Ordinance No. 1464 Section 1 and FMC 21.01.030 General Facilities Charge; amending Ordinance No. 1464 Section 2 and FMC 21.04.130 Service Connection Fees and Water Meter Drop-In Fees; amending Ordinance No. 1589 Section 5 and FMC 21.06.010 Purpose; and amending Ordinance No. 1589 Section 6 and FMC 21.06.020 Applicability.

PROPOSAL: This is a proposal to increase the Water System General Facilities Charge (GFC), Service Connection Fees, and Water Meter Drop-In Fees. Council requested staff to review the City's Water System GFC for possible adjustment. Using the 2008 methodology, staff updated the project list and costs, and a CPI (Consumer Price Index) adjuster has been included in the ordinance.

FISCAL IMPACT: The fiscal impact will be to add additional revenue to the water fund to offset the costs of the existing and future improvements based on the future development activity in the City.

ADVANTAGE: Increasing the charges provides for future connections to help pay for the improvements that have occurred since the last increase as well as buy into the existing system. By adjusting this fee on an annual basis with the CPI this allows the fee to remain current.

DISADVANTAGES: Increases the cost to future customers.

ALTERNATIVE: Not increase the fees, which means the future customers would not pay their fair share in buying into the utility. Adjust the fee differently than what is recommended by staff.

HISTORY: In 1995, Ordinance Nos. 1098 and 1099 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 2001, the GFC 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 have occurred since then.

This item was brought before the Council for consideration at its September 25, 2018 regular meeting as Ordinance No. 1619 and was tabled to the October 9, 2018 regular meeting.

ATTACHMENTS: [Ordinance](#)
[Title 21 redlined changes](#)

**CITY OF FIRCREST
ORDINANCE NO. 1619**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING ORDINANCE NO. 1464
SECTION 1 AND FMC 21.01.030 GENERAL FACILITIES CHARGE;
AMENDING ORDINANCE NO. 1464 SECTION 2 AND FMC 21.04.130
SERVICE CONNECTION FEES AND WATER METER DROP-IN
FEES; AMENDING ORDINANCE NO. 1589 SECTION 5 AND FMC
21.06.010 PURPOSE; AND AMENDING ORDINANCE NO. 1589
SECTION 6 AND FMC 21.06.020 APPLICABILITY.**

WHEREAS, the City Council of the City of Fircrest determined to increase the general facilities charge and system connection fees and water meter drop-in fees to more appropriately recover costs associated with connections to the water system and the customer's proportionate share of the value of the existing facilities, based on present day values. Now, Therefore,

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

Section 1. Section 1 of Ordinance No. 1464 and FMC 21.01.030 are hereby amended to read as follows:

"21.01.030 General Facilities Charge. Each connection to the City water system shall be charged a water general facilities charged based on the customer's proportionate share of the existing facilities and the planned capital improvements at the time of connection. The general facilities charge shall be paid as specified in F.M.C 18.10.070 for each property served based on the meter size required to provide the water service requested, as shown in the following table:

(a) The following general facilities charges shall be as follows:

Meter Size	General Facilities Charge
5/8"	\$4,400
1"	\$11,000
1-1/2"	\$22,000
2"	\$35,200
3"	\$70,400
4"	\$110,000

(b) Such general facilities charges shall be credited to the specific premises served and no other property, and the premises shall be noted by address and permanently filed in the records of the city. Properties with existing services shall be considered to have satisfied the general facilities charges; however, change of use shall require payment for any differential in residential equivalents.

(c) The General Facility Charge schedule shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton area ending December of each year to be effective January 1 of the following year."

Section 2. Section 2 of Ordinance No. 1464 and FMC 21.04.130 are hereby amended to read as follows:

“21.04.130 Service connection fee and meter drop-in fee. A service connection fee or meter drop-in fee shall be charged and collected by the city for each new permanent connection to its water distribution system, which fee shall be paid before any water is furnished through such connection.

The service connection fee will be charged in the event that the city is required to make the physical connection to the existing water main, extend the service line to the property line, and install a complete water meter assembly.

The meter drop-in fee will be charged in the event that a developer makes the physical connection to a new water main, extends the service line to the property line, and installs a water meter assembly, and the city inspects such work and installs the water meter in the water meter assembly. The service connection fees and meter drop-in fees will be charged as follows:

(a) Service Connection Fee.

Meter Size	Service Connection Fee
5/8”	\$2,065
1”	\$2,135
1-1/2”	\$2,315
2”	\$2,840

For meters larger than two inches, the fee will be the actual costs of labor and materials for furnishing and installing the connection, plus an amount equal to 25 percent of the cost of labor and materials for overhead. In addition to the fees listed above, an additional fee of \$25.00 per square foot of pavement restoration required for the connection shall be charged based on measurements made at the time of the connection, and the actual costs of any other related costs shall be the responsibility of the property owner, payable to the city prior to final inspection.

The Service Connection Fee shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton area ending December of each year to be effective January 1 of the following year.

(b) Meter Drop-In Fee.

Meter Size	Service Connection Fee
5/8”	\$430
1”	\$485
1-1/2”	\$590
2”	\$740

The Meter Drop-In Fee shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton area ending December of each year to be effective January 1 of the following year.”

1 **Section 3.** Section 5 of Ordinance No. 1589 and FMC 21.06.010 are hereby amended
2 to read as follows:

3 “21.06.010 Purpose. The purpose of these regulations is to provide a credit to low-
4 income seniors and low-income disabled persons on their water ready to service
charges.”

5 **Section 4.** Section 6 of Ordinance No. 1589 and FMC 21.06.020 are hereby amended
6 to read as follows:

7 “21.06.020 Applicability. To city of Fircrest water customers living in one-family or
8 individually billed two-family or multifamily units who have been certified eligible for
a low-income senior or low-income disabled person discount by Tacoma Power; and:

9 (a) Are a single occupant or the head of a household or the spouse of the head of the
10 household; and

11 (b) Reside in the dwelling unit; and

12 (c) Are billed or are the spouse of a person billed by the city of Fircrest for water service;
13 and

14 (d) Customers who have been certified eligible by Tacoma Power for a low-income
15 senior or low-income disabled person discount must provide the city of Fircrest
16 evidence that they are receiving such a discount by Tacoma Power. The discounted rate
17 will begin the first day of the current bimonthly billing cycle in which the
18 aforementioned evidence is received by the city of Fircrest. If a customer closes the
active account and establishes a new account, or if a customer has never applied for the
discount rate, then the customer must apply in accordance with the hereinabove
criteria.”

19 **Section 5.** Severability. If any section, sentence, clause, or phrase of this ordinance
20 should be held invalid or unconstitutional by a court of competent jurisdiction, such
21 invalidity or unconstitutionality shall not affect the validity or constitutionality of any
other section, sentence, clause, or phrase of this sentence.

22 **Section 6.** Publication and Effective Date: A summary of this ordinance consisting of
23 its title shall be published in the official newspaper of the city. This ordinance shall be
24 effective five (5) days after such publication.
25
26
27
28
29
30
31
32

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this 9th day of October 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**DATE OF PUBLICATIONS:
EFFECTIVE DATE:**

Chapter 21.01

CONNECTION FEE IN LIEU OF ASSESSMENT

21.01.010 Connection to main authorized.

Persons owning property, either within or without the limits of the city, adjacent to or abutting upon any available water main installed by the city and which property has not been previously assessed or charged for such water main, may connect to the water main for water service upon first making written application and being subject to the following terms and conditions of this chapter. (Ord. 521, 1965; Ord. 279 § 28, 1955).

21.01.020 Compliance with regulations and payment of usual fees.

Applicant shall pay all usual and ordinary fees required for purposes of connection to the water system of the city, and shall be subject to and comply with all other provisions of this title or any amendments or changes thereto. (Ord. 1279 § 1, 2001; Ord. 521, 1965; Ord. 279 § 28(a), 1955).

21.01.030 General facilities charge.

Each connection to the city water system shall be charged a water general facilities charge based on the customer's proportionate share of the value of the existing facilities and the planned capital improvements at the time of connection. The general facilities charge shall be paid as specified in FMC 18.10.070 for each property served based on the meter size required to provide the water service requested, as shown in the following table.

(a) The following general facilities charges shall ~~take effect January 1, 2009~~ be as follows:

Meter Size	General Facilities Charge
5/8"	\$4,000 <u>\$4,400</u>
1"	\$6,800 <u>\$11,000</u>
1-1/2"	\$12,977 <u>\$22,000</u>
2"	\$21,200 <u>\$35,200</u>
3"	\$40,000 <u>\$70,400</u>
4"	\$66,665 <u>\$110,000</u>

(b) Such general facilities charges shall be credited to the specific premises served and no other property, and the premises shall be noted by address and permanently filed in the records of the city. Properties with existing services shall be considered to have satisfied the general facilities charges; however, change of use shall require payment for any differential in residential equivalents.

(c) The General Facility Charge schedule, as set forth in the following chart, shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton Area ending December of each year to be effective January 1 of the following year. (Ord. 1464 § 1, 2008; Ord. 1292 § 1, 2001; Ord. 1279 § 2, 2001; Ord. 1098 § 1, 1995; Ord. 961 § 4, 1990; Ord. 521, 1965; Ord. 279 § 28(b), 1955).

21.01.040 Record of payment.

Repealed by Ord. 1098. (Ord. 521, 1965; Ord. 279 § 28(c), 1955).

21.01.050 Special approval for multiple use of single connection.

No more than one residence or one commercial establishment may be served by or through a single connection to the water main without special approval of the city council, and upon payment of such additional connection charges as the circumstances shall warrant. (Ord. 521, 1965; Ord. 279 § 28(d), 1955).

21.01.060 Fees considered revenue of water fund.

All water service connection fees hereunder shall be considered revenue of the water fund. (Ord. 521, 1965; Ord. 279 § 28(e), 1955).

21.01.070 Application of general regulations.

All other ordinances, rules and regulations of the city relating to the use, maintenance and connections for water service in the city of Fircrest, as now or hereafter adopted, shall apply with equal force to all water service connections hereunder. (Ord. 521, 1965; Ord. 279 § 28(f), 1955).

Chapter 21.04

SERVICE WITHIN CITY

21.04.010 Title and citation.

This title shall be known and may be cited or referred to as the water ordinance of the city. (Ord. 279 § 1, 1955).

21.04.020 Applicability.

The city will supply and sell water when and as available, both for domestic and commercial use and consumption within and without corporate limits of the city. (Ord. 941 § 1, 1989; Ord. 279 § 2, 1955).

21.04.030 Residential rate.

Water furnished by the city of Fircrest for single-family residential and multiple dwelling units use and consumption within Fircrest city limits shall be furnished through metered connections and shall be charged for on the following basis:

(a) A bimonthly ready to serve charge for each meter regardless of size, per connection, shall be billed in accordance with the following schedule:

Residential and Multiple Dwelling Water Ready to Serve Charge

Year	2017	2018	2019
Ready to Serve Charge	\$34.00	\$35.50	\$37.00

(b) A charge for water consumed through each meter shall be billed in accordance with the following schedule:

Consumption Tier for Residential and Multiple Dwelling Units

	2017	2018	2019
Tier 1 (0 – 1,000 cf)	\$0.0100	\$0.0104	\$0.0109
Tier 2 (1,001 – 4,000 cf)	\$0.0150	\$0.0157	\$0.0163
Tier 3 (4,001 – + cf)	\$0.0250	\$0.0261	\$0.0272

(c) Water furnished by the city of Fircrest for single-family residential and multiple dwelling units use and consumption outside the Fircrest city limits shall be charged as outlined in subsections (a) and (b) of this section with an additional bimonthly surcharge of \$25.00.

(d) All rates and charges imposed by this section shall be collected in full for service furnished during any month or fractional month. (Ord. 1589 § 1, 2016; Ord. 1446 § 1, 2007; Ord. 1365 § 1, 2005; Ord. 1287 § 1, 2001; Ord. 1119 § 1, 1996; Ord. 1086 § 1, 1994; Ord. 1016 § 1, 1992; Ord. 979 § 1, 1990; Ord. 891 § 1, 1988; Ord. 745 § 1, 1980).

21.04.031 Nonresidential rate.

Repealed by Ord. 1365. (Ord. 941 § 2, 1989).

21.04.040 Commercial rate.

Water furnished by the city of Fircrest for commercial or industrial use and consumption within the Fircrest city limits shall be furnished through metered connections and shall be charged for on the following basis:

(a) A bimonthly ready to serve charge for each meter regardless of size, per connection, shall be in accordance with the following schedule:

Commercial Water Ready to Serve Charge

Year	2017	2018	2019
Ready to Serve Charge	\$34.00	\$35.50	\$37.00

(b) A charge for water consumed through each meter shall be in accordance with the following schedule:

Consumption Tier for Commercial Units

	2017	2018	2019
Tier 1 (0 – 2,000 cf)	\$0.0120	\$0.0124	\$0.0129
Tier 2 (2,001 – 4,200 cf)	\$0.0170	\$0.0177	\$0.0183
Tier 3 (4201 – + cf)	\$0.0270	\$0.0281	\$0.0292

(c) Where more than one commercial business or establishment receives water through a single metered connection, each separate commercial business or establishment shall be charged a separate ready to serve charge that will include the same rate schedule as listed above.

(d) All rates and charges imposed by this section shall be collected in full for service furnished during any month or fractional month. (Ord. 1589 § 2, 2016; Ord. 1287 § 2, 2001; Ord. 1119 § 2, 1996; Ord. 1098 § 3, 1995; Ord. 1086 § 2, 1994; Ord. 1016 § 2, 1992; Ord. 979 § 2, 1990; Ord. 891 § 2, 1988; Ord. 745 § 2, 1980).

21.04.050 Separate irrigation service.

Customers are encouraged to separate water service for irrigation from the regular service. When either the residential or commercial customer wishes to do so, a second meter may be installed ahead of the existing meter at the customer's expense; or if additional capacity is required, a new connection will be made with the appropriate connection and general facilities charges being assessed and paid. In either case no additional ready to serve rate will be charged; however, the metered rate for tier 2 in this chapter will be billed. In every case the irrigation service line shall contain a city-approved backflow valve to prevent the flow of groundwater into the regular water line. (Ord. 1589 § 3, 2016; Ord. 1279 § 3, 2001; Ord. 1098 § 4, 1995; Ord. 279 § 5, 1955).

21.04.060 Multiple dwellings defined.

A "multiple dwelling" is defined to be the space provided for the separate occupancy of an individual or family unit with separate living quarters and kitchen. Multiple dwellings shall consist of all places wherein more than one dwelling unit is located and where water is supplied to two or more dwelling units through a single connection to the water lines of the city. (Ord. 1589 § 4, 2016; Ord. 1279 § 4, 2001; Ord. 891 § 3, 1988; Ord. 745 § 3, 1980).

21.04.080 Commercial use of portion of dwelling unit.

Private dwellings in which space is occasionally used for the conduct of business by a person residing therein will be served under the residential meter and rate. The commercial rate shall apply to water furnished to a dwelling which is regularly or primarily used for commercial purposes such as professional or business office, shop or store, studio or other gainful activity wherein the suite has a fixture count of six or more units. (This would be equivalent to an ordinary half bath.) (Ord. 1098 § 5, 1995; Ord. 279 § 8, 1955).

21.04.090 Connection size.

All connections to the water distribution system of the city of Fircrest shall conform to the following and it is unlawful for any person to make, cause to be made, or authorize any other connection to the water distribution system without prior approval of the city:

(a) The minimum connection size shall be three-quarter-inch service line which shall be served with a five-eighths-inch meter.

(b) Where water pressure as determined by the general superintendent is or may be less than 50 pounds per square inch, the connection size shall be not less than one inch. This then will be considered to be a residential equivalent without incremental facility charge being due.

(c) The size of commercial connections shall be determined by the general superintendent; provided, however, that the size of commercial connections may not exceed two inches without prior approval of the city council.

(d) Connections for fire sprinkler systems shall be in such size as may be approved by the city manager or his/her designee.

(e) At each connection, a meter yoke shall be installed at the dwelling or building, whether or not the water shall be furnished through metered connections. (Ord. 1098 § 10, 1995; Ord. 961 § 7, 1990; Ord. 499, 1964; Ord. 408, 1961; Ord. 385, 1960; Ord. 279 § 9, 1955).

21.04.100 Meters – Right of entry.

The city shall have the right to install and maintain meters at any building or premises receiving water from the city whether such water be charged for at the metered rate or not. Authorized city employees shall have the right to enter upon all premises receiving water for the purpose of installing and servicing meters and for the purpose of determining the amount of water consumed. (Ord. 279 § 10, 1955).

21.04.110 Application for service.

Repealed by Ord. 1279. (Ord. 1098 § 6, 1995; Ord. 279 § 11, 1955).

21.04.120 Connections required by the city – Notice to consumer.

If the city changes the point of service of an existing connection through a main upgrade or other change so as to require that an additional or altered connection be made at a particular building or premises, the city shall notify the owner and consumer in writing. The city will install the replacement service line and meter to the property line at no additional expense to the property owner. The property owner will be responsible for the connection to the residence or commercial building. (Ord. 1098 § 7, 1995; Ord. 279 § 12, 1955).

21.04.130 Service connection fee and meter drop-in fee.

A service connection fee or meter drop-in fee shall be charged and collected by the city for each new permanent connection to its water distribution system, which fee shall be paid before any water is furnished through such connection.

The service connection fee will be charged in the event that the city is required to make the physical connection to the existing water main, extend the service line to the property line, and install a complete water meter assembly.

The meter drop-in fee will be charged in the event that a developer makes the physical connection to a new water main, extends the service line to the property line, and installs a water meter assembly, and the city inspects such work and installs the water meter in the water meter assembly. The service connection fees and meter drop-in fees ~~shall take effect January 1, 2009, and~~ will be charged as follows:

(a) Service Connection Fee.

Meter Size	Service Connection Fee
5/8"	\$1,800 <u>\$2,065</u>
1"	\$1,870 <u>\$2,135</u>
1-1/2"	\$2,050 <u>\$2,315</u>
2"	\$2,575 <u>\$2,840</u>

For meters larger than two inches, the fee will be the actual costs of labor and materials for furnishing and installing the connection, plus an amount equal to 25 percent of the cost of labor and materials for overhead. In addition to the fees listed above, an additional fee of \$25.00 per square foot of pavement restoration required for the connection shall be charged based on measurements made at the time of the connection, and the actual costs of any other related costs shall be the responsibility of the property owner, payable to the city prior to final inspection.

The General Facility Charge schedule, as set forth in the following chart, shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton Area ending December of each year to be effective January 1 of the following year.

(b) Meter Drop-In Fee.

Meter Size	Service Connection Fee
5/8"	\$360.00 <u>\$430</u>
1"	\$415.00 <u>\$485</u>
1-1/2"	\$520.00 <u>\$590</u>
2"	\$670.00 <u>\$740</u>

For meters larger than two inches, the fee will be the actual costs of labor and materials for furnishing and installing the meter and conducting the required inspections, plus an amount equal to 25 percent of the cost of labor and materials for overhead.

The General Facility Charge schedule, as set forth in the following chart, shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton Area ending December of each year to be effective January 1 of the following year. (Ord. 1464 § 2, 2008; Ord. 1292 § 2, 2001; Ord. 1279 § 5, 2001; Ord. 1098 § 2, 1995; Ord. 961 § 5, 1990; Ord. 385, 1960; Ord. 279 § 13, 1955).

21.04.140 Temporary service.

Temporary connections to the water distribution system of the city may be made only when authorized in each individual instance by resolution of the city council. Such resolution may specify the amount which shall be paid as a service connection charge prior to making any such connection. Water furnished through temporary connections shall be charged for at the rate applicable to permanent connections. Temporary connections shall be limited to a period of 120 days, and may be extended by the city council for further periods of not to exceed 30 days each upon written request and without additional connection charges. (Ord. 279 § 14, 1955).

21.04.170 Costs of making connection – Extension of mains charge.

(a) Except as hereinafter provided, when an existing water main is available to which an ordinary connection can be made, the city will make all connections to its water distribution system, including the cost of meters, at its own expense, which is offset by the service connection fee.

(b) In the event any water main must be extended to the property to be served before a connection can be made, the applicant shall pay all cost of making such extension in addition to the service connection fee and general facilities charge. All such mains shall run to the far property line of the property involved.

If the city extends the mains, all costs and charges shall be the actual cost to the city, including but not limited to, engineering and preparation of cost estimates, labor plus 15 percent overhead, and supplies and materials. Alternatively, the city may allow a developer to extend the main based on approved engineering drawings with an approved professional engineer certification that the installation meets city and state standards.

The applicant shall pay all charges in advance based on city estimates at the time of application for a building permit.

At the end of the project, the developer shall pay the actual city cost less the estimated cost paid at time of building permit issuance. If the estimated cost exceeds the city's total cost, the balance shall be promptly refunded to the developer. If the estimated cost is insufficient to cover the city's total cost, the developer shall pay the balance prior to issuance of any final inspection or occupancy permit. (Ord. 1279 § 6, 2001; Ord. 1098 § 8, 1995; Ord. 279 § 17, 1955).

21.04.180 Connections to be made by city employees only.

Connections to or disconnections from the water distribution system of the city shall be made only by authorized employees, agents or officials of the city, and it is unlawful for any other person to make or cause to be made any such connection or disconnection.

The city may allow a developer, in conjunction with installation of an approved water main extension, to make connections to the water main extension; provided, that the developer has secured written city approval prior to issuance of a building permit based on city-approved engineering drawings, with an approved professional engineer certification that the connection meets the city and state standards; and provided, that the connections are inspected and approved by an authorized city employee or agent of the city prior to being covered. Should the developer fail to comply with any of the provisions of this section, the project may be shut down unless and until the city has determined that said installation complies with city standards. The actual cost to the city of additional labor and all other costs incurred by the city to enforce compliance shall be paid by the developer prior to approval of the project. (Ord. 1279 § 7, 2001; Ord. 279 § 18, 1955).

21.04.190 Repairs and trouble calls.

Ordinarily the city will not perform service line repairs beyond the meter or off the right-of-way. Occasionally when repairs are being made within these parameters it may be determined that the cause of the trouble is due to some defect on the customer's property. In such case the city at its option may make incidental repairs in the customer's line and bill the owner the actual cost of repairing the same, plus 15 percent. (Ord. 1098 § 9, 1995; Ord. 279 § 19, 1955).

21.04.200 Resale prohibited.

It is unlawful for any person to resell water received from the city. (Ord. 279 § 20, 1955).

21.04.210 City not liable for private damage.

The city shall not be liable for any damage to or which occurs on private property served with water by the city, which results from defective or improper appliances, pipes, conduits or other appurtenances and the fact that agents of the city may have connected or inspected the same at or subsequent to installation shall not operate to make the city liable for any such damage. (Ord. 1279 § 8, 2001; Ord. 279 § 21, 1955).

21.04.240 Fluoridation of water.

A source of fluoridation approved by the State Department of Health shall be added to the water supply of the city of Fircrest under the rules and regulations of the State Board of Health, such addition to be administered in a manner approved by the State Department of Health. (Ord. 323, 1957).

21.04.250 Sprinkling regulations authorized – Penalty for violation.

(a) Authority. Subject to review by the city council, the city manager is empowered to, from time to time and as circumstances require, regulate the use of water for sprinkling purposes in the city of Fircrest; said regulation to deal with:

- (1) Time that sprinkling may be done by hours, and days and months;
- (2) Amounts of water allowed to be used;
- (3) Manner of applying water.

(b) Penalty for Violation. Violation of any of the provisions of this section or regulations enacted hereunder is a misdemeanor. (Ord. 987 § 42, 1991; Ord. 834 § 43, 1986; Ord. 294 §§ 1, 2, 1956).

21.04.260 Severability.

In the event any portion or provision of this chapter is found and held to be invalid, the remaining portions shall not be affected thereby. (Ord. 279 § 26, 1955).

Chapter 21.06

WATER UTILITY CREDIT FOR LOW-INCOME SENIORS AND LOW-INCOME DISABLED PERSONS

Sections:

- 21.06.010 Purpose.
- 21.06.020 Applicability.
- 21.06.030 Bimonthly rate.
- 21.06.040 Renewal.
- 21.06.050 City manager interpretation authority.

21.06.010 Purpose.

The purpose of these regulations is to provide a credit to low-income seniors and low-income disabled persons on their ~~basic~~-water_ ready to service charges. (Ord. 1589 § 5, 2016; Ord. 1493 § 1, 2010).

21.06.020 Applicability.

To city of Fircrest water customers living in one-family or individually billed two-family or multifamily units who have been certified eligible for a low-income senior or low-income disabled person discount by Tacoma Power; and:

(a) Are a single occupant or the head of a household or the spouse of the head of the household; and

(b) Reside in the dwelling unit; and

(c) Are billed or are the spouse of a person billed by the city of Fircrest for water service; and

(d) Customers who have been certified eligible by Tacoma Power for a low-income senior or low-income disabled person discount must provide the city of Fircrest evidence that they are receiving such a discount by Tacoma Power. The discounted rate will begin the first day of the ~~following current~~ bimonthly billing cycle ~~after the date in which~~ the aforementioned evidence is received by the city of Fircrest. If a customer closes the active account and establishes a new account, or if a customer has never applied for the discount rate, then the customer must apply in accordance with the hereinabove criteria. (Ord. 1589 § 6, 2016; Ord. 1493 § 2, 2010).

21.06.030 Bimonthly rate.

Seventy-five percent of the bimonthly ready to serve charge calculated under FMC 21.04.030(a). (Ord. 1589 § 7, 2016; Ord. 1493 § 3, 2010).

21.06.040 Renewal.

During the month of January of each year, in order to continue to receive the water utility credit in the ensuing year, any person receiving a water utility credit from the city of Fircrest, as a low-income senior or a low-income disabled person, shall provide evidence to the city manager or his/her designee that they are still receiving a low-income senior or a low-income disabled person discount from Tacoma Power. (Ord. 1589 § 8, 2016; Ord. 1493 § 4, 2010).

21.06.050 City manager interpretation authority.

The city manager or his/her designee shall have the authority to decide any questions which may arise pertinent to the interpretation and/or the application of the regulations of this chapter. (Ord. 1493 § 5, 2010).

OLD BUSINESS: **General Facilities Charge Schedule of Fees (Sewer)**
ITEM 9B.

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

RECOMMENDED MOTION: I move to adopt Ordinance No. ____, amending Ordinance No. 1465 Section 1 and FMC 20.04.025 General Facilities Charge; amending Ordinance No. 1465 Section 2 and FMC 20.04.030 Service Connection Fees and Inspection Fees; amending Ordinance No. 1588 Section 4 and FMC 20.13.020 Applicability; and amending Ordinance No. 1587 Section 2 and FMC 20.17.020 Applicability.

PROPOSAL: This is a proposal to increase the Sewer System General Facilities Charge (GFC), Service Connection Fees, and inspection fees. Council requested staff to review the City's Sewer System GFC for possible adjustment. Using the 2008 methodology, staff updated the project list and costs, and a CPI (Consumer Price Index) adjuster has been included in the ordinance.

FISCAL IMPACT: The fiscal impact will be to add additional revenue to the water fund to offset the costs of the existing and future improvements based on the future development activity in the City.

ADVANTAGE: Increasing the charges provides for future connections to help pay for the improvements that have occurred since the last increase as well as buy into the existing system. By adjusting this fee on an annual basis with the CPI this allows the fee to remain current.

DISADVANTAGES: Increases the cost to future customers.

ALTERNATIVE: Not increase the fees, which means the future customers would not pay their fair share in buying into the utility. Adjust the fee differently that what is recommended by staff.

HISTORY: In 1995, Ordinance Nos. 1098 and 1099 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 2001, the GFC 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.

This item was brought before the Council for consideration at its September 25, 2018 regular meeting and was tabled to the October 9, 2018 regular meeting.

ATTACHMENTS: [Ordinance](#)
[Title 20 redlined changes](#)

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING ORDINANCE NO. 1465
SECTION 1 AND FMC 20.04.025 GENERAL FACILITIES CHARGE;
AMENDING ORDINANCE NO. 1465 SECTION 2 AND FMC 20.04.030
SERVICE CONNECTION FEES AND INSPECTION FEES;
AMENDING ORDINANCE NO. 1588 SECTION 4 AND FMC 20.13.020
APPLICABILITY; AND AMENDING ORDINANCE NO. 1587
SECTION 2 AND FMC 20.17.020 APPLICABILITY.**

WHEREAS, the City Council of the City of Fircrest determined to increase the General Facilities Charge and system connection fees and inspection fees to more appropriately recover costs associated with connections to the sewer system and the customer's proportionate share of the value of the existing facilities, based on present day values. Now, Therefore,

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

Section 1. Section 1 of Ordinance No. 1465 and FMC 20.04.025 are hereby amended to read as follows:

"20.04.025 General facilities charge. Each connection to the city sanitary sewer system shall be charged a general facilities charge based on the customer's proportionate share of the value of the existing facilities and the planned capital improvements at the time of connection for each property served. The general facilities charge shall be a flat rate of \$5,000 except for business, commercial, and industrial connections.

(a) The general facilities charge for business, commercial, and industrial connections shall be computed by multiplying the base rate of \$5,000 times the meter equivalent, based on the meter size table as follows:

Meter Size	Meter Equivalent	General Facilities Charge
5/8"	1.0	\$5,000
1"	2.5	\$12,500
1-1/2"	5.0	\$25,000
2"	8.0	\$40,000
3"	16.0	\$80,000
4"	25.0	\$125,000

(b) Such general facilities charges shall be credited to the specific premises served and no other property, and the premises shall be noted by address and permanently filed in the records of the city. Properties with existing services shall be considered to have satisfied the general facilities charges; however, change of use shall require payment for any differential in residential equivalents.

(c) The General Facility Charge schedule shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton area ending December of each year to be effective January 1 of the following year."

1 **Section 2.** Section 2 of Ordinance No. 1465 and FMC 20.04.030 are hereby amended to
2 read as follows:

3 “20.04.030 Service Connection Fee and Inspection Fee. A service connection fee or
4 inspection fee, for each residential unit or equivalent, shall be charged and collected by
5 the city for each new permanent connection to its sewer collection system. The service
6 connection fee will be charged in the event that the city is required to make the physical
7 connection to the existing sewer main and extend the service line to the property line.
8 The inspection fee will be charged in the event that a developer makes the physical
9 connection to a new or existing sewer main, extends the service line to the property line,
10 completes all surface restoration, and the city inspects said work. The service connection
11 fees and inspection fees shall be charged as follows:

- 12 (a) Service Connection Fee: \$2,450. In addition to the service connection fee, an
13 additional fee of \$25.00 per square foot of pavement restoration required for the
14 connection shall be charged based on measurements made at the time of connection,
15 and the actual cost of any other related work shall be the responsibility of the
16 property owner payable to the city prior to final inspection.
- 17 (b) The Service Connection Fee shall be updated annually at a rate adjusted in
18 accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton
19 area ending December of each year to be effective January 1 of the following year.
- 20 (c) Inspection Fee: \$350.00.
- 21 (d) The Inspection Fee shall be updated annually at a rate adjusted in accordance with
22 the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton area ending
23 December of each year to be effective January 1 of the following year.

24 **Section 3.** Section 4 of Ordinance No. 1588 and FMC 20.13.020 are hereby amended
25 to read as follows:

26 “20.13.020 Applicability. To city of Fircrest sewer customers living in one-family or
27 individually billed two-family or multifamily units who have been certified eligible for
28 a low-income senior or low-income disabled person discount by Tacoma Power; and:

- 29 (a) Are a single occupant or the head of a household or the spouse of the head of the
30 household; and
- 31 (b) Reside in the dwelling unit; and
- 32 (c) Are billed or are the spouse of a person billed by the city of Fircrest for sewer
service; and

1 (d) Customers who have been certified eligible by Tacoma Power for a low-income
2 senior or low-income disabled person discount must provide the city of Fircrest
3 evidence that they are receiving such a discount by Tacoma Power. The discounted
4 rate will begin the first day of the current bimonthly billing cycle in which the
5 aforementioned evidence is received by the city of Fircrest. If a customer closes the
active account and establishes a new account, or if a customer has never applied for
the discount rate, then the customer must apply in accordance with the hereinabove
criteria.”

6 **Section 4.** Section 2 of Ordinance No. 1587 and FMC 20.17.020 are hereby amended
7 to read as follows:

8 “20.17.020 Applicability. To city of Fircrest storm drain customers living in one-family
9 or individually billed two-family or multifamily units who have been certified eligible
10 for a low-income senior or low-income disabled person discount by Tacoma Power;
and:

11 (a) Are a single occupant or the head of a household or the spouse of the head of the
12 household; and

13 (b) Reside in the dwelling unit; and

14 (c) Are billed or are the spouse of a person billed by the city of Fircrest for stormwater
15 service; and

16 (d) Customers who have been certified eligible by Tacoma Power for a low-income
17 senior or low-income disabled person discount must provide the city of Fircrest
18 evidence that they are receiving such a discount by Tacoma Power. The discounted
19 rate will begin the first day of the current bimonthly billing cycle in which the
20 aforementioned evidence is received by the city of Fircrest. If a customer closes the
active account and establishes a new account or if a customer has never applied for
the discount rate, then the customer must apply in accordance with the hereinabove
criteria.”

21 **Section 5.** Severability. If any section, sentence, clause, or phrase of this ordinance
22 should be held invalid or unconstitutional by a court of competent jurisdiction, such
23 invalidity or unconstitutionality shall not affect the validity or constitutionality of any
other section, sentence, clause, or phrase of this sentence.

24 **Section 6.** Publication and Effective Date: A summary of this ordinance consisting of
25 its title shall be published in the official newspaper of the city. This ordinance shall be
effective five (5) days after such publication.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this 9th day of October 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**DATE OF PUBLICATIONS:
EFFECTIVE DATE:**

Chapter 20.04

CONNECTIONS*

20.04.010 Connection to system required.

Every building in the city wherein sewage is or may be produced shall be connected to the sewerage system of the city, and it is unlawful for any person to occupy or use any such building which is not so connected or equipped, or to install, maintain or use any septic tank, cesspool, outhouse or other means of sewage disposal not herein made permissible.

All residential sewer service lines shall be not less than four inches in diameter, and all sewer mains shall be not less than eight inches in diameter. (Ord. 1280 § 1, 2001; Ord. 913 § 1, 1988; Ord. 116 § 1, 1947).

20.04.020 Sewage defined – Discharge of storm sewage into sanitary systems prohibited.

The term “sewage” as used in this chapter shall mean and include all liquid or solid human waste material that drains from any toilet, washbasin, sink, laundry tray, shower, bathtub or other plumbing fixtures employed to promote cleanliness and health.

Storm sewage is expressly excluded from this definition and it shall be unlawful for any person to discharge or cause to be discharged any storm sewage into the sanitary sewers of the city of Fircrest. (Ord. 1280 § 2, 2001; Ord. 116 § 2, 1947).

20.04.025 General facilities charge.

Each connection to the city sanitary sewer system shall be charged a general facilities charge based on the customer’s proportionate share of the value of the existing facilities and the planned capital improvements at the time of connection for each property served. Effective January 1, 2009, The general facilities charge shall be a flat rate of ~~\$4,000~~ \$5,000 except for business, commercial and industrial connections.

- a) The general facilities charge for business, commercial, and industrial connections shall be computed by multiplying the base rate of ~~\$4,000~~ \$5,000 times the meter equivalent, based on the meter size table as follows:

Meter Size	Meter Equivalent	General Facilities Charge
5/8"	1.0	\$4,000 <u>\$5,000</u>
1"	2.5	\$10,000 <u>\$12,500</u>
1-1/2"	5.0	\$20,000 <u>\$25,000</u>
2"	8.0	\$32,000 <u>\$40,000</u>
3"	16.0	\$64,000 <u>\$80,000</u>
4"	25.0	\$100,000 <u>\$125,000</u>

- a)b) Such general facilities charges shall be credited to the specific premises served and no other property, and the premises shall be noted by address and permanently filed in the records of the city. Properties with existing services shall be considered to have satisfied the general facilities charges; however, change of use shall require payment for any differential in residential equivalents. (Ord. 1465 § 1, 2008; Ord. 1293 § 1, 2001; Ord. 1280 § 3, 2001; Ord. 1099 § 2, 1995).

- b)c) The General Facility Charge schedule, as set forth in the following chart, shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton Area ending December of each year to be effective January 1 of the following year..

20.04.030 Service connection fee and inspection fee.

A service connection fee or inspection fee, for each residential unit or equivalent, shall be charged and collected by the city for each new permanent connection to its sewer collection system. The service connection fee will be charged in the event that the city is required to make the physical connection to the existing sewer main and extend the service line to the property line. The inspection fee will be charged in the event that a developer makes the physical connection to a new or existing sewer main, extends the service line to the property line, completes all surface restoration, and the city inspects said work. The service connection fees and inspection fees shall ~~take effect January 1, 2009, and shall~~ be charged as follows:

(a) ~~(a)~~ Service connection fee: ~~\$2,150~~ **\$2,450**. In addition to the service connection fee, an additional fee of \$25.00 per square foot of pavement restoration required for the connection shall be charged based on measurements made at the time of connection, and the actual cost of any other related work shall be the responsibility of the property owner payable to the city prior to final inspection.

~~(b) The service connection fee, as set forth above, shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton Area ending December of each year to be effective January 1 of the following year.~~

~~(b)-(c)~~ Inspection fee: ~~\$275.00~~ **\$350**. (Ord. 1465 § 2, 2008; Ord. 1293 § 3, 2001; Ord. 1280 § 4, 2001; Ord. 1099 § 1, 1995; Ord. 961 § 1, 1990; Ord. 913 § 2, 1988; Ord. 116 § 3, 1947).

~~(d) The inspection fee, shall be updated annually at a rate adjusted in accordance with the Consumer Price Index (CPI-W) for Seattle-Tacoma-Bremerton Area ending December of each year to be effective January 1 of the following year.~~

20.04.035 Costs of making connection – Extension of sewer mains.

When any sewer main must be extended to the property to be served before a connection can be made, the applicant shall pay the cost of making such extension in addition to the service connection fee and general facilities charge. All mains extended shall run to the far property line of the premises involved.

If the city extends the mains, all costs and charges shall be the actual cost to the city, including but not limited to, engineering and preparation of estimates, labor plus 25 percent for overhead and materials. Alternatively, the city may allow a developer to extend the main based on approved engineering drawings with an approved professional engineer certification that the installation meets city and state standards.

The applicant shall pay all charges in advance based on city estimates at the time of application for a building permit.

At the end of the project, the developer shall pay the actual city cost less the estimated cost paid at the time of building permit issuance. If the estimated cost exceeds the city's total cost, the balance shall be promptly refunded to the developer. If the estimated cost is insufficient to cover the city's total cost, the developer shall pay the balance prior to issuance of any final inspection or occupancy permit. (Ord. 1293 § 4, 2001; Ord. 1280 § 5, 2001; Ord. 1099 § 3, 1995).

20.04.040 Authorized person to connect.

The city may allow a developer or contractor to make connections to sewer mains; provided, that the developer or contractor has secured written city approval prior to issuance of a building permit based on city-approved drawings; and provided, that the connections are inspected and approved by an authorized city employee or agent of the city prior to being covered. Should the developer or contractor fail to comply with any of the provisions of this section, the city may shut down the project unless and until the city has determined that said installation complies with city standards. The actual cost to the city of additional labor plus 15 percent overhead and all other costs incurred by the city to enforce compliance shall be paid by the developer or contractor prior to approval of the project. (Ord. 1285 § 1, 2001; Ord. 1280 § 6, 2001; Ord. 913 § 3, 1988; Ord. 376, 1960; Ord. 116 § 4, 1947).

20.04.045 City not liable for private damage.

The city shall not be liable for any damage to or which occurs on private property served with sewers by the city, which results from defective or improper appliances, pipes, conduits or other appurtenances and the fact that agents of the city may have connected or inspected the same at or subsequent to installation shall not operate to make the city liable for any such damage. (Ord. 1280 § 7, 2001).

20.04.050 Procedure for application submission and approval of plans and issuance of permit.

Repealed by Ord. 1280. (Ord. 1099 § 4, 1995; Ord. 961 § 2, 1990; Ord. 913 § 4, 1988; Ord. 376, 1960; Ord. 116 § 5, 1947).

20.04.060 Buildable lot defined – Separate connection fee – Exceptions.

Each buildable lot shall be subject to a separate connection fee, general facilities charge and a separate monthly sewer charge based upon the site's use when connected to the city sewer system whether or not held in sole ownership. For the purpose of this provision, a "buildable lot" shall mean an area sufficient in size to permit the use or development thereof for any purpose authorized by the applicable land use regulations. Where applicant owns or acquires more than one building lot and uses and develops the whole as one buildable lot, only one general facilities charge, one connection fee, and one monthly charge shall be made for the entire area, subject, however, to additional general facilities charge, connection fee and monthly fee if segregated or the use is changed at a later date. (Ord. 1280 § 9, 2001; Ord. 1099 § 5, 1995; Ord. 913 § 5, 1988; Ord. 116 § 6, 1947)

20.04.070 Compliance with health department requirements.

Notwithstanding any minimum requirements for the installation of such sewer lines and connections to the city sewer system imposed by the city, said sewer lines and connections shall, in all respects, comply with the requirements of the county and state health

departments, including but not limited to the certificate of sewer availability. (Ord. 1280 § 10, 2001; Ord. 913 § 6, 1988; Ord. 116 § 7, 1947).

20.04.080 Failure of septic tank owner to make connection to city sewer system.

Existing buildings presently connected to functional septic systems shall be required to connect to the city sewerage system in the following situations:

- (a) When any portion of the on-site system fails, functions improperly, or needs replacement. This requirement may be tempered through an engineering feasibility study.
- (b) Whenever community or neighborhood sewer system is extended by local improvement methods or by other means becomes reasonably available.
- (c) Where property is adjacent to presently existing accessible sewer mains, connections shall be made within a five-year period from date of the ordinance codified in this section or future annexation ordinance.

Whenever the conditions and circumstances which led to the installation of a septic tank within the city of Fircrest become abated and a connection to the sewage system becomes possible under the provisions of this chapter, the city shall require that such connection be made in the manner herein provided after notice to the person or persons affected. In the event such person or persons fails to make application for such connection within 90 days after the giving of the notice by the city, the city shall make such connection and shall charge the cost thereof to the person or persons affected. All parties connecting shall pay service connection fees, general facilities charges and other related charges for a sewer connection, pursuant to the ordinances of the city of Fircrest, and the city shall have all remedies provided by law for collection of such costs and charges. (Ord. 1099 § 6, 1995; Ord. 913 § 14, 1988; Ord. 651, 1973; Ord. 116 § 8, 1947).

20.04.090 Penalty for violation.

Violation of any of the terms of this chapter is made and declared to be a misdemeanor. (Ord. 987 § 41, 1991; Ord. 834 § 42, 1986; Ord. 116 § 9, 1947).

20.04.100 Severability.

Should any portion of this chapter be held invalid, the remaining portions shall not be thereby affected. (Ord. 116 § 10, 1947).

20.04.110 Lines not to cross another's private property.

No connection shall be made to the city sewer system where any portion of the line to serve the applicant's property must cross over private property belonging to third parties, private easements being unacceptable. Whenever possible all connections must be made from applicant's property to lines within public streets or roads. (Ord. 1280 § 11, 2001; Ord. 913 § 7, 1988).

20.04.120 Liability for maintenance and repair.

Applicants and/or users of a private service line connected to the city sewer system shall be responsible for the maintenance and repairs of all private service lines serving their property, and the costs thereof, up to the point of and including the connection to the sewer system of the city. All maintenance and repairs of sewer mains lying within public or private streets, and the costs thereof, shall be made by the city. (Ord. 1280 § 12, 2001; Ord. 913 § 8, 1988).

20.04.130 Standards of sewage.

No sewage may be discharged into the Fircrest sewage system which does not conform to the standards of sewage adopted by ordinance and to the standards as set forth in the Construction Standards and Specifications of the American Public Works Association Uniform Code. All such sewage shall be of domestic quality, including sewage from normal and usual commercial establishments, but excluding industrial wastes or other sewage considered harmful to sewage systems or treatment plants. (Ord. 913 § 9, 1988).

20.04.140 Plumbing standards.

No homes, buildings or establishments can connect to the Fircrest sewer system unless the sewer plumbing in said home, building or establishment conforms to the most rigid of the following standards:

- (a) Uniform Plumbing Code and applicable city codes; or
- (b) Construction Standards and Specifications of the American Public Works Association Uniform Codes, as now enacted or hereafter amended. (Ord. 1280 § 13, 2001; Ord. 913 § 10, 1988).

20.04.150 Inspection of plumbing and sewage.

The city shall have the right to inspect any and all sewer connections, or applications therefor, to determine whether or not their plumbing installations and sewage discharge conform to the requirements of the governing sewer ordinances of the city, and in connection therewith to conduct such tests as may be appropriate for such inspection. (Ord. 1280 § 14, 2001; Ord. 913 § 11, 1988).

20.04.160 Violations of plumbing or sewage standards.

No connection shall be permitted to the Fircrest sewer system by any house, building or establishment which does not conform to the plumbing and sewage standards as above specified, and any house, building or establishment connected to the Fircrest sewer system which fails hereafter to meet the plumbing and/or sewage standards specified may be disconnected from the Fircrest sewer system unless and until the property owner makes such changes as may be necessary to conform to such standards within a reasonable period of time, which shall not exceed 30 days from date of notification from the city. (Ord. 913 § 12, 1988).

20.04.170 When additional or different terms and conditions can be imposed.

Where application is made for sewer connection to serve commercial properties, or properties to be used for other than a single-family residence, or where the use of a property being served hereunder is changed from a single-family residence to a different use, the city council, if it approves such application or change of use, shall impose such terms and conditions, connection fees, general facility charges, and/or other charges, than herein provided as the city council determines circumstances indicate shall be appropriate. (Ord. 1280 § 15, 2001; Ord. 913 § 13, 1988).

Chapter 20.13

SEWER UTILITY CREDIT FOR LOW-INCOME SENIORS AND LOW-INCOME DISABLED PERSONS

Sections:

- 20.13.010 Purpose.
- 20.13.020 Applicability.
- 20.13.030 Bimonthly rate.
- 20.13.031 Renewal.
- 20.13.040 City manager interpretation authority.

20.13.010 Purpose.

The purpose of these regulations is to provide a credit to low-income seniors and low-income disabled persons on their sewer service base charge and sewer treatment user charge. (Ord. 1588 § 3, 2016; Ord. 1494 § 2, 2010).

20.13.020 Applicability.

To city of Fircrest sewer customers living in one-family or individually billed two-family or multifamily units who have been certified eligible for a low-income senior or low-income disabled person discount by Tacoma Power; and:

(a) Are a single occupant or the head of a household or the spouse of the head of the household; and

(b) Reside in the dwelling unit; and

(c) Are billed or are the spouse of a person billed by the city of Fircrest for sewer service; and

(d) Customers who have been certified eligible by Tacoma Power for a low-income senior or low-income disabled person discount must provide the city of Fircrest evidence that they are receiving such a discount by Tacoma Power. The discounted rate will begin the first day of the ~~following current~~ bimonthly billing cycle ~~after the date~~ in which the aforementioned evidence is received by the city of Fircrest. If a customer closes the active account and establishes a new account, or if a customer has never applied for the discount rate, then the customer must apply in accordance with the hereinabove criteria. (Ord. 1588 § 4, 2016; Ord. 1494 § 3, 2010).

20.13.030 Bimonthly rate.

Seventy-five percent of the bimonthly sewer service base charge and 75 percent of the bimonthly treatment user charge calculated under FMC 20.12.010(a). (Ord. 1588 § 5, 2016; Ord. 1494 § 4, 2010).

20.13.031 Renewal.

During the month of January of each year, in order to continue to receive the sewer utility credit in the ensuing year, any person receiving a sewer utility credit from the city of Fircrest, as a low-income senior or a low-income disabled person, shall provide evidence to the city manager or his/her designee that they are still receiving a low-income senior or a low-income disabled person discount from Tacoma Power. (Ord. 1588 § 6, 2016).

20.13.040 City manager interpretation authority.

The city manager or his/her designee shall have the authority to decide any questions which may arise pertinent to the interpretation and/or the application of the regulations of this chapter. (Ord. 1494 § 5, 2010).

Chapter 20.17

STORM DRAIN CREDIT FOR LOW-INCOME SENIORS AND LOW-INCOME DISABLED PERSONS

Sections:

- 20.17.010 Purpose.
- 20.17.020 Applicability.
- 20.17.030 Bimonthly rate.
- 20.17.031 Renewal.
- 20.17.040 City manager interpretation authority.

20.17.010 Purpose.

The purpose of these regulations is to provide a credit to low-income seniors and low-income disabled persons on their basic storm drain charges. (Ord. 1587 § 2, 2016).

20.17.020 Applicability.

To city of Fircrest storm drain customers living in one-family or individually billed two-family or multifamily units who have been certified eligible for a low-income senior or low-income disabled person discount by Tacoma Power; and:

- (a) Are a single occupant or the head of a household or the spouse of the head of the household; and
- (b) Reside in the dwelling unit; and
- (c) Are billed or are the spouse of a person billed by the city of Fircrest for stormwater service; and
- (d) Customers who have been certified eligible by Tacoma Power for a low-income senior or low-income disabled person discount must provide the city of Fircrest evidence that they are receiving such a discount by Tacoma Power. The discounted rate will begin the first day of the ~~following current~~ bimonthly billing cycle ~~after the date in which~~ the aforementioned evidence is received by the city of Fircrest. If a customer closes the active account and establishes a new account or if a customer has never applied for the discount rate, then the customer must apply in accordance with the hereinabove criteria. (Ord. 1587 § 2, 2016).

20.17.030 Bimonthly rate.

Seventy-five percent of the minimum bimonthly charge calculated under FMC 20.16.030. (Ord. 1587 § 2, 2016).

20.17.031 Renewal.

During the month of January of each year, in order to continue to receive the stormwater utility credit in the ensuing year, any person receiving a stormwater utility credit from the city of Fircrest, as a low-income senior or a low-income disabled person, shall provide evidence to the city manager or his/her designee that they are still receiving a low-income senior or a low-income disabled person discount from Tacoma Power. (Ord. 1587 § 2, 2016).

20.17.040 City manager interpretation authority.

The city manager or his/her designee shall have the authority to decide any questions which may arise pertinent to the interpretation and/or the application of the regulations of this chapter. (Ord. 1587 § 2, 2016).

OLD BUSINESS: Utility Billing Fee Adjustment – Title 17.04
ITEM 9C.

FROM: Jerry Wakefield, Public Works Director

RECOMMENDED MOTION: I move to adopt Ordinance No. ____, amending Ordinance No. 1594 Section 1 and FMC 17.04.005 Creation of Accounts – Deposits on Renter-Occupied Premises; amending Ordinance No. 1352 Section 1 and FMC 17.04.007 Account Set-Up Fees; amending Ordinance No. 1307 and FMC Section 2 and FMC 17.04.027 Leak Adjustments; amending Ordinance No. 1307 Section 3 and FMC 17.04.030 Bills Delinquent; amending Ordinance No. 1307 Section 4 and FMC 17.04.045 Notice of Delinquent Account; amending Ordinance No. 1591 Section 5 and FMC 17.04.057 Service Charge for Unpaid or Dishonored Payments; and amending Ordinance No. 1591 Section 6 and FMC 17.04.070 Disconnection/Reconnection of Utility Services.

PROPOSAL: The Council is being asked to consider amending the Fircrest Municipal Code Title 17 regarding Uniform Utility Billing and Collection System that affects the deposits on renter-occupied premises (FMC 17.04.005), account set-up fees (FMC 17.04.007), leak adjustments (FMC 17.04.027), bills delinquent (FMC 17.04.030), service charge for unpaid or dishonored payments (FMC 17.04.057), and disconnection/reconnection of utility services (FMC 17.04.070).

FISCAL IMPACT: The fiscal impact will be to add a small amount of revenue to the water fund to offset the costs of the existing fees.

ADVANTAGE: The advantage is to keep our fee structure current with the times and help cover the cost of this service.

DISADVANTAGES: Customers will see a slight increase in fees.

ALTERNATIVE: Not to increase the fees and subsidize the cost of the costs with the remaining water fund.

HISTORY: The fees were original set in 2001. There has not been a fee adjustment since. A study was done by the public works staff to see what the actual costs would be to provide the services. The staff also evaluated other utilities costs in comparison of these fees. Adjustment to the fees are recommended as a result of this work.

This item was brought before the Council for consideration at its September 25, 2018 regular meeting and was postponed to the October 9, 2018 regular meeting to be clarified as ordinance changes to the Utility Billing Fee Adjustments.

ATTACHMENTS: [Ordinance](#)
[Title 17 redlined changes](#)

**CITY OF FIRCREST
ORDINANCE NO. ____**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, AMENDING ORDINANCE NO. 1594 SECTION 1 AND FMC 17.04.005 CREATION OF ACCOUNTS – DEPOSITS ON RENTER-OCCUPIED PREMISES; AMENDING ORDINANCE NO. 1352 SECTION 1 AND FMC 17.04.007 ACCOUNT SET-UP FEES; AMENDING ORDINANCE NO. 1307 AND FMC SECTION 2 AND FMC 17.04.027 LEAK ADJUSTMENTS; AMENDING ORDINANCE NO. 1307 SECTION 3 AND FMC 17.04.030 BILLS DELINQUENT; AMENDING ORDINANCE NO. 1307 SECTION 4 AND FMC 17.04.045 NOTICE OF DELINQUENT ACCOUNT; AMENDING ORDINANCE NO. 1591 SECTION 5 AND FMC 17.04.057 SERVICE CHARGE FOR UNPAID OR DISHONORED PAYMENTS; AND AMENDING ORDINANCE NO. 1591 SECTION 6 AND FMC 17.04.070 DISCONNECTION/RECONNECTION OF UTILITY SERVICES.

WHEREAS, the City Council of the City of Fircrest determined to increase the general fees associated with account set up fees, leak adjustment fees, delinquent account fees, and dishonored payments to more closely cover the cost of those services, based on present day values. Now, Therefore,

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

Section 1. Section 1 of Ordinance No. 1594 and FMC 17.04.005 are hereby amended to read as follows:

“17.04.005 Creation of accounts – Deposits on renter-occupied premises. At the time an account for either residential or commercial renter-occupied premises is requested and before it is authorized, the city manager or his/her designee shall require that the person requesting services deposit with the city a sum of money, for each service provided, as follows:

Water	\$50.00
Sewer	\$180.00
Stormwater	\$45.00

This provision does not in any way affect the property owner’s liability for charges or the lien rights of the city against the premises to which the services are furnished as provided in FMC 17.04.080. Nothing in this chapter shall prevent the city from requiring additional or new deposits, when the conditions so warrant.”

1 **Section 2.** Section 1 of Ordinance No. 1352 and FMC 17.04.007 are hereby amended to
2 read as follows:

3 “17.04.007 Account set-up fees. At the time a new account is requested to be
4 established, there shall be an additional assessment to the account holder for recovering
the costs of establishing said account for each requested utility as follows:

5 Water Service \$8.00

6 Stormwater Service \$3.00

7 Sewer Service \$3.00”

8
9 **Section 3.** Section 2 of Ordinance No. 1307 and FMC 17.04.027 are hereby amended
to read as follows:

10 “17.04.027 Leak adjustments. When excessive water meter registration is caused by a
11 water leak within or abutting upon the premises without the knowledge of the customer,
12 an adjustment may be made upon written application for one billing cycle during a 12-
month period and after repairs have been made. The basis for adjustment shall be the
13 normal consumption under similar operating conditions.

14 (a) If the dollar amount of the adjustment for water is equal to or greater than \$25.00
15 the customer shall be eligible for an adjustment; if it is less than \$25.00, the customer
will not be eligible for an adjustment.

16 (b) A billing adjustment as a result of a leak will be made for one billing period, if a
17 leak adversely affects two billing cycles and the customer showed due diligence in
fixing the leak in a timely manner, a customer can request consideration for an
18 additional adjustment to be considered under extreme extenuating circumstances.

19 (c) Payment of the bill, which includes the leak, is due on the date stated on the bill.”

20 **Section 4.** Section 3 of Ordinance No. 1307 and FMC 17.04.030 are hereby amended
21 to read as follows:

22 “17.04.030 Bills delinquent. If the bill rendered as provided in FMC 17.04.020 is not
23 paid when due, it shall be considered delinquent and a penalty fee of 10 percent of the
outstanding balance on all accounts with an outstanding balance greater than \$10.00
24 shall be added to the delinquent account not less than 10 days after the due date.”

25 **Section 5.** Section 4 of Ordinance No. 1307 and FMC 17.04.045 are hereby amended
26 to read as follows:

27 “17.04.045 Notice of delinquent account.

28 (a) Notice. If an account for utility service remains delinquent beyond seven days, the
city shall notify the customer that service will be disconnected without further notice
29 unless the delinquent account and all penalties are immediately paid in full, or
special arrangements are made in accordance with FMC 17.04.050. Delivery of the
notice shall occur in a way reasonably calculated to apprise the customer of the
30 notice’s contents. Written notice shall be conspicuously attached to the premises to
which service is furnished, and an additional fee of \$15.00 shall be assessed to the
31

1 account holder for providing personal service of this notice. The notice shall also
2 inform the customer of the date on which service may be disconnected, which shall
3 be not less than 48 hours following delivery of the notice. The notice of delinquent
4 account shall further state that if the consumer has questions or disputes concerning
5 the amount of payment due, he or she may appeal to the city manager, or authorized
6 designee, whose address and telephone number shall be stated on the notice of
7 delinquent account.

8 (b) Disconnection of Service. If no notice is made to the city that the bill is disputed
9 prior to the time indicated in the customer's notice as the date on which service may
10 be disconnected, the city shall proceed by disconnecting water service to the
11 delinquent customer's premises. All reconnections of service shall be subject to the
12 provisions and fees outlined in FMC 17.04.070."

13 **Section 6.** Section 5 of Ordinance No. 1591 and FMC 17.04.057 are hereby amended
14 to read as follows:

15 "17.04.057 Service charge for unpaid or dishonored payments. A service charge of
16 \$40.00 shall be imposed upon any customer who, in full or partial payment of a city
17 utility bill, tenders a payment drawn on or processed by a bank or other financial entity,
18 which is thereafter returned to the city, for any reason, resulting in a dishonored payment
19 to cover the additional costs to the city thereby entailed."

20 **Section 7.** Section 6 of Ordinance No. 1591 and FMC 17.04.070 are hereby amended
21 to read as follows:

22 17.04.070 Disconnection/reconnection of utility services. Should a customer fail to pay
23 a delinquent bill pursuant to FMC 17.04.030, the city manager, or his/her designee, shall
24 immediately cause the particular utility's services to be cut off from the premises. Such
25 services shall be reconnected to the premises only upon full payment of all delinquent
26 utility charges, and correction of any fraudulent, illegal or unauthorized use or abuse of
27 any utility service, applicable to the particular premises, irrespective of who may have
28 incurred the charges or who may have been responsible for the fraudulent, illegal or
29 unauthorized use or abuse of utility services. In addition, one single reconnection fee of
30 \$30.00 shall be charged and paid prior to the reconnection of any utility service that was
31 actually shut off and discontinued and that will require such reconnection to be made
32 during regular working hours.

An additional charge of \$130.00 shall be assessed for reconnections made at a
customer's request outside of regular working hours. After-hours reconnections shall
only be performed after authorization is received from the city manager, or his/her
designee. Failure to comply with any and all provisions made will result in termination
of water services without further notice."

Section 8. Severability. If any section, sentence, clause, or phrase of this ordinance
should be held invalid or unconstitutional by a court of competent jurisdiction, such
invalidity or unconstitutionality shall not affect the validity or constitutionality of any
other section, sentence, clause, or phrase of this sentence.

Section 9. Publication and Effective Date: A summary of this ordinance consisting of
its title shall be published in the official newspaper of the city. This ordinance shall be
effective five (5) days after such publication.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this 9th day of October 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**DATE OF PUBLICATIONS:
EFFECTIVE DATE:**

Chapter 17.04

UNIFORM UTILITY BILLING AND COLLECTION SYSTEM

17.04.003 Authorized officers designated.

(a) The city manager, or authorized designee, shall keep an account for water, sewer and stormwater service used by any person, business, or other entity within the city service area. Such services shall be paid for by every utility account within the city's service area.

(b) The city manager, or authorized designee, shall place against these accounts all charges for water, sewer and stormwater service that are to be paid by every utility account, when these services are used by such person, business or other entity. Any service charges or other charges that are connected with the provision of utility services shall likewise be placed against these accounts. All charges shall be made in accordance with the terms of those ordinances of the city establishing the rates and fees for such services. (Ord. 1591 § 1, 2016; Ord. 1299 § 1, 2001; Ord. 1225 § 1, 1999; Ord. 966 § 1, 1990).

17.04.005 Creation of accounts – Deposits on renter-occupied premises.

At the time an account for either residential or commercial renter-occupied premises is requested and before it is authorized, the city manager or his/her designee shall require that the person requesting services deposit with the city a sum of money, for each service provided, as follows:

Water	\$45.00 <u>\$50.00</u>
Sewer	\$175.00 <u>\$180.00</u>
Stormwater	\$40.00 <u>\$45.00</u>

This provision does not in any way affect the property ~~owner~~ owners liability for charges or the lien rights of the city against the premises to which the services are furnished as provided in FMC 17.04.080. Nothing in this chapter shall prevent the city from requiring additional or new deposits, when the conditions so warrant. (Ord. 1594 § 1, 2017; Ord. 1307 § 1, 2002; Ord. 1070 § 1, 1994; Ord. 966 § 2, 1990).

17.04.007 Account set-up fees.

At the time a new account is requested to be established, there shall be an additional assessment to the account holder for recovering the costs of establishing said account for each requested utility as follows:

~~\$6.50- for water~~ Water service ~~Service;~~ \$8.00

~~\$2.50- \$3.00 for stormwater~~ Stormwater service ~~Service;~~ \$3.00

~~\$2.50- \$3.00 for sewer~~ Sewer service ~~Service-~~ \$3.00 (Ord. 1352 § 1, 2004).

17.04.010 Billing generally.

There shall be one uniform billing and collection procedure for all city utility services, including but not limited to water, sewer, and stormwater. (Ord. 1591 § 2, 2016; Ord. 1299 § 2, 2001; Ord. 1225 § 2, 1999; Ord. 966 § 3, 1990; Ord. 643 § 1, 1972).

17.04.020 Bills – Preparation, delivery.

(a) The city shall cause a single utility bill, covering all utility services that are furnished by or through the city during the preceding month or accounting period, to be prepared and rendered on a bimonthly basis to each customer of utility service either within or outside the city limits.

(b) Such bill shall be due and payable by the last day of the month from and after the date of mailing.

(c) Once prepared, this bill shall be delivered to the customer by either depositing it in the United States mail and/or by electronic means, addressed either to the address shown on the application for utility service or to any change of address that has been submitted by the customer to the city.

(d) Deposit in the United States mail or electronically made available pursuant to subsection (c) of this section shall be deemed full and complete notice to the customer of the nature and amount of any particular utility billing. (Ord. 1591 § 3, 2016; Ord. 1299 § 3, 2001; Ord. 1194 § 1, 1998; Ord. 966 § 4, 1990; Ord. 643 § 2, 1972).

17.04.025 Budget payment plan.

The city manager, or authorized designee, is hereby authorized to create and implement a budget payment plan in accordance with state law. Such a plan shall permit the authorized customer to make payments of utility charges on an annual averaged basis rather than on a bimonthly basis, with at least one annual adjustment to ensure that the amount paid on an annual basis reflects the actual charges incurred. (Ord. 1299 § 4, 2001; Ord. 966 § 5, 1990).

17.04.027 Leak adjustments.

When excessive water meter registration is caused by ~~broken or leaking~~ a water ~~leak service pipes~~ within or abutting upon the premises without the knowledge of the customer, an adjustment may be made upon written application for one ~~billing cycle month~~ only in the case of monthly billing and for two months in the case of bimonthly billing during a 12-month period and after repairs have been made. The basis for adjustment shall be the normal consumption under similar operating conditions.

(b) If the dollar amount of the adjustment for water is equal to or greater than \$25.00 the customer shall be eligible for an adjustment, if it is less than \$25.00 the customer will not be eligible for an adjustment.

(c) A billing adjustment as a result of a leak will be made for one billing period, if a leak adversely affects two billing cycles and the customer showed due diligence in fixing the leak in a timely manner, a customer can request consideration for an additional adjustment to be considered under extreme extenuating circumstances.

(d) Payment of the bill which includes the leak is due on the date stated on the bill. (Ord. 1307 § 2, 2002).

17.04.030 Bills delinquent.

If the bill rendered as provided in FMC 17.04.020 is not paid when due, it shall be considered delinquent ~~10 days after the due date~~ and a penalty fee of 10 percent of the outstanding balance on all accounts with an outstanding balance greater than \$10.00 shall be added to the delinquent account not less than 10 days after the due date. (Ord. 1307 § 3, 2002; Ord. 1299 § 5, 2001; Ord. 966 § 6, 1990; Ord. 643 § 3, 1972).

17.04.040 Payment delinquent – Service discontinued.

In the absence of any special arrangement or agreement with the city concerning payment, if a utility bill or any part thereof remains delinquent and unpaid a special notice to the effect that if the delinquent utility charges, together with the prior delinquent charges, are not paid in full within seven days from the date of mailing of the special notice, the city shall, within 48 hours thereafter, proceed to shut off and discontinue utility services to the premises until all utility charges are paid in full. (Ord. 1299 § 6, 2001; Ord. 966 § 7, 1990; Ord. 643 § 4, 1972).

17.04.045 Notice of delinquent account.

(a) Notice. If an account for utility service remains delinquent beyond seven days, the city shall notify the customer that service will be disconnected without further notice unless the delinquent account and all penalties are immediately paid in full, or special arrangements are made in accordance with FMC 17.04.050. Delivery of the notice shall occur in a way reasonably calculated to apprise the customer of the notice's contents. Written notice shall be conspicuously attached to the premises to which service is furnished, and an additional fee of ~~\$9.00~~ \$15.00 shall be assessed to the account holder for providing personal service of this notice. The notice shall also inform the customer of the date on which service may be disconnected, which shall be not less than 48 hours following delivery of the notice. The notice of delinquent account shall further state that if the consumer has questions or disputes concerning the amount of payment due, he or she may appeal to the city manager, or authorized designee, whose address and telephone number shall be stated on the notice of delinquent account.

(b) Disconnection of Service. If no notice is made to the city that the bill is disputed prior to the time indicated in the customer's notice as the date on which service may be disconnected, the city shall proceed by disconnecting water service to the delinquent customer's premises. All reconnections of service shall be subject to the provisions and fees outlined in FMC 17.04.070. (Ord. 1307 § 4, 2002; Ord. 1225 § 3, 1999; Ord. 966 § 8, 1990).

17.04.050 Payment delinquency – Enforcement actions.

(a) The city manager, or his designee, is hereby authorized and directed to promulgate administrative policies and procedures for the implementation of this chapter.

(b) If the customer is unable to pay the full amount of utility charges because of temporary financial difficulties or other hardship, the city manager, or his designee, may permit the customer to make deferred payment arrangements upon written application; provided, however, that the city will be under no obligation to enter into any deferred payment agreement with any customer who has not fully and satisfactorily complied with terms of any previous agreement.

(c) Failure to abide by the terms of the arrangement shall be cause for shut-off and discontinuance of utility services until the total utility charges that are due are paid in full. (Ord. 1307 § 5, 2002; Ord. 966 § 9, 1990; Ord. 643 § 5, 1972).

17.04.053 Deferred payments arrangements – Penalty, assessed.

If arrangements for deferred payments have been made, the city manager, or authorized designee, shall assess against such accounts the same penalty fees as set forth in FMC 17.04.030. (Ord. 1299 § 7, 2001; Ord. 966 § 10, 1990).

17.04.055 Delinquent account – Refusal of other city services.

If a bill becomes delinquent, no officer, agent, or employee of the city may authorize or permit any further city service or process any application for a permit from the city, when such application has been requested by the person in whose name an account stands delinquent; this requirement shall remain in effect until the delinquent account is paid in full. This section, however, shall not apply to the provision of water, sewer and stormwater service, but shall apply to connections, inspections, engineering and other like services furnished by the water, sewer and stormwater utilities. (Ord. 1591 § 4, 2016; Ord. 1299 § 8, 2001; Ord. 1225 § 4, 1999; Ord. 966 § 11, 1990).

17.04.057 Service charge for unpaid or dishonored payments.

A service charge of ~~\$35.00~~ \$40.00 shall be imposed upon any customer who, in full or partial payment of a city utility bill, tenders a payment drawn on or processed by a bank or other financial entity, which is thereafter returned to the city, for any reason, resulting in a dishonored payment to cover the additional costs to the city thereby entailed. (Ord. 1591 § 5, 2016; Ord. 1328 § 1, 2003; Ord. 1307 § 6, 2002; Ord. 966 § 12, 1990).

17.04.060 Service discontinuance – For other than payment failure.

In addition to nonpayment of a utility bill, the city may shut off and discontinue any or all utility services to a customer for failure to pay connection charges for any utility service furnished to such customer, or for the fraudulent, illegal or unauthorized use or abuse of any utility service, or the failure or refusal of the customer to comply with all rules, regulations or ordinances pertaining to the receipt and use of utility services furnished by the city. (Ord. 966 § 14, 1990; Ord. 643 § 6, 1972).

17.04.070 Disconnection/reconnection of utility services.

Should a customer fail to pay a delinquent bill pursuant to FMC 17.04.030, the city manager, or his/her designee, shall immediately cause the particular utility's services to be cut off from the premises. Such services shall be reconnected to the premises only upon full payment of all delinquent utility charges, and correction of any fraudulent, illegal or unauthorized use or abuse of any utility service, applicable to the particular premises, irrespective of who may have incurred the charges or who may have been responsible for the fraudulent, illegal or unauthorized use or abuse of utility services. In addition, one single reconnection fee of ~~\$25.00~~ \$30.00 shall be charged and paid prior to the reconnection of any utility service that was actually shut off and discontinued and that will require such reconnection to be made during regular working hours.

An additional charge of ~~\$155.00~~ \$130.00 shall be assessed for reconnections made at a customer's request outside of regular working hours. After-hours reconnections shall only be performed after authorization is received from the city manager, or his/her designee. Failure to comply with any and all provisions made will result in termination of water services without further notice. (Ord. 1591 § 6, 2016; Ord. 1514 § 1, 2011; Ord. 1307 § 7, 2002; Ord. 966 § 13, 1990; Ord. 643 § 7, 1972).

17.04.080 Liability for charges.

All owners of property shall remain ultimately and legally liable for the payment of any and all utility charges to the premises, regardless of whether such property is used for single-family, multiple dwelling or commercial purposes and regardless of the fact that the billings are made in the name of a tenant or other occupant of the premises. Such billings are for personal convenience only and shall not in any way affect the lien rights of the city against the premises to which the services are furnished. (Ord. 1225 § 5, 1999; Ord. 966 § 15, 1990; Ord. 643 § 8, 1972).

17.04.090 Right of lien.

(a) In addition to the right herein provided to shut off and discontinue utility service, the city shall have a lien for delinquent and unpaid utility charges, including late charges, against the premises to which such utility service has been furnished or is available. The lien shall be effective for a total of not to exceed six months' delinquent charges without the necessity of any writing or recording. In order to make such lien effective for more than six months, the city manager shall cause to be filed for record in the office of the county auditor of Pierce County a notice in substantially the following form:

Utility Lien Notice

City of
Fircrest,)

)

v.)

)

)

Reputed
Owner.)

)

NOTICE IS HEREBY GIVEN that the
City of Fircrest has and claims a lien for
_____ charges against the following
described premises situated in Pierce
County, Washington, to wit:

(Here insert legal description of premises.)

Said lien is claimed for not exceeding six
months charges and interest now
delinquent, amounting to \$ _____, and is
also claimed for future utility charges
against said premises.

DATED this ____ day of ____, 20__.

CITY OF FIRCREST

By _____.

(b) The lien notice shall be signed by the city manager. The lien notice shall be recorded as prescribed by law for the recording of mechanics' liens. (Ord. 1307 § 8, 2002; Ord. 966 § 16, 1990; Ord. 733 § 1, 1979; Ord. 643 § 9, 1972).

17.04.100 Out-of-city service – Billing.

Repealed by Ord. 1591. (Ord. 1299 § 9, 2001; Ord. 1225 § 6, 1999; Ord. 966 § 17, 1990; Ord. 643 § 10, 1972).

17.04.110 Out-of-city service – Charge payment failure – Service discontinuance.

Repealed by Ord. 1591. (Ord. 1299 § 10, 2001; Ord. 966 § 18, 1990; Ord. 643 § 11, 1972).

17.04.120 Out-of-city service – Right of lien.

Repealed by Ord. 1591. (Ord. 966 § 19, 1990; Ord. 643 § 12, 1972).

17.04.130 Utility lien foreclosure – Authorized when.

The city may foreclose its utility lien in an action in the superior court. All or any of the tracts subject to the lien may be proceeded against in the same action, and all parties appearing of record as owning or claiming to own, having or claiming to have any interest in or lien upon the tracts involved in the action shall be impleaded in the action as parties defendant. An action to foreclose a utility lien pursuant to a lien notice filed as required by this chapter must be commenced within two years from the date of filing thereof. An action to foreclose a six months' lien may be commenced at any time after six months subsequent to the furnishing of the utility service for which payment has not been made. The service of summons and all other proceedings except as provided specifically under this chapter, including appeal, order of sale, sale, redemption and issuance of deed shall be governed by the statutes of the state of Washington now or hereafter in force relating to the foreclosure of mortgages on real property. The terms "judgment debtor" or "successor in interest" in the statutes of the state of Washington governing redemption when applied under this chapter shall include an owner or a vendee. All sales shall be subject to the right of redemption within one year from date of sale. At any time after deed is issued to it pursuant to a foreclosure of a lien, the city may lease or sell or convey the property conveyed thereunder at public or private sale for such price and on such terms as may be determined by the resolution of the city council. (Ord. 1307 § 9, 2002; Ord. 966 § 20, 1990; Ord. 733 § 2, 1979).

17.04.140 Utility lien foreclosure – Trial.

A utility lien foreclosure action shall be tried before the court without a jury. The court may allow, in addition to the delinquent charges, interest on the service charges at a rate not exceeding 12 percent per year from date of delinquency, costs and disbursements as provided by the statutes of the state of Washington and such attorneys' fees as the court may adjudge reasonable. If the owners and parties interested in any particular tract default, the court may enter judgment of foreclosure and sale as to such parties and tracts and the action may proceed as to the remaining defendants and tracts. The judgment shall specify separately the amount of the utility charges, with interest, penalty and costs chargeable to each tract. The judgment shall have the effect of a separate judgment as to each tract described in the judgment and any appeal should not invalidate or delay the judgment except as to the property concerning which the appeal is taken. The judgment of the court shall order the tracts therein described sold at one general sale, and an order of sale shall issue pursuant thereto for the enforcement of the judgment. Judgment may be entered as to any one or more separate tracts involved in the action and the court shall retain jurisdiction of other properties. (Ord. 1307 § 10, 2002; Ord. 1299 § 11, 2001; Ord. 733 § 3, 1979).

17.04.150 Utility lien – Enforcement – Alternative method.

As an additional and concurrent method of enforcing the lien authorized under this chapter, the city of Fircrest may shut off and discontinue any or all utility services to the premises to which such utility service was furnished after the charges become delinquent and unpaid, and until the charges are paid. The right to enforce the lien by cutting off and refusing utility services shall not be exercised after two years from the date of the recording of the utility lien notice provided under this chapter except to enforce the payment of six months' charges for which no lien notice is required to be recorded. (Ord. 1307 § 11, 2002; Ord. 966 § 21, 1990; Ord. 733 § 4, 1979).

17.04.160 Statutes adopted by reference.

(a) RCW 9A.61.010, 9A.61.020, 9A.61.050, 9A.61.060, and 9A.61.070 are hereby adopted by reference.

(b) RCW 80.28.240 is hereby adopted by reference. (Ord. 960 §§ 1, 2, 1990).

17.04.170 Amendments to statutes adopted.

The amendment, addition or repeal by the Washington State Legislature of any section of any of the adopted statutes shall be deemed to amend the ordinance codified in this chapter and the statutes contained herein which are adopted by reference in conformity with the amendment, addition or repeal, and it shall not be necessary for the legislative authority of this city to take any action with respect to such addition, amendment or repeal as provided by RCW 35.21.180. (Ord. 960 § 3, 1990).

NEW BUSINESS: **NW GIS Contract Amendment
ITEM 10A.**

FROM: **Scott Pingel, City Manager**

RECOMMENDED MOTION: **I move to adopt Resolution No. _____, authorizing the City Manager to amend the professional service agreement with NW GIS Consulting, LLC to provide on call GIS support services through December 31, 2019.**

PROPOSAL: The Council is being asked to authorize an amendment to the professional service agreement with NW GIS Consulting, LLC extending the term of said agreement through December 31, 2019 and increasing the following rates:

- Training: from \$92 per hour to \$100 per hour
- Consulting/Planning: from \$100 per hour to \$120 per hour

These rates have not increased since 2015.

FISCAL IMPACT: The 2019 Budget allocates \$10,000 for the GIS update. Funds are available in the Planning, Water, Sewer, Storm, and Street Professional Services line items for this expenditure (\$2,000 from each line item).

ADVANTAGE: The City needs a qualified professional to bring our GIS data and system up-to-date, especially as it relates to utility information. NW GIS Consulting, LLC has begun the process of updating our GIS program and has extensive experience in the area.

DISADVANTAGES: None known.

ALTERNATIVE: While another consultant could be considered, the significant progress we have made to update our GIS data and enable its usability would be hindered.

HISTORY: In 2015, the City contracted with NW GIS Consulting, LLC to update our GIS data and provide on call GIS support services.

ATTACHMENTS: [Resolution](#)
[Professional Services Agreement Amendment #4](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON AUTHORIZING THE CITY MANAGER
TO EXECUTE AMENDMENT #4 TO THE AGREEMENT WITH NW
GIS FOR ON CALL GIS SUPPORT SERVICES.**

WHEREAS, the City has a need for on call GIS support services; and

WHEREAS, the term of said Agreement will expire on December 31, 2018; and

WHEREAS, Section 3 of said Agreement provides for the option to extend the term of the Agreement for one year; and

WHEREAS, NW GIS has requested an hourly rate increase from \$92 per hour to \$100 per hour for training services and \$100 per hour to \$120 per hour for consulting/planning services; and

WHEREAS, the City desires to maintain these services. Now, Therefore,

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

Section 1. The City Manager is hereby authorized and directed to execute an amendment to the professional services agreement with NW GIS, extending the term of said agreement through December 31, 2019 and increasing the hourly rate to \$100 per hour for training services and to \$120 per hour for consulting/planning services.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 9th day of October 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**AMENDMENT #4
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH NW GIS CONSULTING, LLC TO PROVIDE
ON CALL GIS SUPPORT SERVICES.**

This amendment is hereby made and entered into this 9th day of October 2018 by and between the City of Fircrest, a political subdivision of the state of Washington, hereinafter referred to as the “City” and NW GIS Consulting, LLC, hereinafter referred to as “Consultant”, to be effective January 1, 2019.

WITNESSETH:

1. Purpose

The purpose of this amendment is to amend Section 3 and Section 7 of the May 26, 2015 contract with NW GIS Consulting, LLC to provide on call GIS support services, regarding the term of the agreement. This amendment is limited as set forth herein. All of the remaining terms and conditions of the May 26, 2015 agreement shall remain in full force and effect. The amendment is as follows:

2. Section 3 is hereby amended to read as follows:

The term of this Agreement shall be from January 1, 2019 until December 31, 2019, and may be extended or modified by mutual consent of the parties.

3. Section 7 is hereby amended to read as follows:

Billing for services of Consultant shall clearly list costs as related to the statement of work in accordance with Exhibit A and Consultant agrees to maintain appropriate records accounting for all services rendered to and on behalf of the City. Consultant shall receive remuneration as and for fees for the following activities:

- Training: \$100.00 (ONE-HUNDRED DOLLARS) per hour
- Consulting (includes data editing, analysis, administrative activities, etc.): \$120.00 (ONE-HUNDRED TWENTY DOLLARS) per hour

The project will be billed on a time and material basis and payment will be made in accordance with Exhibit A.

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

CITY OF FIRCREST

NW GIS CONSULTING, LLC

By: _____
City Manager

By: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

City Clerk

NEW BUSINESS: Custodial Services Contract
ITEM 10B.

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____ authorizing the City Manager to execute a custodial services contract with Cleanstart, LLC to provide custodial services for the City of Fircrest.

PROPOSAL: Council is being asked to authorize the City Manager to execute a maintenance agreement with Cleanstart, LLC for custodial services for the City of Fircrest.

This contract will service all four buildings. The work would be performed after normal work hours and will include public areas. Individual offices will continue to be cleaned by each department.

FISCAL IMPACT: The total contract price for one year is \$23,400 plus tax. The cost included for in the 2019 Preliminary Budget for a custodian is \$57,400 (including benefits). A budget adjustment for the 2018 costs for the services can be done to move the funds from Salaries and Benefits to Contracted Services.

ADVANTAGES: Cleanstart, LLC has provided cleaning services to the City in the past. They have experience with many cleaning small to large businesses throughout the South Sound area. Their reference checks came back very good.

DISADVANTAGES: Monitoring contractor performance involves some commitment of staff time. It is anticipated that this will not consume a large amount of time.

ALTERNATIVES: Not use a custodial service and hire a new custodian.

HISTORY: Approximately 15 years ago, the City used a custodial service company. During an audit, it was determined that the City needed to pay prevailing wages for this service. At that time, it was determined it would cost less to hire a full-time employee as a custodian than to pay a contract that included prevailing wages. Recently our custodian retired. Staff received quotes from five companies for custodial services including prevailing wages and has determined that it is more cost effective to hire a cleaning company at this time.

ATTACHMENTS: [Resolution](#)
[Professional Services Agreement](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE A CUSTODIAL SERVICE
AGREEMENT WITH CLEANSTART, LLC TO PROVIDE
CUSTODIAL SERVICES FOR THE CITY OF FIRCREST.**

WHEREAS, the City of Fircrest has need of custodial services; and

WHEREAS, Cleanstart, LLC has the required experience and expertise to provide such services. Now, Therefore,

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

Section 1. The City Manager is hereby authorized and directed to execute the agreement with Cleanstart, LLC to provide custodial services for the City of Fircrest.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 9th day of October,
2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**CITY OF FIRCREST
AGREEMENT FOR CUSTODIAL SERVICES**

1. DATE AND PARTIES

THIS AGREEMENT, for reference purposes only, is dated the ____ day of ____, 2018 and entered into by and between the City of Fircrest, a political subdivision of the State of Washington and hereinafter referred to as the "City" and Cleanstart, LLC, hereinafter referred to as "Contractor" in consideration of the mutual benefits, terms and conditions hereinafter specified.

2. PROJECT DESIGNATION

The Contractor is retained by the City to perform custodial services in connection with the project designated as Fircrest Custodial Services.

3. SCOPE OF SERVICES

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

Contractor shall provide all employee information necessary for compliance with Criminal History and Sex Offender Background Checks of the Contract. This information must be provided to the City within three (3) calendar days of the award of the Contract. The Contractor shall additionally provide to the City a copy of a Washington State Patrol criminal background check form, completed on each person employed by the Contractor or any subcontractor. Such forms shall be provided to the City prior to any such person working at or on any City-owned property or facility and, based on such forms at the City's sole option, persons with unsatisfactory criminal background checks shall not work at or on any such City-owned property or facility.

The Contractor shall ensure that its staff is drug free. NO alcohol or drug use shall be permitted on City property. Smoking is not allowed in or within twenty-five feet of City buildings. Staff employed by the Contractor shall not work in any City building while under the influence of any non-prescribed drugs and may only work while using prescribed medications if consistent with the usage restrictions of the medication(s).

Upon request by the City, Contractor will remove from City facilities premises any employee who, in the sole opinion of the City, has participated in any improper conduct.

Contractor shall submit a current list of names, and assignments of all employees who will perform work under this Agreement. Changes in the employment list shall be reported to the City of Fircrest Facilities Maintenance Supervisor no less than twenty-four (24) hours before the changes become effective. Said list and changes shall be submitted to the City of Fircrest, 115 Ramsdell Street, Washington 98466.

4. TECHNICAL SPECIFICATIONS

A. Maintenance Hours. City facilities are available as follows:

1. **City Hall** is available for cleaning between 5:00 p.m. and 11:59 p.m. on Mondays through Sunday. Service could be performed at any time on Saturday or Sunday except that if the building is being used it may be difficult to complete the work without delays. The building is available for cleaning during any City scheduled holiday. City Hall is not available for service regularly scheduled City Council meeting.
2. **Police Station** is available between 5:00 p.m. and 11:59 p.m. Monday through Sunday.
3. **Public Works Building** is available between 5:00 p.m. and 11:59 p.m. Monday through Sunday.
4. **Parks and Recreation Building/Community Center** is available between 5:00 p.m. and 11:59 p.m. Monday through Sunday.

B. Areas to be Cleaned

1. **City Hall:** All interior spaces, including restrooms, kitchen/lunchroom, hallways, lobby, Council/Court Chambers, and excluding individual offices and locked rooms.
2. **Police Station: All interior areas,** including restrooms, kitchen/lunchroom, hallways, lobby, and excluding individual offices, locked rooms, and Evidence Room.
3. **Public Works Building:** All interior spaces, including restrooms, kitchen/lunchroom, hallways, lobby, and excluding individual offices and locked rooms.
4. **Parks and Recreation Building/Community Center:** All interior spaces, including restrooms, kitchens/lunchrooms, hallways, lobby, gym, and excluding individual offices and locked rooms.

5. ASSIGNMENT

The Contractor shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.

6. NON-WAIVER

Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provisions.

7. TERMS OF AGREEMENT

Notwithstanding, the date of execution hereof, this Agreement shall be in effect October 10, 2018 to December 31, 2019, and may be renewed yearly. Either party may be terminate this Agreement upon thirty (30) day's written notice to the other party.

8. PAYMENT

Upon receipt of an invoice from the Contractor, progress payments may be made on a monthly basis for work completed. Each invoice shall itemize by site and date the work performed and shall include the "Affidavit of Wages Paid" that was filed with the State of Washington Department of Labor and Industries. The total cost for services shall not exceed \$1,950 per month, plus sales tax.

9. PERFORMANCE AND STANDARDS

The City reserves the right to withhold a part or all of the monthly payments if, in the judgment of the City, the Contractor has not performed or has unsatisfactorily performed any of the maintenance services set forth in this contract; provided, that the City shall promptly notify the Contractor in writing of the specific items of non-performance or unsatisfactory performance. It is further provided that any such payments withheld shall reasonably relate to the estimated value of the work not performed. The Contractor shall be responsible to provide the services in this Agreement, in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

10. HOLD HARMLESS, DEFENSE, AND INDEMNITY

With the exception of the sole negligence of the City, its employees, or elected officials, the Contractor shall protect, defend, indemnify, and hold harmless the City of Fircrest, its employees, directors, officers, and Councilmembers from any and all claims, demands, losses, actions, and liabilities to or by any person or entity arising out of all work, injuries, or property damage pursuant to this agreement, buildings, parking, grounds, or other property of any kind. This agreement includes both Personal Injury, Bodily Injury, Death or Property Damage as well as other loss or damage.

11. INSURANCE

Contractor will obtain and maintain in force at least the following minimum insurance coverage covering all activity under this agreement, and as to which the City shall be named as primary non-contributory additional insured on the Liability insurance:

- | | |
|--|-----------------------------------|
| a. Workman's Compensation Coverage | Statutory |
| b. Commercial General Liability | \$1,000,000/\$2,000,000 aggregate |
| c. Comprehensive Automobile Liability | \$1,000,000 per accident |
| d. \$100,000 Employee Fidelity coverage that extends to the City and City employee property. | |

Per Fircrest Municipal Code 9.90.140, a certificate of insurance showing the foregoing will be submitted to the City for approval 14 days before work commences.

The minimum limits above do not limit the contractor's liability to the City or public.

12. CONTRACTOR'S REPRESENTATIONS

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

13. COMPLIANCE WITH LAWS

The Contractor shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. Per Fircrest Municipal Code 5.04.020, Contractor agrees to obtain a City of Fircrest business license prior to performing any work pursuant to this Agreement.

14. TERMINATION

If the Contractor violates any of the covenants undertaken herein, or any of the duties imposed upon it by the Agreement, this Agreement may be terminated by either party immediately with cause, and

without cause upon thirty (30) days' written notice, served to the other party by certified mail. In such case, Contractor shall be compensated by the City for all work performed to the date of termination.

15. VENUE STIPULATION

This Agreement has been and shall be considered as having been made and delivered within the State of Washington both as to interpretation and performance. Any action in law or equity, or judicial proceeding for the enforcement of this Agreement, or any of the provisions contained therein, shall be instituted and maintained only in Pierce County Superior Court, Tacoma, Washington.

16. STATUS OF CONTRACTOR

Neither the Contractor nor personnel employed by the Contractor shall acquire any rights or status in City employment, nor shall they be deemed employees or agents of the City for any purpose. Contractor is required to employ a qualified Supervisor acceptable to the City. Contractor shall be deemed an independent Contractor and shall be responsible in full for payment of its employees, including prevailing wages, worker's compensation, insurance, payroll deductions, and all related costs.

17. PREVAILING WAGES

Prevailing wages are required for this contract. The rate can be found at <https://fortress.wa.gov/lmi/wagelookup/prvWagelookup.aspx>. The job classification is "Building Service Employees-Janitor" for Pierce County as of October 1, 2018.

18. COMPLIANCE WITH CITY POLICY

The Contractor shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as provisions of this agreement to the extent not inconsistent herewith.

19. TAXES

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

20. DAMAGE BY VANDALISM OR ACTS OF GOD

It is understood and agreed that the Contractor shall not be responsible or required to repair, at the sole cost and expense of the Contractor, any major damage or destruction caused by acts of vandalism or acts of GOD and did not result from the negligent acts or omissions of the Contractor or the Contractor's agents.

21. EXTRA WORK AND CHANGE ORDERS

Work in addition to, or different from that provided for in the scope of work section shall only be allowed by prior authorization in writing and signed by the City Manager, as a modification to this agreement. Such modification shall be attached hereto and made a part hereof.

22. SAFETY REQUIREMENT

All work performed under the terms of this agreement shall be performed in such a manner as to provide maximum safety to the public and employees of the City of Fircrest.

23. FACILITIES SECURITY REQUIREMENT

- A. A major violation of the contract specifications, terms and conditions dealing with building security or confidentiality may result in immediate termination of this contract. Examples of a major violation include but may not be limited to failure to follow established security protocol for each facility, leaving a door or doors unlocked with the building unattended, failure to turn on, or off as appropriate, the security system, breach of confidentiality regarding agency files, personal records, or any other agency information not intended for public disclosure, theft of personal or City property, and the drinking of alcoholic beverages, use of drugs, or being inebriated or under the influence while in performance of contractual requirements.
- B. The Contractor shall not engage in and shall prohibit the moving and reading of papers on desks, the opening of desk drawers and cabinets, the using of telephones and office equipment provided for official business.
- C. The Contractor's employees shall be instructed in the security of City buildings. The Contractor is responsible for the security of the facility during the performance of all contract services and shall ensure that facility access restrictions remain in place and functional during cleaning operations. Contractor's employees shall leave only designated lights on and shall check windows and doors for security upon completion of custodial work. All doors are to be properly closed upon Contractor's departure from facility.
- D. Keys and access codes to City facilities issued to the Contractor may not be reproduced or given to another person. The City of Fircrest Facilities Maintenance Supervisor must issue additional keys. The Contractor will be responsible to obtain any keys that may have been provided to employees who terminate employment with his/her firm. Keys or access codes must be safeguarded and accounted for. Contractor is responsible for lost keys and compromised access codes. In the event of contract termination or upon completion of the contract, all monies due the Contractor shall be withheld until the Contractor has surrendered all keys issued by the City. If the Contractor is unable to produce any of the keys issued, the Contractor shall assume full financial responsibility for changing the affected locks and providing necessary keys for the new locks.

24. HAZARDOUS CONDITIONS

The Contractor shall maintain all work sites free of hazards to person and/or property resulting from its operation.

25. CHEMICALS

Chemicals shall be applied in accordance with written Federal, State and City laws.

26. NON-DISCRIMINATION

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

27. SEVERABLE PROVISIONS

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

28. INTEGRATED AGREEMENT

This agreement, together with attachments or addenda, represents the entire and integrated agreement between the representations, or agreements, written or oral. This agreement may be amended only by written instrument signed by both City and Contractor.

DATED this 9th day of October, 2018

CITY OF FIRCREST

CONTRACTOR

By: _____
Scott Pingel, City Manager

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

By: _____
City Clerk



Caleb Ferling
253-921-2593
cferling@thecleanstart.com
www.thecleanstart.com



Re: Cleaning Proposal

Cleanstart would like to thank you for your time, interest, and the opportunity to provide you with our cleaning maintenance programs and some general information on how we at Cleanstart structure our company

At Cleanstart we believe that our customers should not have to worry about the day to day issues of cleaning and maintenance. It is our goal to make your experience with Cleanstart one that is worry free. Ideally, as a customer you should not be burdened with the hassles of having to “manage” a “professional” janitorial company. Leave that to our staff!

I wanted to let you know that by working with me I will be personally oversee the cleanliness and health of your building. Communication is also a top priority for me. I can personally guarantee your satisfaction!

Following this letter you will find a list of special services that we provide companies throughout the Northwest.

It was a sincere pleasure to have been of service. If you have any further questions concerning this information, please contact me at your earliest convenience.

Sincerely,
Caleb Ferling

Cleanstart



COMMUNICATION

Every successful job starts with the core belief that communication must be the top priority. At Cleanstart we stay available to you 24 hours a day to assist you by either telephone or a personal visit from one of our staff. We have found that when the communication breaks down between a provider and a customer usually trouble begins. You can feel confident that if a problem occurs we will solve it immediately.

TECHNOLOGY

Believe it or not cleaning methods are changing in the industry. We have made it a company philosophy to research the new trends that are working to create cleaner, healthier and time saving techniques that in turn bring the cost down for our valued customers. The benefit is providing customers with much more of an allergen free environment. At Cleanstart we clean your facility with "**Green Chemicals**" that are better for your work environment. It is our goal to provide you with a cleaner and healthier environment.

QUALITY CONTROL

Consistent cleaning requires on-going evaluations to maintain the highest level of performance. At Cleanstart we provide our customers with periodic evaluations of their facility. We also like to receive your comments on how we are providing you with service. In addition, every Cleanstart employee goes through a 40 hour training program to ensure that you are receiving the highest trained employee in the industry. ***At Cleanstart we also conduct "Black light Blue" inspections to make sure our cleaners are doing the job right!***

CLEANING AGREEMENT

You will receive a cleaning agreement that spells out exactly what we will provide to you. This allows you the comfort as a customer to know up front what we are going to do. No surprises! This is taken very seriously with us and if something is not being done on that agreement we will make sure that we provide you with what we promised. This agreement is for you to make sure that we are doing the job we spelled out. **NO ANNUAL CONTRACTS!**

SATISFIED CUSTOMERS

In the end our highest goal is to create happy customers that are confident to refer us to other businesses.



NIGHTLY CLEANING SCHEDULE

- Damp wipe horizontal and vertical surfaces of desks, tables, chairs, windowsills, pictures and all permanent office furnishings using microfiber towels including underneath keyboards.
- Spot clean horizontal and vertical surfaces including light switch plates and door trims for removal of spillage, marks, coffee rings, and fingerprints including TV.
- Empty all trash and recycle receptacles and remove to a collection point, spot clean walls behind garbage cans and wipe down garbage can lids.
- Vacuum all carpeted areas including edges and underneath desks and behind doors.
- Spot clean carpets for spots or spills.
- Clean, polish, and sanitize drinking fountains, water coolers and sinks.
- Clean fingerprints and smudges from both sides of entrance glass and glass exit doors.
- Sweep all hard floor surfaces with microfiber dust mops.
- Wash and disinfect all hard floor surfaces with microfiber mops to remove stains or spillage.
- All walk off mats will be vacuumed and straightened.
- Police front entry and remove debris.
- Dust office windowsills.
- Spot clean relight glass/ reception glass
- Clean and sanitize Kitchen tables and counter tops and cupboard facings.
- Wipe down garbage can lids
- Wipe down kitchen appliances and underneath microwave(s).
- Reposition all furniture



- Wipe down designated tables and stack chairs
- Scrub out all stainless steel sinks and wash dishes as needed.
- Straighten magazines and newspapers as needed.
- Straighten desk, conference, and lobby chairs.
- Sanitize and polish push plates.
- Straighten carpet runners.
- Damp mop chair mats as needed.
- Report anything suspicious to or irregularities to designated staff.

RESTROOMS

- Empty trash receptacles and wash if necessary.
- Empty sanitary napkin receptacle and wipe outside clean, using disinfectant.
- Clean and polish dispensers, mirrors, and fixtures.
- Clean and disinfect wash basins, commodes, and top and bottom of seats and urinals. De scale hard water stains.
- Spot clean walls, partitions, ledges, and baseboards.
- Dust tops of partitions.
- Restock all paper products and hand soap.
- Sweep and mop restroom floors using microfiber technology.
- Sanitize all “touch points”



WEEKLY CLEANING SCHEDULE

- Dust all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets, etc...
- High dusting, which include **air vents**, doorsills, lighting fixtures, ceiling corners and edges.
- Disinfect telephones and bases of telephones.
- Clean the inside of microwave ovens
- Wash clean relight glass
- Disinfect door knobs and handles throughout the facility.
- Spot clean waste receptacles if needed.
- Vacuum upholstered furniture.
- Damp wipe vinyl and upholstered chairs.

MONTHLY CLEANING SCHEDULE

- Dust baseboards throughout the facility.
- Polish office furniture with furniture polish.
- Dust mini blinds.
- Bright work, including push plates and kick plates will be polished.
- Toilets, sinks and urinals will be descaled.
- Low dust (including base of chairs)



Additional Special Services

On Occasion, services other than the regularly scheduled janitorial duties may be required. CleanStart is able to provide you with any of the following services.

CleanStart will perform these services and invoice separately from the general monthly cleaning contract.

Prices for these services will be quoted upon request:

- **Carpet cleaning**
- **Office furniture cleaning and drapery cleaning**
- **Upholstery cleaning**
- **Window cleaning**
- **Emergency cleaning including water and fire damage**
- **Consumable products supplier**
- **Facility management**
- **Pressure washing**
- **Fleet washing**
- **Pipe washing**
- **Floor stripping and refinishing**
- **Odor control**
- **Parking lot maintenance**
- **Commercial landscaping**
- **Mold remediation**
- **Consulting**
- **General contracting**
- **Garbage removal**
- **Residential turnovers**

At CleanStart we make it a point to stay on top of meeting our customer's needs at every level. If you are looking for something that is not listed above please call us and we will make every effort to provide you with what you are looking for.



PRICING PAGE

CLIENT NAME: The City of Fircrest

SERVICE ADDRESS: 115 Ramsdell Street Fircrest WA 98466

Contact: Laurel

CleanStart will provide all the chemicals, equipment, labor and supervision. Customer will provide all the consumable products such as restroom paper products, hand soap, and trashcan liners.

Total Monthly Billing: \$ 1950.00

Cleans per week: 5 times per week

ADDITIONAL SERVICES UPON REQUEST

• Clean and extraction of carpets	\$000.00
• Window washing	\$000.00
• Scrub and recoat of vinyl floors	\$000.00
• Strip and reseal of vinyl floors	\$000.00
•	

Billing and payment schedule: Due to the fact that the largest percentage of the cost for this service is labor and supervision, it is necessary that payment be made by the last day of the month that services are rendered. CleanStart will consider payment not made by the fifth day of the following month overdue. Billing for regular monthly services and any periodically scheduled services (E.g. windows, carpets) will be invoiced after the completion of service and are due upon receipt. CleanStart invoices will be sent at the beginning of the month of service and in terms of (net 30)

References upon request****

NEW BUSINESS: **2019 Ad Valorem Tax Levy**
ITEM 10C.

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **I move to adopt Ordinance No. _____, fixing the amount of the annual Ad Valorem Tax Levy necessary for the fiscal year 2019 and repealing Section 1 and 2 of Ordinance No. 1602.**

PROPOSAL: The Council is being asked to fix the annual Ad Valorem Tax Levy necessary for the fiscal year 2019.

FISCAL IMPACT: The proposed ordinance will allow the City to levy the necessary amount to fund 2019 City operations. Below are Ad Valorem taxes being proposed for 2019:

Total Assessed Valuation for Regular Levy	\$905,643,718
---	---------------

Regular Levy @ approximately \$1.7563 per thousand shall yield	\$1,590,618
--	-------------

EMS Levy @ approximately \$0.3646 per thousand shall yield	\$330,224
--	-----------

Totals approximately \$2.1209 per thousand shall yield	\$1,920,842
--	-------------

ADVANTAGE: This proposal will provide necessary funds for 2019 City operations.

DISADVANTAGES: None known.

ALTERNATIVE: None known.

HISTORY: Annually ad valorem taxes are fixed by Council through ordinance prior to the submission of the levy amounts to Pierce County to be certified.

ATTACHMENT: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE
ANNUAL AD VALOREM TAX LEVY NECESSARY FOR THE
FISCAL YEAR 2019 FOR THE PURPOSE SET FORTH BELOW,
AND REPEALING SECTION 1 AND SECTION 2 OF ORDINANCE
NO. 1602.**

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

Section 1. That the amount necessary to be raised by taxation will be yielded by a levy of approximately \$1.7563 dollars per thousand on the assessed valuation of \$905,643,718 which will yield approximately the sum of \$1,590,618 An additional levy of \$330,224 is to be raised for emergency medical care and services as approved by the voters in the 2014 August general election for a period of six years. This amount is approximately \$0.3646 per thousand on the assessed valuation of \$905,643,718. These said amounts are hereby levied upon real and personal property subject to taxation in the City of Fircrest for the purpose of raising the necessary revenue for the City for the year 2019 to wit:

Total Assessed Valuation for Regular Levy	\$905,643,718
Regular Levy @ approximately \$1.7563 per thousand shall yield	\$ 1,590,618
EMS Levy @ approximately \$0.3646 per thousand shall yield	\$330,224
Totals approximately \$2.1209 per thousand shall yield	\$ 1,920,842

Section 2. That said taxes herein provided for are levied for the purpose of raising revenue sufficient to pay the current expense and street expenditures and for carrying on the work of the different departments of municipal government of the City of Fircrest for the fiscal year beginning January 1, 2019 and ending December 31, 2019 and the same are hereby levied upon all real and personal property within the City of Fircrest subject to taxation and as shown by the assessment in the County of Pierce as finally fixed by law.

Section 3. Section 1 and Section 2 of Ordinance No. 1602 are hereby repealed as of December 31, 2018.

Section 4. This ordinance shall take effect five (5) days after passage, approval and publication as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this 9th day of October 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**DATE OF PUBLICATIONS:
EFFECTIVE DATE:**

NEW BUSINESS: **2019 Regular Tax Levy**
ITEM 10D.

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **I move to adopt Resolution No. _____, establishing the amount and percentage increase of the 2019 Regular Property Tax Levy over the 2018 Regular Property Tax Levy.**

PROPOSAL: The Council is being asked to adopt a resolution to establish the amount and percentage increase of the 2019 Regular Property Tax Levy over the 2018 Regular Property Tax Levy.

FISCAL IMPACT: The resolution will allow the City to levy property taxes to be collected in 2019.

ADVANTAGE: The City will be in compliance with RCW 35.33.075: Budget—Final—Adoption—Appropriations.

DISADVANTAGES: None known.

ALTERNATIVE: None known.

HISTORY: A public hearing was held on October 9, 2018 to consider revenue sources for the 2019 budget.

ATTACHMENT: [Resolution](#)

**CITY OF FIRCREST
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, ESTABLISHING THE AMOUNT
AND PERCENTAGE INCREASE OF THE 2019 REGULAR
PROPERTY TAX LEVY OVER THE 2018 REGULAR PROPERTY
TAX LEVY.**

WHEREAS, the City of Fircrest attest that the district population is 6,710; and

WHEREAS, the City of Fircrest has properly given notice of the public hearing held October 9, 2018 to consider revenue sources for its budget for the calendar year 2019; and

WHEREAS, the Council of the City of Fircrest's actual levy amount from the previous year was \$1,571,634.59; and

WHEREAS, the Council of the City of Fircrest after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Fircrest requires a regular property levy increase of 0.212634% from the previous year exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City of Fircrest and in its best interest. Now, Therefore,

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

Section 1: That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year.

Section 2: The dollar amount of the increase over the actual levy amount from the previous year shall be \$3,341.83 which is a percentage increase of 0.212634% from the previous year.

Section 3: This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 9th day of October
2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

NEW BUSINESS: **2019 EMS Tax Levy**
ITEM 10E.

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **I move to adopt Resolution No. _____, establishing the amount and percentage increase of the 2019 EMS Property Tax Levy over the 2018 EMS Property Tax Levy.**

PROPOSAL: The Council is being asked to adopt a resolution to establish the amount and percentage increase of the 2019 EMS Property Tax Levy over the 2018 EMS Property Tax Levy.

FISCAL IMPACT: The resolution will allow the City to levy EMS property taxes to be collected in 2019.

ADVANTAGE: None known.

DISADVANTAGES: None known.

ALTERNATIVE: None known.

HISTORY: A vote of the people held on August 5, 2014 authorized an EMS Property Tax Levy rate of \$.50 per \$1,000 of assessed valuation for six consecutive years beginning in 2015. This is the fifth year of the levy. A public hearing was held on October 9, 2018 to consider revenue sources for the 2019 budget.

ATTACHMENT: [Resolution](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, ESTABLISHING THE AMOUNT
AND PERCENTAGE OF THE 2019 REGULAR EMS TAX LEVY
AS AUTHORIZED BY VOTER APPROVAL ON AUGUST 5, 2014.**

WHEREAS, the City of Fircrest attest that the district population is 6,710; and

WHEREAS, the City of Fircrest has properly given notice of the public hearing held October 9, 2018 to consider revenue sources for its budget for the calendar year 2019; and

WHEREAS, the Council of the City of Fircrest's actual levy amount from the previous year was \$326,092.62; and

WHEREAS, the Council of the City of Fircrest after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Fircrest requires a regular property levy increase of 0.271266% from the previous year exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City of Fircrest and in its best interest. Now, Therefore,

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

Section 1: That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2019 tax year.

Section 2: The dollar amount of the increase over the actual levy amount from the previous year shall be \$884.58 which is a percentage increase of 0.271266% from the previous year.

Section 3: This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 9th day of October
2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

NEW BUSINESS: **2019 Regular Property Tax and Regular EMS Levy Certification**
ITEM 10F. **Forms**

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **I move to authorize the City Manager sign the 2019 Regular Property Tax and EMS Levy Certification forms.**

PROPOSAL: The Council is being asked to review and approve the 2019 levy certification forms.

FISCAL IMPACT: The City is certifying the following regular levy amounts:

Total Assessed Valuation for Regular Levy	\$905,643,718
---	---------------

Regular Levy @ approximately \$1.7563 per thousand shall yield	\$1,590,618
--	-------------

EMS Levy @ approximately \$0.3646 per thousand shall yield	\$330,224
--	-----------

Totals approximately \$2.1209 per thousand shall yield	\$1,920,842
--	-------------

ADVANTAGE: None known.

DISADVANTAGES: None known.

ALTERNATIVE: None known.

HISTORY: Each taxing district is required to file certification with the County Assessor's Office by November 30. Without the certification the taxing district is limited to the prior year levy amount as it lacks authority to impose additional property tax.

ATTACHMENT: [2019 Levy Certification Forms](#)



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Scott Pingel,
(Name)

CITY MANAGER, for CITY OF FIRCREST, do hereby certify to
(Title) (District Name)

the PIERCE County legislative authority that the COUNCIL
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2019 as provided in the district's
(Year of Collection)

budget, which was adopted at a public hearing held on 10/9/2018 :
(Date of Public Hearing)

Regular Property Levy: \$1,586,821
(State the **total** dollar amount to be levied)

Refund Levy: \$3,797
(State the **total** dollar amount to be levied)

Signature: _____
CITY MANAGER

Date: 10/9/18

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.

REV 64 0100e (w) (10/12/10)



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Scott Pingel,
(Name)

CITY MANAGER, for CITY OF FIRCREST, do hereby certify to
(Title) (District Name)

the PIERCE County legislative authority that the COUNCIL
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2019 as provided in the district's
(Year of Collection)

budget, which was adopted at a public hearing held on 10/9/2018 :
(Date of Public Hearing)

Regular EMS Levy: \$329,436
(State the **total** dollar amount to be levied)

Refund Levy: \$789
(State the **total** dollar amount to be levied)

Signature: _____
CITY MANAGER

Date: 10/9/2018

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.

REV 64 0100e (w) (10/12/10)

NEW BUSINESS: **Salaries of Non-Union Employees, Including Casual and Seasonal**
ITEM 10G. **Employees**

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Section 1 of Ordinance No. 1600 and FMC 2.44.050 relating to salaries of non-union City employees and amending Section 2 of Ordinance No. 1600 and FMC 2.44.090 relating to hourly rate of pay for casual and seasonal employees.

PROPOSAL: The Council is being asked to approve and adopt the attached proposed salary ordinance for implementation January 1, 2019.

FISCAL IMPACT: The attached ordinance includes a proposed Cost Of Living Adjustment (COLA) for non-represented employees of 3.6% based on the Consumer Price Index All Urban Consumers (CPI-W) for the year ending June 2018. Also included is an increase in some of the ranges resulting from the salary survey performed in 2018.

ADVANTAGE: This proposal provides for a 3.6% COLA and implements the salary survey results for non-represented employees.

DISADVANTAGES: None (other than the cost which has been included in the 2019 Preliminary Budget).

ALTERNATIVE: Not provide a cost of living adjustment and not implement the salary survey results.

HISTORY: The history of COLA adjustments for non-represented employees is as follows:

2019 – 3.6% (proposed)
2018 – 3.0%
2017 – 2.0%
2016 – 2.0%
2015 – 2.5%
2014 – 2.0%
2013 – 0.0%
2012 – 0.0%
2011 – 0.0% (4 furlough days)
2010 – 0.0%

ATTACHMENT: [Ordinance](#)

CITY OF FIRCREST

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING SECTION 1 OF ORDINANCE NO. 1600 AND F.M.C. 2.44.050
RELATING TO SALARIES AND BENEFITS OF NON-UNION CITY
EMPLOYEES AND AMENDING SECTION 2 OF ORDINANCE NO. 1600
AND FMC 2.44.090 RELATING TO HOURLY RATE OF PAY FOR CASUAL
AND SEASONAL EMPLOYEES.

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

Section 1. Section 1 of Ordinance No. 1600 and F.M.C. Section 2.44.050 are hereby amended to read as follows:

"Non-Union Salaries. From and after January 1, 2019 the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary, which exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Custodian	\$2,791	\$3,564
Office Assistant	\$2,908	\$3,711
Senior Office Assistant	\$3,496	\$4,463
Court Clerk	\$3,496	\$4,463
Police Records Technician/CSO I	\$3,589	\$4,580
Maintenance Worker I	\$3,737	\$4,769
Administrative Assistant	\$3,777	\$4,821
Lead Court Clerk	\$3,915	\$4,998
Permit Coordinator/Code Enforcement Officer	\$3,933	\$5,021
Recreation Program Coordinator	\$3,940	\$5,028
Utility Billing Clerk	\$3,948	\$5,039
Accountant I	\$3,983	\$5,084
Police Records Technician/CSO II	\$4,019	\$5,130
Maintenance Worker II	\$4,219	\$5,385
Public Works Support Services Coordinator	\$4,462	\$5,694
Accountant II	\$4,675	\$5,967
Parks Maintenance Supervisor	\$4,725	\$6,029
Facilities Maintenance Supervisor	\$4,725	\$6,029
Planning/Building Administrator	\$5,279	\$6,738
Parks/Recreation Director	\$5,279	\$6,738
Court Administrator	\$5,279	\$6,738
Court Administrator-with contracted court	\$5,808	\$7,412
City Clerk	\$5,365	\$6,848
Planning/Building Director	\$6,210	\$7,925
Finance Director	\$7,339	\$9,367
Public Works Director	\$7,885	\$10,063
Police Chief	\$8,236	\$10,512

For payroll purposes and for the computation of hourly rates for regular employees, the monthly salary of said positions shall be multiplied by twelve (12) and then divided by two thousand and eighty (2,080) hours and rounded to the nearest one hundredth to determine the corresponding hourly rate of pay for entry into the bi-weekly payroll system."

Section 2. Section 2 of Ordinance No. 1600 and F.M.C. 2.44.090 are hereby amended to read as follows:

“Casual and seasonal employees. From and after January 1, 2019, the hourly rate of pay for casual or seasonal employees, unless otherwise provided, shall range between the State of Washington’s minimum wage of twelve dollars and sixteen dollars and eight five cents per hour, depending on the requirements of the position and the qualifications of the individual, as determined by the City Manager.”

No employee shall be paid on an hourly rate that exceeds the maximum provided hereunder.

<u>Position</u>	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year of Employment</u>
Maintenance Worker	\$13.00	\$13.25	\$13.50
Pool Cashiers	\$13.00	\$13.25	\$13.50
Lifeguards	\$13.55	\$13.80	\$14.05
Swim Instructors	\$13.55	\$13.80	\$14.05
Recreation Leader	\$13.65	\$13.90	\$14.15
Swim Coaches	\$14.25	\$14.50	\$14.75
Pool Openers	\$14.85	\$15.10	\$15.35
Senior Bus Driver	\$16.85	\$16.85	\$16.85

Section 3. Effective Date: This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 9th day of October, 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

DATE OF PUBLICATIONS:
EFFECTIVE DATE:

NEW BUSINESS: **Municipal Court Judge, Chief Examiner, and Information Services**
ITEM 10H. **Manager Rate of Pay**

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Section 1 of Ordinance No. 1601 and FMC 2.44.070 reestablishing the Municipal Court Judge monthly rate of pay, the Civil Service Chief Examiner rate of pay and the Information Services Manager rate of pay.

PROPOSAL: The Council is being asked to adopt an ordinance that increases the Municipal Court Judge rate of pay from \$2,987 to \$3,095 per month plus an additional 1,500 per month if contracting for additional court services, and increases the Civil Service Chief Examiner rate of pay from \$204 to \$212 per month and increases the Information Services Manager rate of pay from \$39.00 to \$40.40 per hour, effective January 1, 2019.

FISCAL IMPACT: This proposal is a \$108 + \$1,500 per month increase for the Municipal Court Judge. The monthly increase for the Chief Examiner is an additional \$8. The hourly increase of the Information Services Manager is \$1.40.

ADVANTAGE: This proposal provides for a 3.6% COLA, which is in line with the cost of living raises received by other non-represented employees.

DISADVANTAGES: None (other than the cost which has been included in the 2019 Preliminary Budget).

ALTERNATIVE: Not provide a cost of living adjustment.

HISTORY: The positions were increased as follows:

2015 – 2.5%
2016 – 2%
2017 – 2%
2018 – 3%
2019 – 3.6%

A 3.6% increase is requested for the Municipal Court Judge, Civil Service Chief Examiner and the Information Services Manager. Also, additional compensation for the Judge for contracting additional court services.

ATTACHMENT: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON, AMENDING SECTION 1 OF ORDINANCE 1601 AND FMC
2.44.070 REESTABLISHING THE MUNICIPAL COURT JUDGE MONTHLY
RATE OF PAY, THE INFORMATION SERVICES MANAGER RATE OF PAY
AND THE CIVIL SERVICE CHIEF EXAMINER/ SECRETARY RATE OF PAY.**

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

Section 1. Section 1 of Ordinance No. 1601 and FMC 2.44.070 are hereby amended to read as follows:

2.44.070 Monthly Pay From and after January 1, 2019, the monthly rate of pay of the following positions is fixed at not to exceed the following sums:

Municipal Court Judge	\$3,095
Municipal Court Judge with contract	\$4,595
Civil Service Chief Examiner	\$ 212

From and after January 1, 2019, the hourly rate of pay of the following position is fixed at not to exceed the following sum:

Information Services Manager	\$40.40
------------------------------	---------

Section 2. This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 9th day of October, 2018.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

DATE OF PUBLICATIONS:

EFFECTIVE DATE: