

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, OCTOBER 23, 2018  
7:00 P.M.**

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

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
  - A. [ARC Architects Presentation on the Community Center and Pool Project](#)
- 5. CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA**

(Please sign the **Public Attendance Roster/Public Hearing Sign-Up Sheet** if you wish to speak during the meeting.)
- 6. COMMITTEE, COMMISSION & LIAISON REPORTS**
  - A. Parks & Recreation
  - B. Pierce County Regional Council
  - C. Public Safety, Court
  - D. Street, Water, Sewer, and Storm Drain
  - E. Other Liaison Reports
- 7. CONSENT CALENDAR**
  - A. Approval of [vouchers](#)/payroll checks
  - B. Approval of minutes: [October 8, 2018 Special Meeting](#)  
[October 9, 2018 Regular Meeting](#)
  - C. Setting a public hearing on November 27, 2018 to receive comments on amendments to the Fircrest Comprehensive Plan.
  - D. Settling a public hearing on November 27, 2018 to receive comments on amendments to FMC Title 22 relating to Use of a Hearing Examiner.
  - E. Setting Budget special meetings for September 30, October 7, October 14, October 28, and November 4, 2019 at 6:00 P.M.
  - F. Setting February 19, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, and December 16, 2019 at 6:00 P.M. for study sessions.
  - G. Liquor License Renewal: [Rollin 253](#)
- 8. PUBLIC HEARING 7:15 P.M.**
  - A. [Preliminary 2019 Budget](#)
- 9. UNFINISHED BUSINESS**
  - A. [Ordinance No. 1622: Utility Billing Fee Adjustment – Title 17.04](#)
  - B. [Ordinance No. 1624: Salaries of Non-Union Employees, Including Casual and Seasonal Employees](#)
- 10. NEW BUSINESS**
  - A. [Resolution: Murraysmith Contract Amendment](#)
  - B. [Resolution: KPG, P.S. Contract Amendment](#)
  - C. [Resolution: Apex Engineering Contract Amendment](#)
  - D. [Resolution: Greenleaf Landscape Contract Amendment](#)
  - E. [Resolution: BIAS Software Agreement](#)
- 11. CITY MANAGER COMMENTS**
  - A. 19th Street Medians
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
- 15. ADJOURNMENT**

# TONIGHT'S AGENDA

**1 - PROJECT OVERVIEW**

**2 - POOL**

**3 - ROOF FORM**

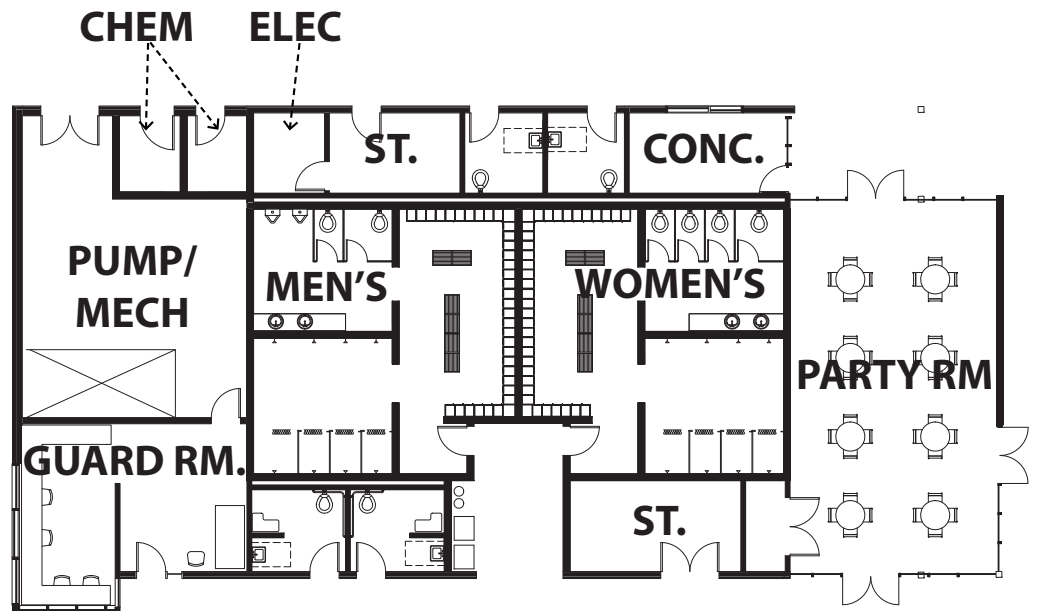
**4 - PHASING**

**5 - COSTS**

# PROJECT OVERVIEW

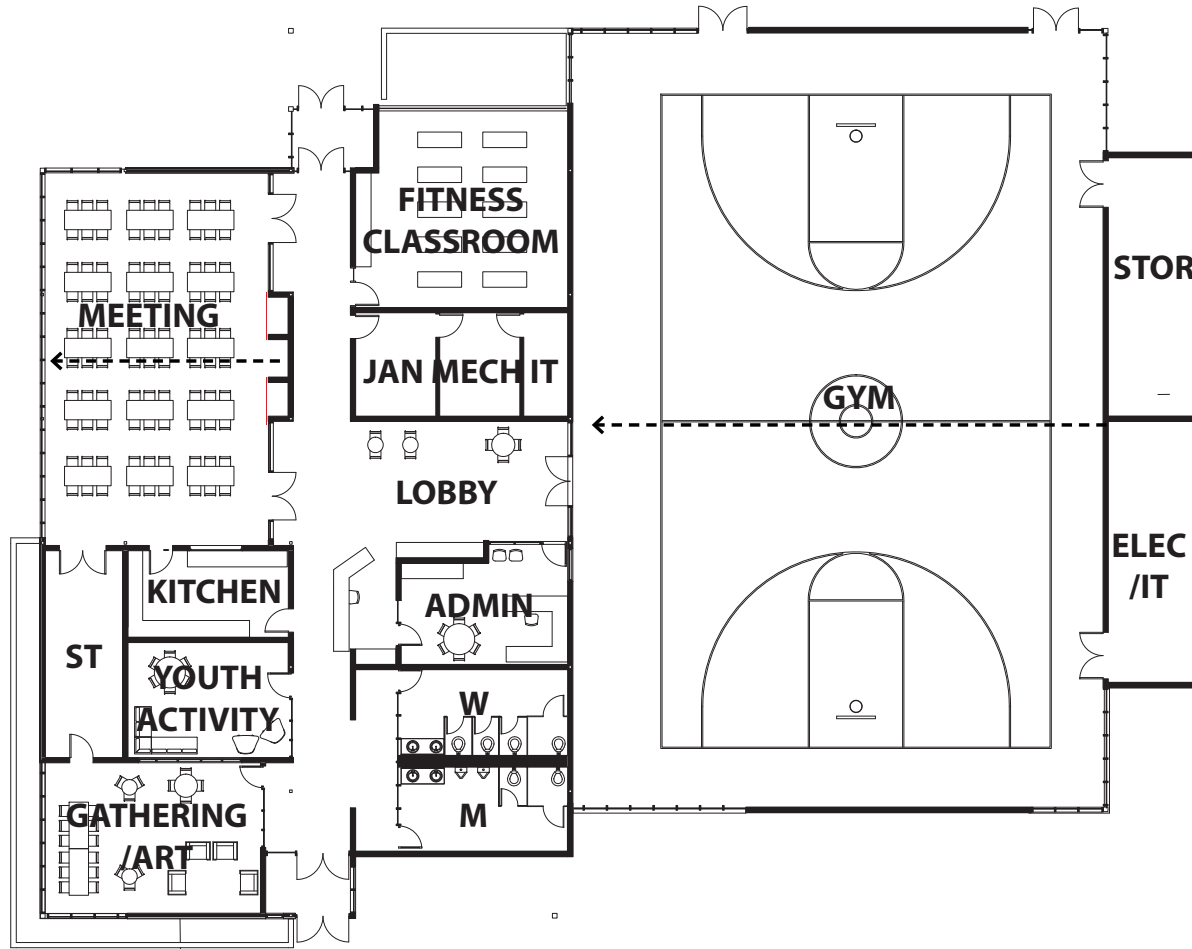


# BATH HOUSE FLOOR PLAN





# COMMUNITY CENTER PLAN



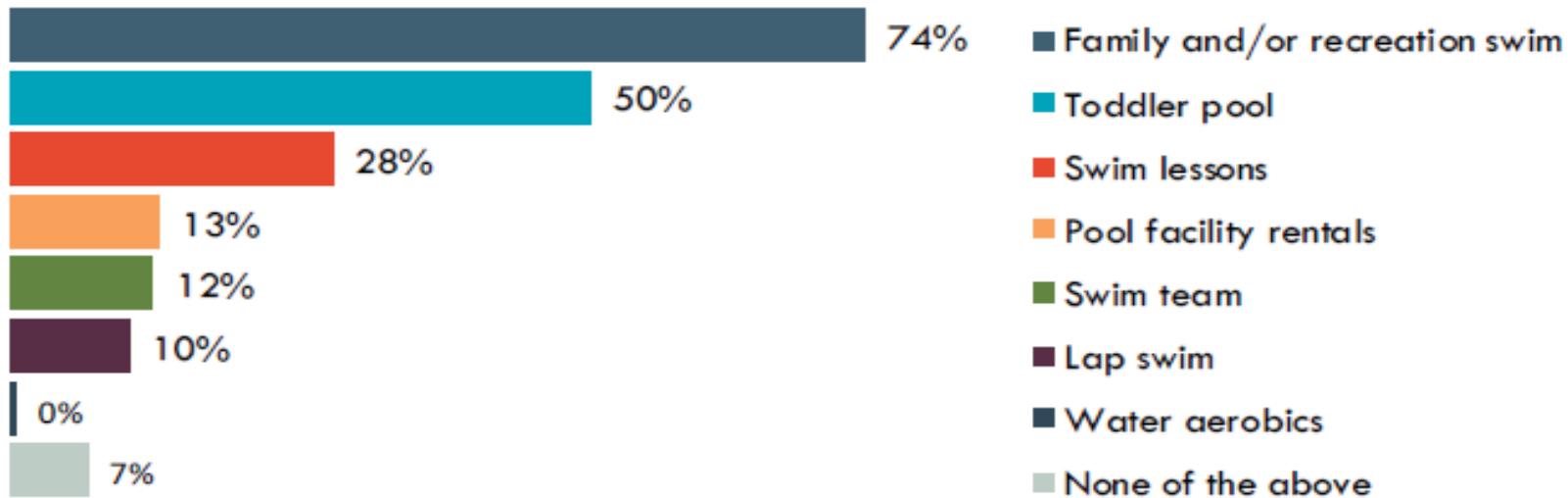
CITY COUNCIL MEETING - OCTOBER 23, 2018

COMMUNITY CENTER & POOL DESIGN

# POOLS - SURVEY RESULTS

## POOL USE

Exhibit 8. In the past year, have you and/or members of your household participated in activities at the pool?  
If yes, check all that apply. If no, check none of the above. Question 8 (N=418)



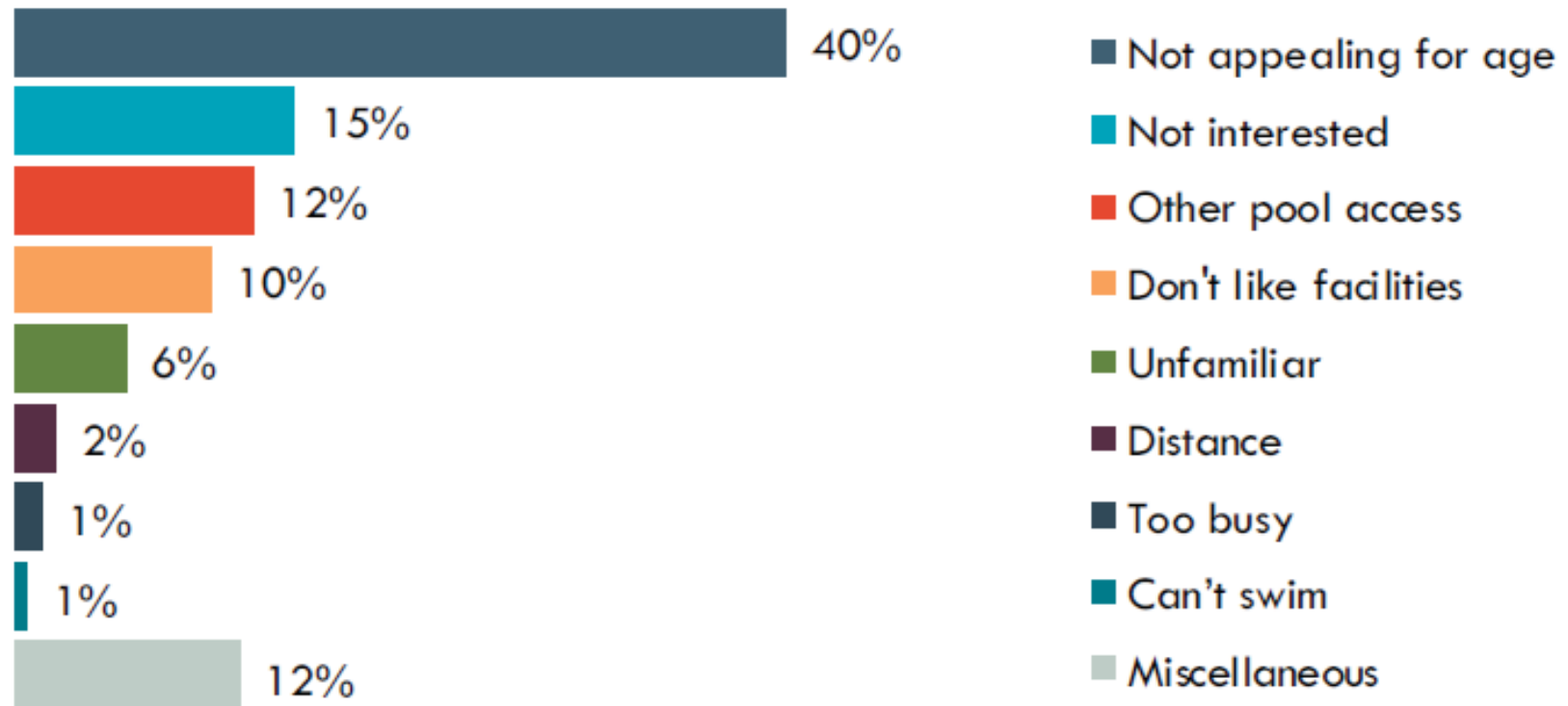
## POOL TEMPERATURE



# POOLS - SURVEY RESULTS

## POOL USE

**Exhibit 10. What are the main reasons you don't use the Fircrest Pool? Question 10**



# POOLS

**39% Survey Preference**

## OPTION A

### STEERING COMMITTEE COMMENTS:

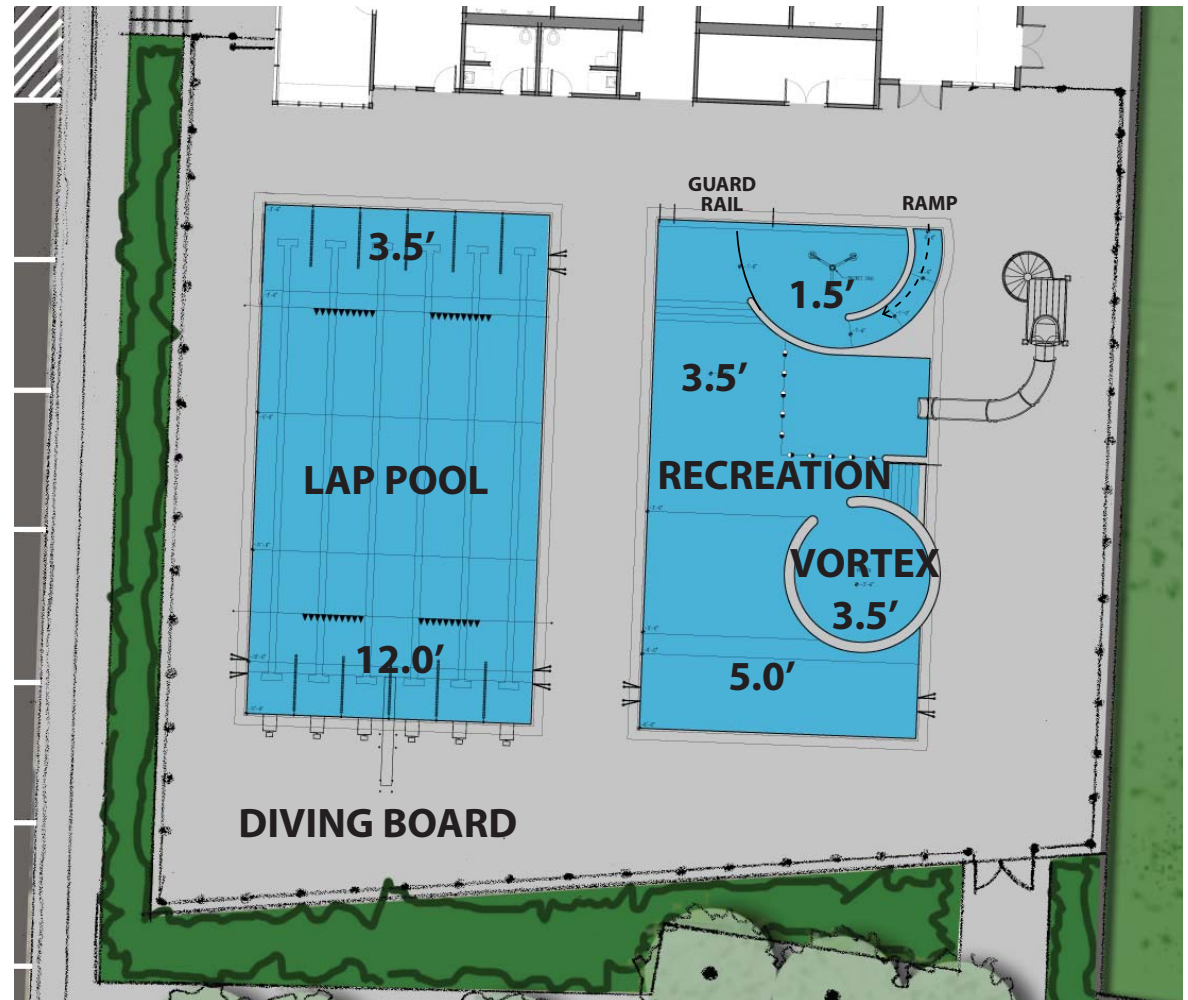
- MANY SURVEY COMMENTS ABOUT POOL NOT FOR ADULTS
- POTENTIAL FOR MORE PROGRAMMING
- MORE DEEPER WATER IS GOOD
- OPTION FOR 2 POOL TEMPS IS GOOD
- TODDLERS ARE CLOSE BUT PROTECTED
- JEFF SAID WADING POOL CLOSED 4X AND MAIN POOL 1X THIS YEAR
- IF ISSUE - STILL HAVE A POOL OPTION

### PROS:

- WARMER WATER FOR KIDS, LESSONS, AND SENIOR ACTIVITIES
- COOLER WATER FOR LAPS & TRAINING
- LIFEGUARDS - MORE "ATTRACTIVE"

### CONS:

- TODDLER POOL NOT FULLY SEPARATE
- LESS DECK SPACE FOR SPECTATORS, ETC



# POOLS

50% Survey Preference

## OPTION B

### STEERING COMMITTEE COMMENTS

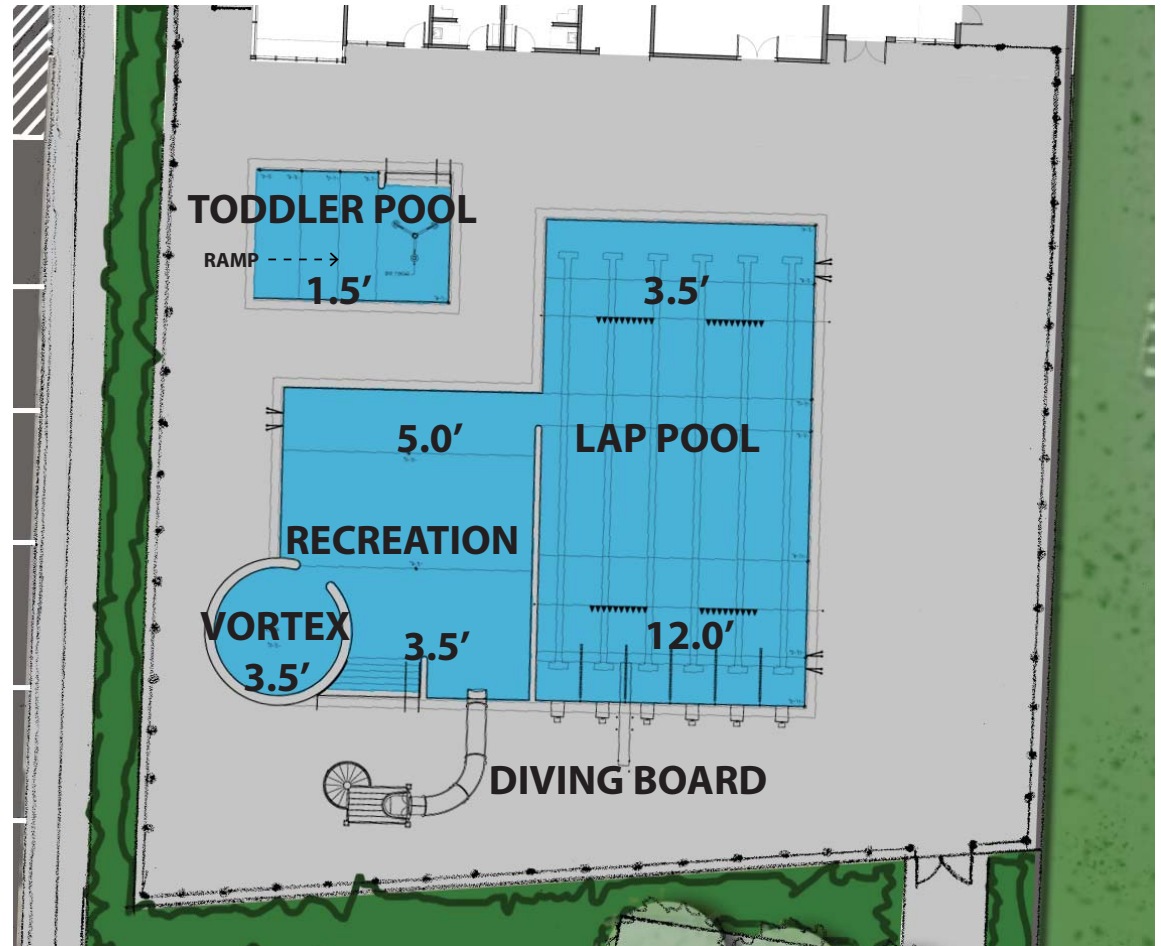
- ARC NOTED THAT THE TODDLER POOL CAN HAVE SEAT WALL ON SOUTH & WEST TO KEEP KIDS FROM RUNNING TO 5'-0"
- HAS OPTIONS FOR MORE PROGRAMMING THAN CURRENTLY POSSIBLE
- TODDLERS WILL BE IN LARGE POOL
- VORTEX AND SLIDE GOOD FOR OLDER KIDS
- SINGLE TEMPERATURE WATER MAY LIMIT PARTICIPATION
- VOTE WAS 9 TO 3 FOR OPTION A

### PROS:

- TODDLER POOL SEPARATE
- MORE DECK SPACE FOR SPECTATORS, ETC
- LIFEGUARDS - EASIER TO LIFEGUARD

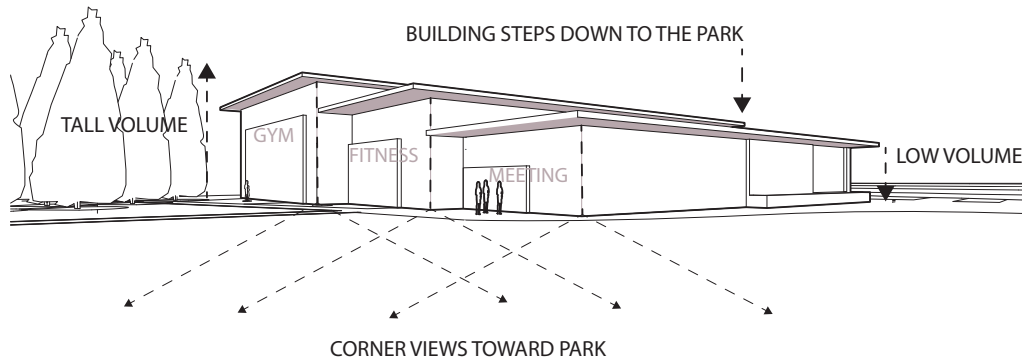
### CONS:

- ONE WATER TEMPERATURE
- SMALLER RECREATION AREA

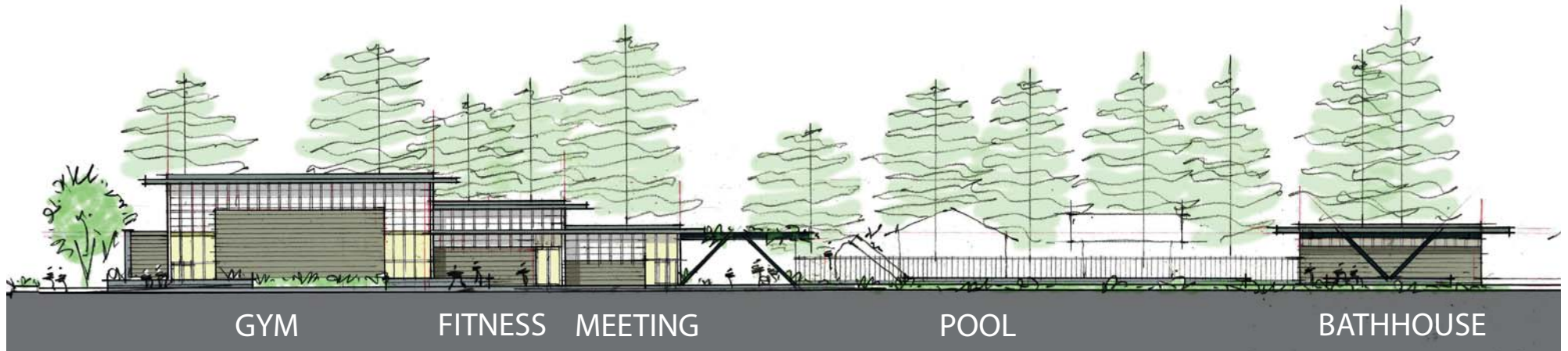




# ROOF FORM



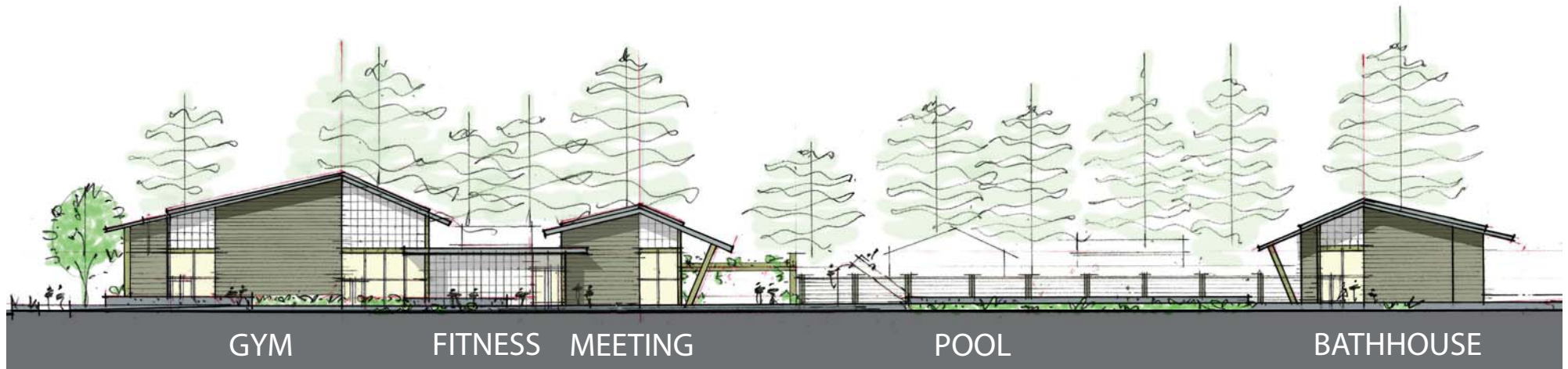
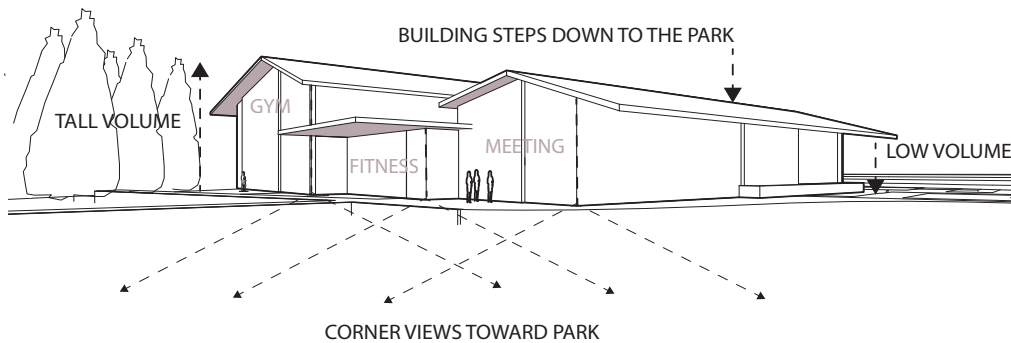
# WRIGHTIAN



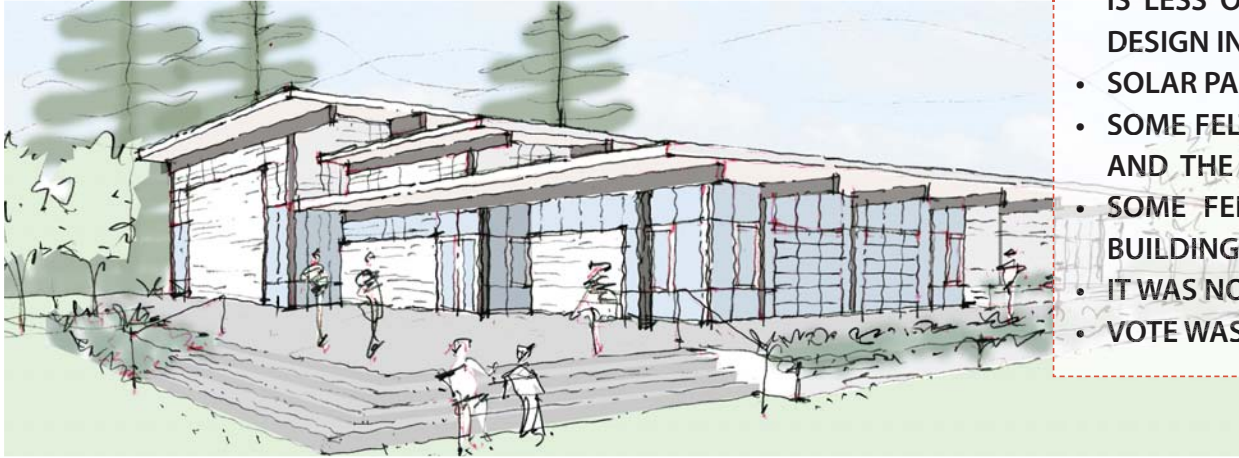


# ROOF FORM

# NORTHWEST MODERN

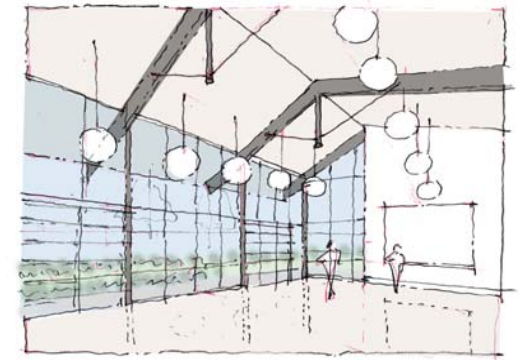


# ROOF FORM



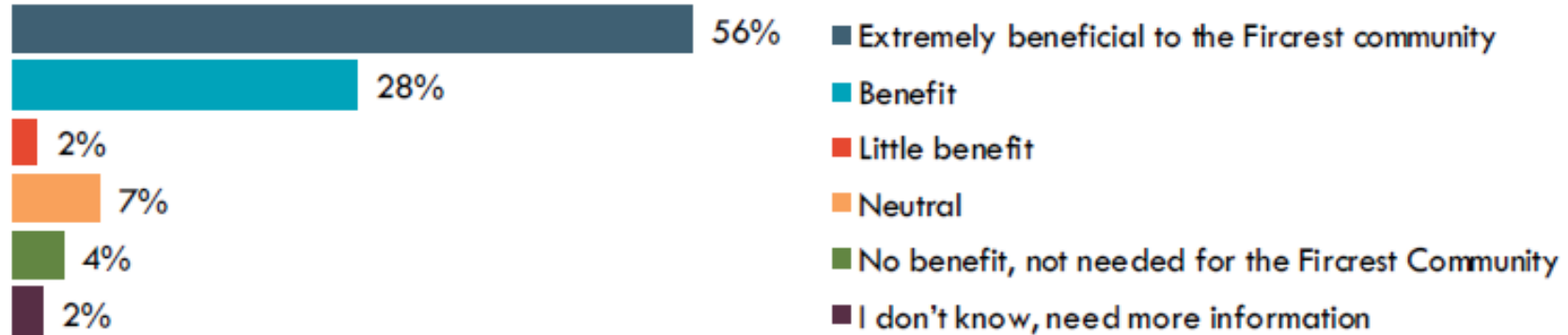
## STEERING COMMITTEE COMMENTS:

- CONCERN ABOUT FLAT ROOF WATERPROOFING - ARC SAID THIS IS LESS OF AN ISSUE WITH NEW ROOFS. THE PITCHED ROOF DESIGN INCLUDES A FLAT ROOF IN BETWEEN FOR EQUIPMENT.
- SOLAR PANELS WOULD NEED TO BE POSSIBLE ON EITHER ROOF
- SOME FELT THE PITCH ROOF FITS MORE WITH NEIGHBORHOOD AND THE COMMUNITY DESIRE
- SOME FELT THE FLAT ROOF FIT BETTER WITH HISTORY OF BUILDINGS IN FIRCREST AND BLENDS WELL WITH PARK
- IT WAS NOTED THAT A FLAT ROOF WOULD COST LESS
- VOTE WAS 8 TO 4 IN FAVOR OF FLAT ROOF

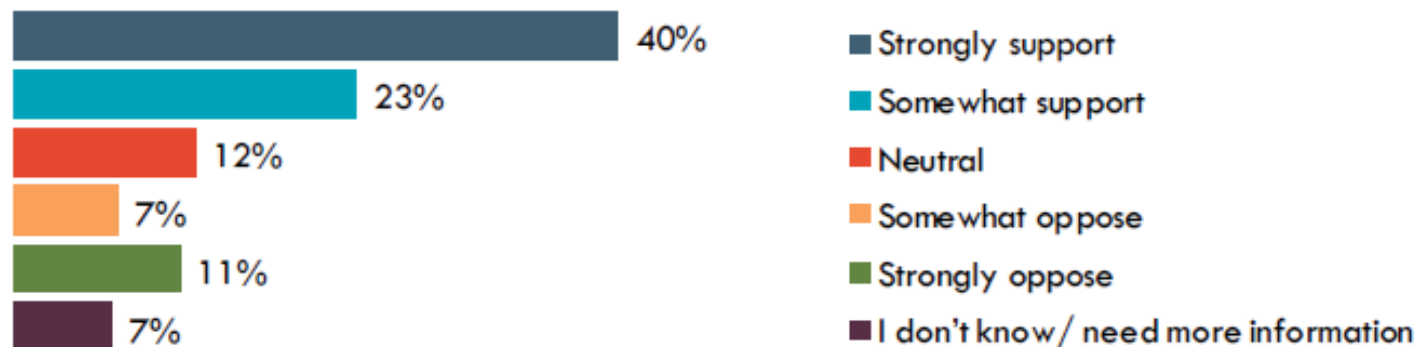


## PHASING - SURVEY RESULTS

**Exhibit 20. Would a new community center, like the one shown in the image above, be a benefit to the Fircrest Community? Please choose only one answer. Add comments if desired. Question 20 (N=488)**



**Exhibit 21. What is your opinion of building a new community center with the features described above if the park bond to pay for it costs about \$300/ year for a home assessed at \$400,000 over 20 years? Question 21 (N=489)**

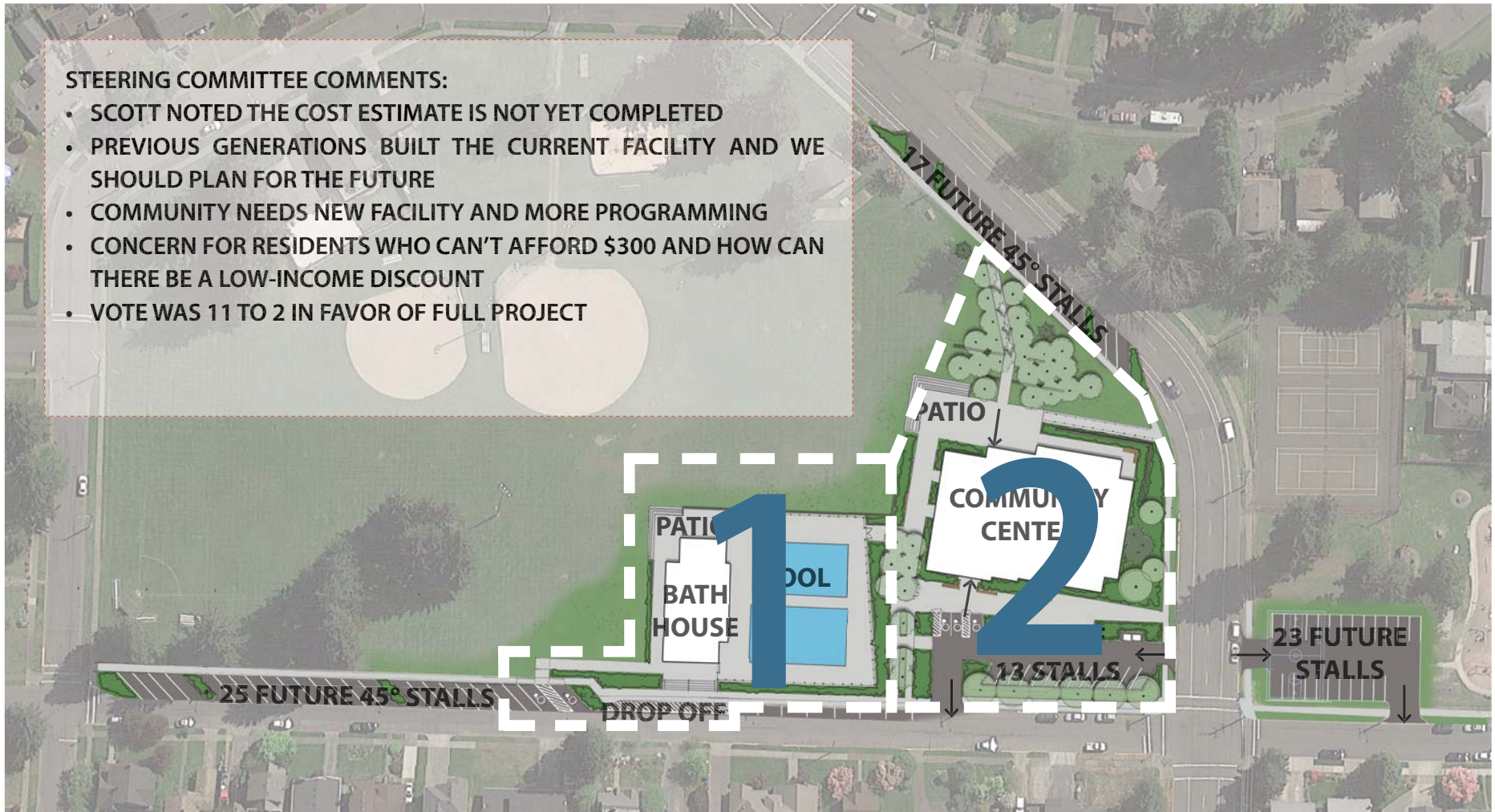




# PHASING

## STEERING COMMITTEE COMMENTS:

- SCOTT NOTED THE COST ESTIMATE IS NOT YET COMPLETED
- PREVIOUS GENERATIONS BUILT THE CURRENT FACILITY AND WE SHOULD PLAN FOR THE FUTURE
- COMMUNITY NEEDS NEW FACILITY AND MORE PROGRAMMING
- CONCERN FOR RESIDENTS WHO CAN'T AFFORD \$300 AND HOW CAN THERE BE A LOW-INCOME DISCOUNT
- VOTE WAS 11 TO 2 IN FAVOR OF FULL PROJECT



# COST / BUDGET - PHASE 1

PHASE ONE - Pool, Bathhouse, Site	const	soft cost ratio* **	project cost	remarks
<u>Estimate</u>				
Bathhouse	\$2,010,000	1.4	\$2,814,000	\$400/sf, due to large amount of plumbing
Option B - pool and wading	\$2,735,000	1.4	\$3,829,000	pools, deck & fence
Site	\$1,430,000	1.4	\$2,002,000	civil, landscape, drop off and ADA parking at bathhouse
<b>Total</b>	<b>\$6,175,000</b>		<b>\$8,645,000</b>	
<u>Value Engineering</u>				
Flat roof	(\$140,000)	1.4	(\$196,000)	
Remove party room	(\$250,000)	1.4	(\$350,000)	provide covered outdoor area
Reduce eaves	(\$25,000)	1.4	(\$35,000)	maintain at key locations
Plastic pipe storm detention	(\$112,000)	1.4	(\$156,800)	in lieu of concrete
<b>Savings</b>	<b>(\$527,000)</b>		<b>(\$737,800)</b>	
<b>Revised Totals</b>	<b>\$5,648,000</b>		<b>\$7,907,200</b>	
<u>Alternates</u>				
Option A - 2 pools	\$575,000	1.4	\$805,000	
Add photovoltaic for electricity	\$195,000	1.4	\$273,000	could be added later
Add slide	\$200,000	1.4	\$280,000	could be added later
Add vortex	\$135,000	1.4	\$189,000	can't be added later
<b>Total Potential Adds</b>	<b>\$1,105,000</b>		<b>\$1,547,000</b>	

\* soft costs include State Sales Tax, A/E fees, construction contingency, testing, permitting, furniture and equipment, traffic impact fees, utility connections, etc.

\*\* schematic design and design development A/E fees would not be from a public bond vote. City funds for these fees are being paid directly by the City.

# COST / BUDGET - PHASE 2

PHASE TWO - Community Center & Site	const	soft cost ratio* **	project cost	remarks
<u>Estimate</u>				
Community Center	\$4,765,000	1.4	\$6,671,000	\$330/sf
Site	\$2,260,000	1.4	\$3,164,000	
<b>Totals</b>	<b>\$7,025,000</b>		<b>\$9,835,000</b>	
<u>Value Engineering</u>				
Flat roof	(\$280,000)	1.4	(\$392,000)	
reduce footprint	(\$200,000)	1.4	(\$280,000)	gym, restrooms, north wing
Reduce eaves	(\$50,000)	1.4	(\$70,000)	maintain at key locations
Plastic pipe storm detention	(\$165,000)	1.4	(\$231,000)	in lieu of concrete
<b>Savings</b>	<b>(\$695,000)</b>		<b>(\$973,000)</b>	
<b>Revised Totals</b>	<b>\$6,330,000</b>		<b>\$8,862,000</b>	
<u>Alternates</u>				
Add photovoltaic for electricity	\$195,000	1.4	\$273,000	could be added later
Add generator	\$135,000	1.4	\$189,000	could be added later
Add security, cctv, access control	\$43,000	1.4	\$60,200	could be added later
<b>Total Potential Adds</b>	<b>\$373,000</b>		<b>\$522,200</b>	
<b>TOTAL REVISED</b>	<b>\$11,978,000</b>	1.4	<b>\$16,769,200</b>	
<b>TOTAL WITH ALL ALTERNATES</b>	<b>\$13,456,000</b>	1.4	<b>\$18,838,400</b>	

\* soft costs include State Sales Tax, A/E fees, construction contingency, testing, permitting, furniture and equipment, traffic impact fees, utility connections, etc.

\*\* schematic design and design development A/E fees would not be from a public bond vote. City funds for these fees are being paid directly by the City.



# NEXT STEPS

**COST ESTIMATE REVIEW: OCTOBER 16, 2018**

**CITY COUNCIL MEETING: OCTOBER 23, 2018 & OCT. 29, 2018**

**----- DETERMINE SCOPE OF PROJECT -----**

September 2018	City Council Review and Guidance
October 2018	Project schematic design complete
<b>Oct/ Nov. 2018</b>	<b>City Council decision on project and bond</b>
Nov. 2018 – April 2019	Update contract and design development
April 2019	Ballot measure - approval
Spring/Summer 2019	Permits and Bidding
Fall 2019	Construction begins

**City of Fircrest, WA  
Community Center and Pool Design  
Community Pool Operations Analysis  
October 2018**



**Counselman-Hunsaker  
George Deines  
10733 Sunset Office Drive, Suite 400  
St. Louis, MO 63127**



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## EXISTING AQUATIC FACILITY

The existing Fircrest Swimming Pool is an L-shaped, 6-lane, 25-yard competition pool with a diving well and a separate tot pool. The facility offers open swim hours during the following times. For the purposes of this study, the facility hours are assumed to be unchanged.

### Weekday Open Swim Hours

- May 28 – June 15
  - Monday – Friday: 3:30-6:30pm
- June 18 – August 31
  - Daily: 1:30pm-4:30pm

### Weekend and Holiday Hours

- Saturday & Sunday: 1:30pm-6:00pm 6:30pm-8:30pm

2017 Attendance: 12,316

2017 Actual Revenues: \$85,078

2017 Actual Expenditures: \$153,677.05

2017 Actual Recapture Rate: 55%



## **OPTIONS FOR CONSIDERATION**

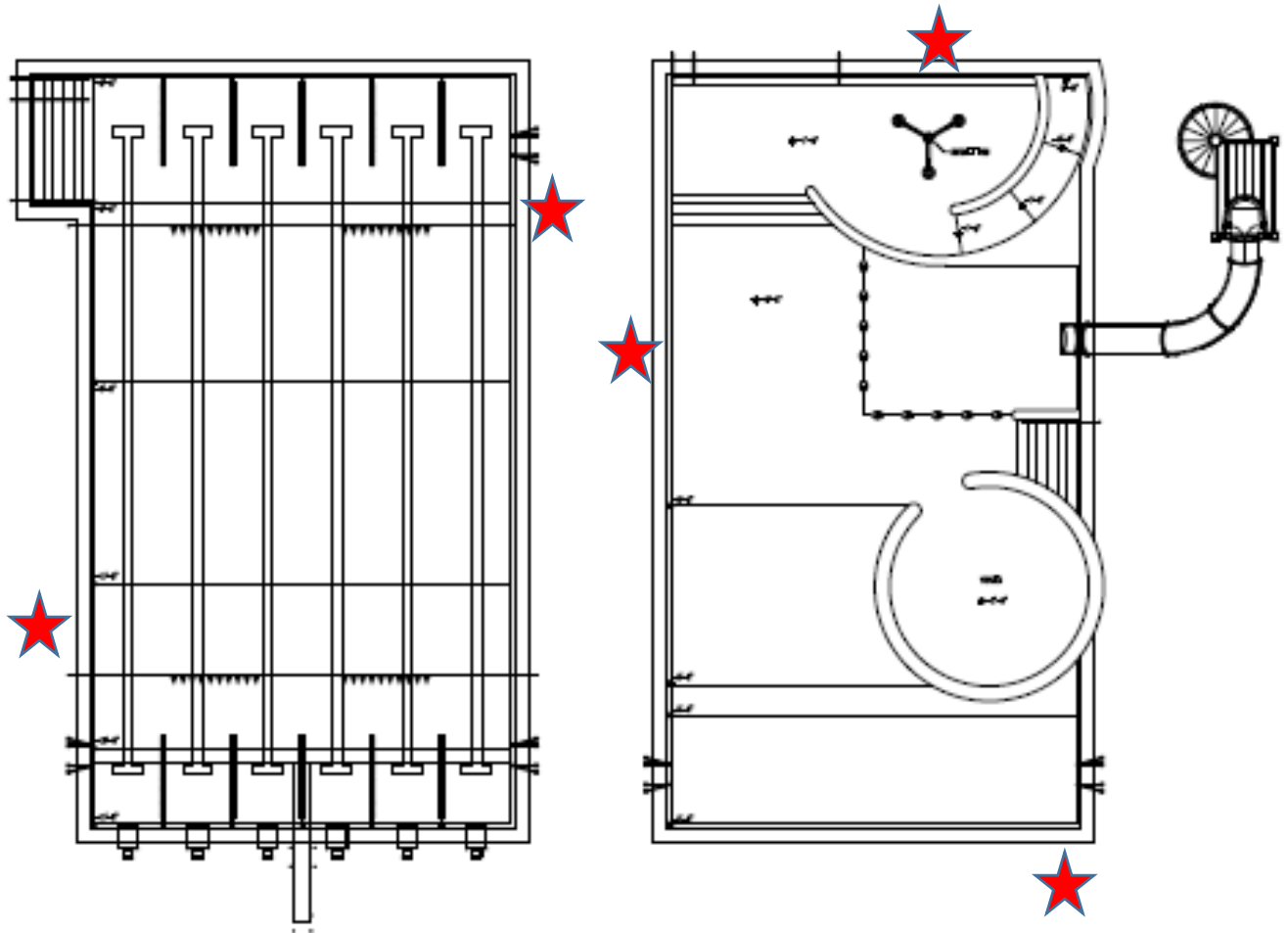
Two options have been developed that both include a 6-lane, 25-yard lap pool and shallow water recreational amenities. The option 1 includes a separate children's pool, while option 2 separates the shallow water leisure pool from the lap pool.

Maintaining the pools at different water temperatures would be ideal for the needs of the various aquatic user groups and would lead to a slight increase in utility costs for option 1, in comparison to option 2, due to the increased size of the leisure pool.

An initial placement of lifeguards is shown below for budgetary planning purposes that includes 4-5 lifeguards with the addition of a head lifeguard. This is above and beyond the current Fircrest Pool due to the increase of the pool's size, the inclusion of the children's pool within the pool's fence and amenities such as the waterslide and vortex that necessitate additional lifeguards to ensure coverage of all areas.

### Option 1

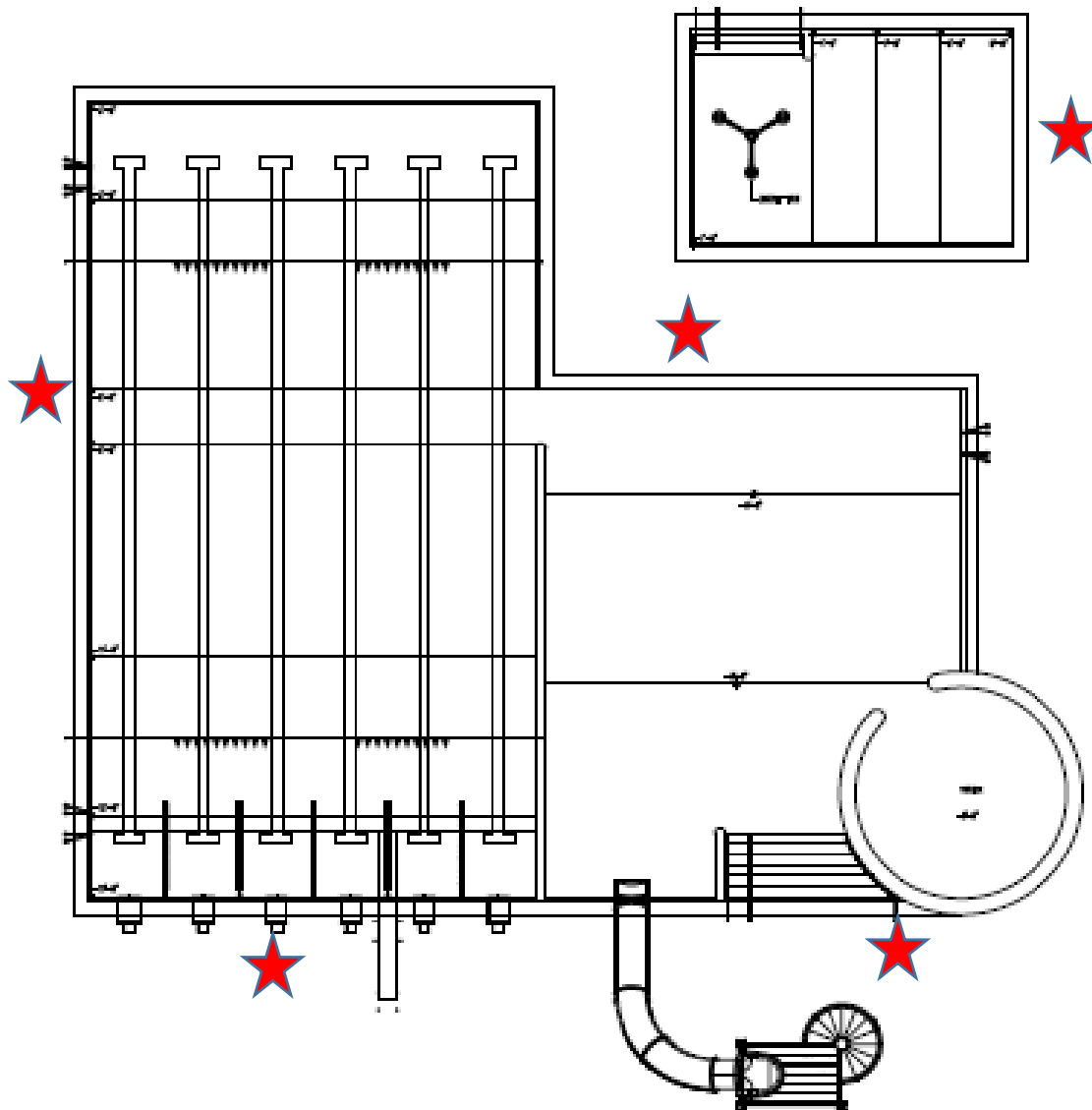
Option 1 consists of two bodies of water with 6, 25-yard lanes and 1-meter diving in the main pool. A separate shallow water children's pool contains a water cascade play feature, a waterslide and a vortex.





## Option 2

Option 2 consists of two bodies of water. The competition pool contains 6, 25-yard lanes, a vortex, waterslide and 1-meter diving. A separate shallow water children's pool contains a water cascade play feature.



## MARKET ANALYSIS

Factors that can influence attendance include projections for growth/decline of population, income levels, and age groups. Market studies are used to predict how relevant products, services, and fees are to residents. Originating from the Fircrest Pool, the primary area is assumed as a 15-minute drive time while the demographics for a 25-minute drive time radius were also examined. A study of demographic patterns in the area is helpful in projecting usage rates.

### Distance From Site

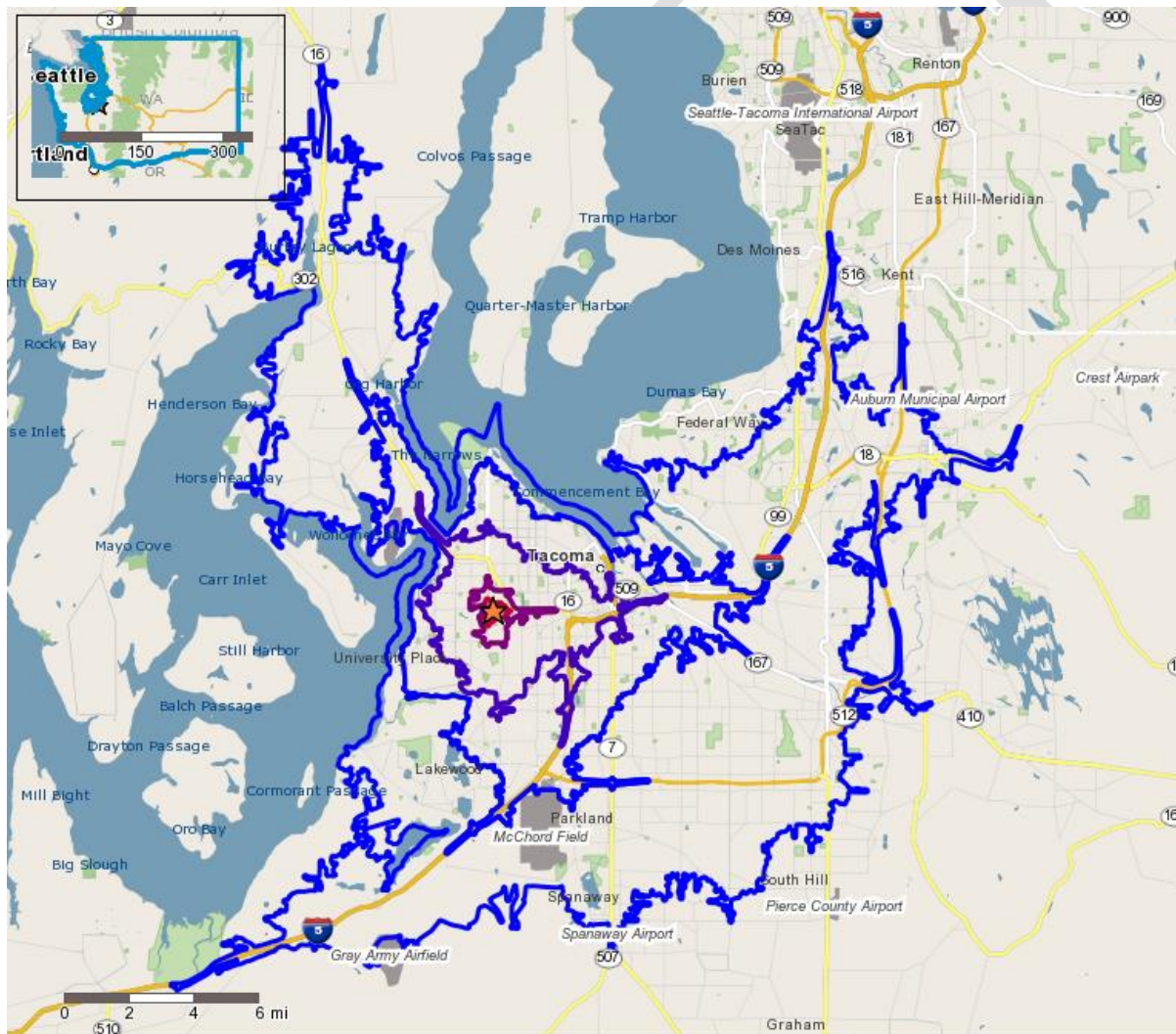
0 to 3 Minutes

3 to 5 Minutes

5 to 10 Minutes

10 to 15 Minutes

15 to 25 Minutes



## POPULATION

The following chart presents a summary of market area population with various drive times surrounding the Fircrest Pool. The 2010 U.S. Government Census was used to estimate the population for 2015 and to make projections for 2020.

The current population of Fircrest is shown in the chart below, currently at 6,700 people and projected to grow slightly by 2020.

**MARKET AREA POPULATION BY DISTANCE**

	Population						Average Annual Change			
	2010		2015		2020		2010-2015		2016-2020	
Drive Times	Number (000's)	Percent of Total	Number (000's)	Percent of Total	Number (000's)	Percent of Total	Number (000's)	Percent Change	Number (000's)	Percent Change
3 Minute	1.2	0.2%	1.3	0.2%	1.3	0.2%	0.0	0.7%	0.0	0.0%
3 to 5 Minutes	5.2	0.9%	5.4	0.9%	5.3	0.8%	0.0	0.8%	0.0	-0.4%
5 to 10 Minutes	75.5	12.6%	79.6	13.0%	80.9	12.9%	0.8	1.1%	0.3	0.3%
<b>Subtotal</b>	<b>81.9</b>	<b>13.6%</b>	<b>86.2</b>	<b>14.1%</b>	<b>87.5</b>	<b>13.9%</b>	<b>0.9</b>	<b>1.0%</b>	<b>0.2</b>	<b>0.3%</b>
10 to 15 Minutes	153.0	25.5%	161.8	26.4%	162.3	25.9%	1.8	1.1%	0.1	0.1%
15 to 25 Minutes	365.6	60.9%	365.6	59.6%	377.5	60.2%	0.0	0.0%	2.4	0.6%
<b>Subtotal</b>	<b>518.6</b>	<b>86.4%</b>	<b>527.4</b>	<b>85.9%</b>	<b>539.8</b>	<b>86.1%</b>	<b>1.8</b>	<b>0.3%</b>	<b>2.5</b>	<b>0.5%</b>
<b>Total (0-25 Minutes)</b>	<b>600.5</b>	<b>100.0%</b>	<b>613.6</b>	<b>100.0%</b>	<b>627.2</b>	<b>100.0%</b>	<b>2.6</b>	<b>0.4%</b>	<b>2.7</b>	<b>0.4%</b>
<b>Fircrest, WA</b>	<b>6.5</b>		<b>6.7</b>		<b>6.7</b>		<b>0.0</b>	<b>0.7%</b>	<b>0.0</b>	<b>0.1%</b>

Source: Alteryx

## AGE

Age distribution is another population characteristic used to determine the type and level of use of any type of program. The following table provides the number of residents and the percentage of total population for each age group compared to the U.S. column, which identifies the national average.

MARKET AREA AGE DISTRIBUTION													
Age Groups	3 Minute		3 to 5 Minutes		5 to 10 Minutes		10 to 15 Minutes		15 to 25 Minutes		Fircrest, WA		U.S. Age
	#	%	#	%	#	%	#	%	#	%	#	%	Population
Age 0-4	65	5.2%	313	5.8%	5,708	7.2%	11,170	6.9%	26,125	7.1%	324	4.8%	6.5%
Age 5-9	76	6.1%	334	6.2%	4,920	6.2%	9,961	6.1%	24,724	6.8%	408	6.1%	6.5%
Age 10-14	78	6.2%	319	5.9%	4,530	5.7%	9,029	5.6%	22,803	6.2%	421	6.3%	6.6%
Age 15-19	96	7.7%	304	5.6%	4,300	5.4%	9,252	5.7%	22,430	6.1%	409	6.1%	6.9%
Subtotal	315	25.2%	1,270	23.6%	19,458	24.5%	39,412	24.3%	96,082	26.3%	1,562	23.4%	26.5%
Age 20-24	64	5.1%	371	6.9%	6,115	7.7%	12,949	8.0%	28,736	7.9%	341	5.1%	7.1%
Age 25-29	73	5.8%	470	8.7%	7,581	9.5%	15,108	9.3%	30,084	8.2%	420	6.3%	6.8%
Age 30-34	66	5.3%	365	6.8%	6,836	8.6%	13,425	8.3%	26,450	7.2%	363	5.4%	6.6%
Age 35-39	67	5.4%	335	6.2%	5,371	6.8%	10,908	6.7%	22,321	6.1%	362	5.4%	6.3%
Age 40-44	91	7.3%	318	5.9%	4,631	5.8%	9,623	5.9%	21,297	5.8%	405	6.1%	6.8%
Age 45-49	121	9.7%	326	6.1%	4,624	5.8%	9,610	5.9%	22,904	6.3%	454	6.8%	7.1%
Age 50-54	109	8.7%	369	6.9%	5,030	6.3%	10,661	6.6%	24,417	6.7%	507	7.6%	7.3%
Age 55-59	82	6.5%	356	6.6%	4,838	6.1%	10,486	6.5%	23,928	6.5%	490	7.3%	6.5%
Age 60-64	64	5.1%	306	5.7%	4,064	5.1%	8,887	5.5%	20,051	5.5%	433	6.5%	5.7%
Age 65-69	55	4.4%	238	4.4%	3,110	3.9%	7,139	4.4%	16,583	4.5%	350	5.2%	4.2%
Age 70-74	39	3.1%	197	3.7%	2,386	3.0%	4,957	3.1%	11,879	3.2%	309	4.6%	3.1%
Age 75-79	36	2.9%	159	3.0%	1,714	2.2%	3,420	2.1%	8,392	2.3%	252	3.8%	2.4%
Age 80-84	36	2.9%	140	2.6%	1,563	2.0%	2,579	1.6%	6,093	1.7%	217	3.2%	1.9%
Age 85+	34	2.7%	165	3.1%	2,223	2.8%	2,846	1.8%	6,386	1.7%	220	3.3%	1.9%
TOTAL:	1,252	100.0%	5,385	100.0%	79,544	100.0%	162,010	100.0%	365,603	100.0%	6,685	100.0%	100%
Median Age	42.4		38.2		34.8		35.1		35.3		43.7		37.0
Source: Alteryx													

## INCOME

To a certain degree, the likelihood of residents to engage in aquatics depends on their ability to pay for admission and program fees. In the following chart, the U.S. national average is set at 1.00. Index refers to the percentage higher or lower than the national average.

MARKET AREA INCOME				
Radius	Per Capita Incomes		Median Household Incomes	
	Dollars	Index	Dollars	Index
0 to 3 Miles	\$32,605	1.23	\$70,756	1.35
3 to 5 Miles	\$31,011	1.17	\$58,887	1.12
5 to 10 Miles	\$27,123	1.02	\$48,613	0.92
10 to 15 Miles	\$29,425	1.11	\$52,597	1.00
15 to 25 Miles	\$30,444	1.15	\$61,181	1.16
Fircrest, WA	\$35,955	1.36	\$69,539	1.32
Total U.S.	\$26,464	1.00	\$52,599	1.00

Source: Alteryx

## **KEY DEMOGRAPHIC INDICATORS**

- There are currently 6,700 residents of Fircrest, with a median household income that is 132% of the national average.
- 247,000 people are located within a 15-minute drive time of the Fircrest Pool.
- The percentage of children under the age of 19 in Fircrest and the surrounding area is 1% to 3% below the national average.
- Fircrest currently has a higher than average percentage of residents 55+ years old.
- Several aquatic facilities exist in the area surrounding Fircrest, though the majority are indoor facilities, including two outdoor facilities, Stewart Heights and Kandle Pool in Tacoma.
- With income levels primarily at, or above, the national average, the surrounding community does have available discretionary income to use for recreational purposes such as the Fircrest Swimming Pool.



## AREA PROVIDERS

The following map and list detail the area providers for aquatics 10 to 15-mile radius of Fircrest, though not all of these facilities will compete with the Fircrest Pool for users



## ***Aquatic Facilities***

### **Curtis Aquatic Center**

8805 40th St W, University Place, WA 98466



### **Kandle Pool**

5302 N 26th St, Tacoma, WA 98406



### **Stewart Heights Pool**

5715 Reginald Gutierrez Ln, Tacoma, WA 98404



### **Clover Park Pool**

11023 Gravelly Lake Dr SW, Lakewood, WA 98499



### **Twin Lakes Pool**

3583 SW 320th St, Federal Way, WA 98023



### **Kimbro Pool**

Liggett Ave, Fort Lewis, WA 98433



## **Morgan Family YMCA**

1002 S Pearl St, Tacoma, WA, 98465



## Capacity

The following chart shows the capacity load for the proposed Fircrest Pool options based upon the number of training lanes and surface area of competitive and recreational water and comparing it to the current pool. The capacity load reflects the total number of users the facility could possible handle over the course of the day for training and recreational purposes. The holding capacity has been calculated at 25 SF of water per person for shallow water and 100 SF of water per person for deep water. Since all options have +/- 5,600 SF of water surface area, the capacity loads are nearly identical, around 165 users at a time or 500 over the course of an entire day.

	Existing	Option 1	Option 2
<b>WET-SIDE CAPACITY</b>			
<b>Training (Available 25-Yard Lanes)</b>			
Outdoor Lap	6	6	6
Total	6	6	6
Estimated Training Holding Capacity	30	30	30
Daily Training Capacity	90	90	90
<b>Recreation (Surface Area Sq. Ft.)</b>			
Outdoor Lap	5,298	3,229	3,229
Outdoor Leisure	0	2,343	1,925
Outdoor Tot	600	573	604
Total	5,898	6,145	5,758
Shallow Water	3,834	3,994	3,743
Deep Water	2,064	2,151	2,015
<b>Estimated Recreation Holding Capacity</b>	<b>174</b>	<b>181</b>	<b>170</b>
Daily Recreation Holding Capacity	435	453	425
Total Holding Capacity	204	211	200
<b>Total Daily Facility Capacity</b>	<b>525</b>	<b>543</b>	<b>515</b>



## Revenue/Expense Analysis

Revenue analysis includes special user group usage and facility per capita spending trends, thus developing an opinion of revenue for the first five years of operation. Programming revenue is based on user groups and local programming fees. Fee structure is based on fees from members and other users to project per capita income. Revenue is estimated, taking recommended fee schedules into account and current market rates and utilization figures.

Expense analysis includes a detailed budget model for estimating probable expenses for major areas of labor, contractual services, commodities, and utilities. User projections are made based on programming. Expenses are estimated considering hours of operation, attendance projections, local weather patterns, local utility rates, and other key items.

The Fircrest Pool is assumed to operate 105 days per year on a seasonal basis. The estimated attendance and fee structure for daily / monthly passes and programs are based on the following price points for residents and non-residents, both daily admissions and season passes. A daily rate of \$5 for all guests ages 3-over was used for residents. A rate of \$8 per guest was used for non-residents.

Fircrest Swimming Pool				
Category	Existing Rate	Proposed Rate	Percent of Visits	Per Visit Unit
Daily Admission				
Residents				
Daily Pass	3.00	5.00	50%	2.50
Free (3-under)		0	2%	-
Non-Resident				
Daily Pass	6.00	8.00	15%	1.20
Free (3-under)		-	5%	-
Season Pass				
Resident				
Individual	50.00	80.00	4%	0.21
Family (4)	32.00 per addtl	200.00	20%	0.67
Non-Resident				
Individual	110.00	128.00	2%	0.17
Family (4)	70.00 per addtl	320.00	2%	0.11
Subtotal / Average			100%	4.86
Credit Card Fees (2%)				0.10
Concessions				\$ 0.10
Total				\$4.86



### ***Fircrest Pool Estimated Revenue***

Any facility and program schedule will require flexibility to adapt to specific needs of the community, including both daily and monthly pass users, as well as those signing up for programs.

It is the responsibility of the facility supervisor to monitor user group demands and adjust schedules accordingly. Revenue projections are based on marketing programming that would include the following programs

- Season Passes
- Daily Admissions
- Swim Lessons
- Water Fitness/Aerobics
- Swim Team
- Swim Meet Rentals
- Birthday Parties
- Lifeguard Courses

### **Aquatics Programs Revenue & Expenses**

Revenue	Mgmt. Assump.	Price Per Session (10)	Total Per Session	No. Sellable Sessions	
		Year 1	Year 1		Year 1
Aquatics Instruction Revenue					
Swim Lessons	10 classes/session	\$50	175	4	\$35,000
Swim Team Revenue	Per Season	\$125	40	1	\$5,000
Water Fitness	\$/Session	\$35	40	2	\$2,800
Lifeguard Certification	\$/Session	\$250	20	1	\$5,000
Rentals					
Birthday Party	\$ / 2 HRS of Party Pavillion	\$100	50	1	\$5,000
Private (Full Pool)	\$/2 HRS	\$350	18	2	\$12,600
Non-capacity growth rate					
Capacity growth rate					
Area Revenue					\$65,400
Expense					Year 1
Program Supplies	4% of year 1 gross revenue; 3% annual increase				\$2,616
LG Class Materials	\$60 per participant for course record fee and manuals				\$1,200
ARC LTS Facility Fee	1500 cards; ; 3% annual increase				\$975
Marketing	5% of year 1 gross revenue				\$3,270
Credit Card Fees	1.5%of Revenue				\$981
Part-Time Program Staff	70% of gross				\$29,960
Area Expense					\$39,002
Net Revenue					\$26,398

The following chart details the number of expected visits multiplied by the per capita expenditure per visit as detailed in the chart on page 16. Programming revenue is added to the admission revenue to show the total revenue for the Fircrest Swimming Pool.

The attendance projections below are based on the existing layouts and amenities included with each option. Each option will generate approximately the same attendance based on the similar features and layouts, which equates to 200 people per day based on an 80-day season. The waterslide and vortex add considerable play value to the facility and a 15% to 20% decrease in attendance would be expected if those amenities were removed from the swimming pool.

		2018	2019	2020	2021	2022
Attendance						
	Option 1	16,179	16,202	16,241	16,264	16,286
	Option 2	16,179	16,202	16,241	16,264	16,286
Per Capita Spending (3% Annual Increase)						
	Option 1	\$4.86	\$5.01	\$5.16	\$5.31	\$5.47
	Option 2	\$4.86	\$5.01	\$5.16	\$5.31	\$5.47
Aquatic Programming Revenue						
	Option 1	\$65,400	\$71,940	\$83,091	\$87,245	\$96,188
	Option 2	\$65,400	\$71,940	\$83,091	\$87,245	\$96,188
Total Revenue (Gross)						
	Option 1	\$144,035	\$153,047	\$166,833	\$173,619	\$185,276
	Option 2	\$144,035	\$153,047	\$166,833	\$173,619	\$185,276

## Opinion of Expenses

### Facility Staff

Projected annual payroll expenses are listed by summer and winter classifications reflecting benefits and taxes. Scheduling employees is determined by programming demand and management procedure. Wherever possible, pay rates were determined local job classifications and wage scales. Cost for swim instructors and other employees associated with program income were factored in as programming personnel on the expense chart on page 21. The chart below details the expected hours per day for cashiers, lifeguards and head lifeguards for the 105-day season, with an allowance for pre-season preparation work to get the pool up and running.

	Hours Per Day			Cost Per Hour		Days per Season	Total Employer Expense		
	Existing	Option 1	Option 2	Hourly Rate	Rate with overhead		Outdoor	Existing	Option 1
Job Description									
<i>Summer</i>									
Cashier	8	8	8	12.25	\$14.70	105	12,348	12,348	12,348
Head Lifeguard	8	8	8	14.10	\$16.92	105	14,213	14,213	14,213
Lifeguard	24	40	40	12.80	\$15.36	105	38,707	64,512	64,512
Swim Instructors	24	0	0	13.05	\$15.66	40	15,034	0	0
Summer Total	40	56	56				\$80,302	\$91,073	\$91,073
<i>Pre-Season Preparation</i>									
Head Lifeguard	0	40	40	14.10	\$16.92	10	0	6,768	6,768
Winter Total	0	40	40				\$0	\$6,768	\$6,768
Annual Labor Expense							\$80,302	\$97,841	\$97,841

### Insurance

Insurance denotes liability for more people and more structure based on visits and labor. Since the owner/operator of this facility is not yet determined, insurance costs were excluded from the expense budget.

### Commodities

Commodities are day-to-day products used to operate aquatic centers. Office supplies, program supplies, custodial supplies, repair supplies and chemicals are included. In determining annual chemical expense, chemical treatment assumes the use of calcium hypochlorite and muriatic acid (pH buffer). Chemical use can depend upon bather load and chemical balance of the water. In estimating annual costs, medium bather load figures are assumed.

### Heating/Dehumidification

In determining utility costs, current energy costs at other facilities in the area were reviewed. Total costs include energy, energy demand and delivery charges. Caution must be used when comparing this cost with operating expenses of other facilities across the country.

### Electricity

The calculations are based on 2018 utility rate information. A figure of \$0.10 cents per kWh was estimated based on the current Fircrest Pool actuals, including both demand and energy costs.

### Water and Sewer

Water and sewer services will be needed for domestic use and compensation for evaporation and backwashing purposes. Backwash water and domestic water will be released to the sanitary system. This does not include landscape irrigation.

## Expenses

The following tables reflect a summary of all operating expenses, assumptions, and estimates detailed by the expense category as well as an expense summary including operating and programming expenses.

Direct Facility Expense Budget			
	Existing	Option 1	Option 2
Facility Staff			
Full Time Employment	Not Included	Not Included	Not Included
Summer Employment	\$102,480	\$91,073	\$91,073
Winter Employment	\$0	\$6,768	\$6,768
Training	\$0	\$3,000	\$3,000
<b>Total Labor</b>	<b>\$102,480</b>	<b>\$100,841</b>	<b>\$100,841</b>
Contractual Services			
Insurance	"All City" Premium	"All City" Premium	"All City" Premium
Repair and Maintenance	\$8,378	\$13,900	\$13,700
<b>Total Contractual Services</b>	<b>\$8,378</b>	<b>\$13,900</b>	<b>\$13,700</b>
Commodities			
Operating Supplies	\$14,100	\$8,340	\$8,220
Chemicals	\$16,210	\$15,466	\$11,964
Advertising	\$0	\$4,750	\$4,750
<b>Total Commodities</b>	<b>\$30,310</b>	<b>\$28,556</b>	<b>\$24,934</b>
Utilities			
Public Utility Services	12,509		
HVAC	Included Above	\$4,243	\$4,243
Electricity	Included Above	\$13,089	\$13,395
Pool Heating	Included Above	\$19,895	\$18,767
Water & Sewer	Included Above	\$8,637	\$7,851
<b>Total Utilities</b>	<b>\$12,509</b>	<b>\$45,864</b>	<b>\$44,257</b>
<b>Total Operating Expenses</b>	<b>\$153,677</b>	<b>\$189,161</b>	<b>\$183,731</b>
Capital Replacement Fund	\$0	\$27,800	\$27,300
<b>Total Expense</b>	<b>\$153,677</b>	<b>\$216,961</b>	<b>\$211,031</b>

## Revenue / Expense Summary

The below chart details the estimated, total attendance, operating revenue and expenses (operating + programming) with the percentage of recapture in bold. The current pool's annual operational subsidy is \$68,599 and projected to increase to \$77,209 within 5 years. Both options below are projected to have a \$61,000 to \$67,000 subsidy within the same time frame, which is slightly lower than the existing Fircrest Community pool's subsidy.

	2018	2019	2020	2021	2022
<b>Existing</b>					
<b>Attendance</b>	12,316				
Revenue	\$85,078	\$87,630	\$90,259	\$92,967	\$95,756
Expense	\$153,677	\$158,287	\$163,036	\$167,927	\$172,965
Operating Cashflow	(\$68,599)	(\$70,657)	(\$72,776)	(\$74,960)	(\$77,209)
<b>Recapture Rate</b>	<b>55%</b>	<b>55%</b>	<b>55%</b>	<b>55%</b>	<b>55%</b>
Capital Replacement Fund	\$0	\$0	\$0	\$0	\$0
Cash Flow	(\$68,599)	(\$70,657)	(\$72,776)	(\$74,960)	(\$77,209)

### Option 1

<b>Attendance</b>	16,179				
Revenue	\$144,035	\$153,047	\$166,833	\$173,619	\$185,276
Expense	\$228,163	\$227,224	\$236,958	\$243,792	\$252,821
Operating Cashflow	(\$84,128)	(\$74,178)	(\$70,125)	(\$70,172)	(\$67,545)
<b>Recapture Rate</b>	<b>63%</b>	<b>67%</b>	<b>70%</b>	<b>71%</b>	<b>73%</b>
Capital Replacement Fund	\$27,800	\$27,800	\$27,800	\$27,800	\$27,800
Cash Flow	(\$111,928)	(\$101,978)	(\$97,925)	(\$97,972)	(\$95,345)

### Option 2

<b>Attendance</b>	16,179				
Revenue	\$144,035	\$153,047	\$166,833	\$173,619	\$185,276
Expense	\$222,733	\$221,659	\$231,254	\$237,944	\$246,827
Operating Cashflow	(\$78,698)	(\$68,612)	(\$64,420)	(\$64,325)	(\$61,551)
<b>Recapture Rate</b>	<b>65%</b>	<b>69%</b>	<b>72%</b>	<b>73%</b>	<b>75%</b>
Capital Replacement Fund	\$27,300	\$27,300	\$27,300	\$27,300	\$27,300
Cash Flow	(\$105,998)	(\$95,912)	(\$91,720)	(\$91,625)	(\$88,851)



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<b>17789</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4298</b>	<b>AWC Employee Benefit</b>	<b>631.64 Retired Medical November 2018</b>
521 22 20 01	LEOFF I Medical Premium	001 000 521	General Fund	631.64	LEOFF I Retiree Medical Premium 11/2018
<b>17804</b>	<b>10/18/2018</b>	<b>10/23/2018</b>	<b>1487</b>	<b>Arena, Melissa</b>	<b>49.67 02-01960.2 - 808 COLUMBIA AVE</b>
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-26.76	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-23.12	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	0.21	
<b>17764</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4052</b>	<b>Baxter Auto Parts</b>	<b>41.82 Anti-Freeze For Sweeper #60915D</b>
548 65 48 13	O & M - Storm	501 000 548	Equipment Ren	41.82	Anti-Freeze For Sweeper #60915D
<b>17780</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>8296</b>	<b>Bucholz, Kathleen</b>	<b>59.00 Library Reimbursement 1 Year</b>
572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
<b>17765</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3572</b>	<b>CED</b>	<b>25.80 Exterior Light Bulbs - CH</b>
518 30 31 04	Oper Sup/CH	001 000 518	General Fund	25.80	Exterior Light Bulbs For CH
<b>17769</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>7374</b>	<b>Celis, Victor</b>	<b>27.88 Return Postage For Motor Boots</b>
518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	27.88	Return Postage For Motor Boots
<b>17809</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>63.12 Public Works Fax October 2018</b>
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	15.78	PW Fax 10/2018
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	15.78	PW Fax 10/2018
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	15.78	PW Fax 10/2018
542 30 42 00	Communication - Street	101 000 542	City Street Fun	15.78	PW Fax 10/2018
<b>17810</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>66.69 Parks Primary 911 October 2018</b>
576 80 42 00	Communication - Parks	001 000 576	General Fund	66.69	Parks Primary 911 10/2018
<b>17811</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>129.80 Police BA Machine / Modem - October 2018</b>
521 22 42 00	Communication - Police	001 000 521	General Fund	129.80	Police BA Machine / Modem 10/2018
<b>17812</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3994</b>	<b>CenturyLink</b>	<b>137.72 Direct Inward Dial - CH October 2018</b>
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	137.72	Direct Inward Dial - CH 10/2018
Total CenturyLink				397.33	
<b>17808</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>5805</b>	<b>CenturyLink</b>	<b>39.11 Long Distance Usage &amp; Access Line (9/12-10/11)</b>
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	39.11	Long Distance Usage & Access Line 10/2018

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<b>17750</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4313</b>	<b>Chuckals Inc</b>	<b>200.79 Office Supplies - Public Works</b>
	531 50 31 01	Office Supplies - Storm	415 000 531 Storm Drain	17.32	Calendars And Copy Paper
	531 50 31 03	NPDES Public Outreach	415 000 531 Storm Drain	42.33	Certificate Materials
	531 50 35 00	Small Tools & Equip - Stor	415 000 531 Storm Drain	29.72	SAA #1662 10-Key Calculator
	534 10 31 00	Office Supplies - Water	425 000 534 Water Fund (de	17.33	Calendars And Copy Paper
	534 10 35 00	Small Tools & Equip - Wat	425 000 534 Water Fund (de	29.73	SAA #1662 10-Key Calculator
	535 10 31 00	Office Supplies - Swr Adm	430 000 535 Sewer Fund (de	17.32	Calendars And Copy Paper
	535 10 35 00	Small Tools-Swr Admin	430 000 535 Sewer Fund (de	29.72	SAA #1662 10-Key Calculator
	542 30 31 01	Office Supplies - Street Re	101 000 542 City Street Fun	17.32	Calendars And Copy Paper
<b>17751</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4313</b>	<b>Chuckals Inc</b>	<b>285.57 Office Supplies - Central</b>
	518 10 34 01	Central Office Supplies	001 000 518 General Fund	285.57	2019 Employee Calendars
Total Chuckals Inc				486.36	
<b>17788</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4324</b>	<b>City Treasurer-City of Tacoma</b>	<b>53,478.00 Fire / EMS November 2018</b>
	522 20 50 00	Tacoma Contract - Fire	001 000 522 General Fund	26,303.58	Fire 11/2018
	522 20 51 00	Tacoma Contract - EMS	001 000 522 General Fund	27,174.42	EMS 11/2018
<b>17792</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4325</b>	<b>City Treasurer-Tac Sewer</b>	<b>269,913.37 3rd Qtr 2018 Sewer Treatment</b>
	535 60 51 00	Sewage Treatment	430 000 535 Sewer Fund (de	269,913.37	3rd Qtr 2018 Sewer Treatment
<b>17796</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4318</b>	<b>City of Fircrest Treasurer</b>	<b>17,310.78 October 2018 Interfund</b>
	518 30 47 00	Public Utility Services - Ci	001 000 518 General Fund	696.67	10/2018
	531 50 47 02	Public Utility Services/Bldg	415 000 531 Storm Drain	380.00	10/2018
	531 50 47 02	Public Utility Services/Bldg	415 000 531 Storm Drain	11.36	10/2018
	534 10 47 00	Utility Services/Building -	425 000 534 Water Fund (de	380.00	10/2018
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	371.84	10/2018
	534 80 47 03	Public Utility Services/Met	425 000 534 Water Fund (de	6.69	10/2018
	535 10 47 00	Utility Services/Building -	430 000 535 Sewer Fund (de	380.00	10/2018
	535 80 47 04	Public Utility Services/Met	430 000 535 Sewer Fund (de	6.69	10/2018
	542 30 47 02	Electricity & Gas/Bldg - St	101 000 542 City Street Fun	380.00	10/2018
	542 30 47 02	Electricity & Gas/Bldg - St	101 000 542 City Street Fun	2.87	10/2018
	542 80 47 00	Public Utility Services-St E	101 000 542 City Street Fun	229.71	10/2018
	548 65 47 00	Utilities ShopGarage	501 000 548 Equipment Ren	33.50	10/2018
	576 20 47 00	Public Utility Services - Po	001 000 576 General Fund	1,274.83	10/2018
	576 80 47 00	Public Utility Services - Pa	001 000 576 General Fund	13,156.62	10/2018
<b>17797</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4322</b>	<b>City of Tacoma - Utilities</b>	<b>9,828.20 Power - Various Locations September 2018</b>
	518 30 47 00	Public Utility Services - Ci	001 000 518 General Fund	545.24	09/2018

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	531 50 47 02	Public Utility Services/Bldg	415 000 531	97.71	09/2018
	534 10 47 00	Utility Services/Building -	425 000 534	97.71	09/2018
	534 80 47 01	Utility Services/Pumping	425 000 534	4,064.77	09/2018
	535 10 47 00	Utility Services/Building -	430 000 535	97.70	09/2018
	535 80 47 01	Utility Services/Pumping	430 000 535	1,888.26	09/2018
	542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	97.71	09/2018
	542 30 47 03	Electricity/Traffic Lights	101 000 542	46.00	09/2018
	542 63 47 00	Electricity/Street Lights	101 000 542	2,163.44	09/2018
	548 65 47 00	Utilities ShopGarage	501 000 548	22.66	09/2018
	576 80 47 00	Public Utility Services - Pa	001 000 576	707.00	09/2018
<b>17737</b>	<b>10/23/2018</b>	<b>10/23/2018 6203</b>	<b>Code Mechanical Inc</b>	<b>295.63</b>	<b>HVAC Repair - PW Building</b>
	518 30 48 03	Rep & Maint - PW	001 000 518	295.63	HVAC Repair - PW, Replaced 2 Belts
<b>17763</b>	<b>10/23/2018</b>	<b>10/23/2018 6268</b>	<b>Cole-Parmer Instrument Company</b>	<b>61.06</b>	<b>TISAB REAGENT For Fluoride Testing</b>
	534 80 31 02	Oper Supplies - Water	425 000 534	61.06	Tablets For Fluoride Testing
<b>17786</b>	<b>10/23/2018</b>	<b>10/23/2018 7918</b>	<b>Contreras, Alejandra</b>	<b>120.00</b>	<b>Spanish Interpreting 2 Hrs</b>
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	120.00	Spanish Interpreting 2 Hrs
<b>17758</b>	<b>10/23/2018</b>	<b>10/23/2018 363</b>	<b>Corcoran, Colleen T</b>	<b>22.80</b>	<b>Return Postage For Court Laptop</b>
	518 10 42 01	Postage - Non-Dept	001 000 518	22.80	Return Postage For Court Laptop
<b>17803</b>	<b>10/18/2018</b>	<b>10/23/2018 1835</b>	<b>Cowan, Susan</b>	<b>56.00</b>	<b>03-01810.1 - 502 BERKELEY AVE</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	-15.02	
	343 40 00 00	Sale Of Water	425 000 340	-15.24	
	343 50 00 00	Sewer Revenues	430 000 340	-25.74	
<b>17740</b>	<b>10/23/2018</b>	<b>10/23/2018 15</b>	<b>Crippen, Kathy</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	59.00	Library Reimbursement 1 Year
<b>17770</b>	<b>10/23/2018</b>	<b>10/23/2018 3589</b>	<b>Databar Inc</b>	<b>1,950.73</b>	<b>Town Topics Newsletter October 2018</b>
	518 10 49 01	Town Topics/Citizen Comr	001 000 518	1,950.73	Town Topics Newsletter 10/2018
<b>17773</b>	<b>10/23/2018</b>	<b>10/23/2018 333</b>	<b>Deal Jr, Robert</b>	<b>9.95</b>	<b>Postage For Items To WSP Crime Lab</b>
	518 10 42 01	Postage - Non-Dept	001 000 518	9.95	Postage For Items To WSP Crime Lab
<b>17778</b>	<b>10/23/2018</b>	<b>10/23/2018 333</b>	<b>Deal Jr, Robert</b>	<b>10.00</b>	<b>Employee Training Meeting Meal Reimbursement</b>
	521 22 43 00	Travel - Police	001 000 521	10.00	Defensive Tactics Training Lunch

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			Total Deal Jr, Robert	19.95		
17790	10/23/2018	10/23/2018	4310	Dept Of Revenue-EXCISE TAX	131.42	Excise Tax September 2018
	531 50 53 00	Excise Tax - Storm	415 000 531	Storm Drain	16.90	9/2018
	534 10 53 00	Excise Tax - Water	425 000 534	Water Fund (de	30.36	9/2018
	535 10 53 00	Excise Tax - Sewer	430 000 535	Sewer Fund (de	63.42	9/2018
	571 20 53 00	Excise Tax - Participation I	001 000 571	General Fund	20.74	9/2018
17736	10/10/2018	10/23/2018	5509	Downing, Margaret	31.68	01-00180.1 - 169 HARVARD AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-7.07	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-7.48	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-17.13	
17755	10/23/2018	10/23/2018	6995	Endicott, Cynthia J.	266.00	Silver Sneakers & Chair Yoga - August 2018
	571 20 49 06	Instructor Fees	001 000 571	General Fund	266.00	08/2018
17756	10/23/2018	10/23/2018	6995	Endicott, Cynthia J.	241.50	Silver Sneakers & Chair Yoga - September 2018
	571 20 49 06	Instructor Fees	001 000 571	General Fund	241.50	09/2018
			Total Endicott, Cynthia J.	507.50		
17738	10/23/2018	10/23/2018	8308	Fence Doctor, The	384.65	Fence Repair At Rec Center
	576 80 48 00	Rep & Maint - Parks	001 000 576	General Fund	384.65	Fence Repair At Rec Center
17749	10/23/2018	10/23/2018	5923	Golden West Games Ltd	220.16	Dart Board And Darts
	571 10 31 03	Youth Supplies	001 000 571	General Fund	220.16	Dart Board And Darts
17734	10/10/2018	10/23/2018	7964	Hull, Brian	62.57	02-00230.3 - 353 ELDORADO AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-13.96	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-14.78	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-33.83	
17787	10/23/2018	10/23/2018	4131	Humane Society - Tacoma	415.98	Boarding Contract October 2018
	554 30 41 00	Animal Control	001 000 554	General Fund	415.98	Boarding Contract 10/2018
17791	10/23/2018	10/23/2018	8255	KCDA Purchasing Cooperative	63,962.48	Fircrest Park Play Structure Proposal #907-109217-1
	594 76 64 00	Machinery & Equipment - [	001 000 576	General Fund	63,962.48	Fircrest Park Play Structure Proposal #907-109217-1
17801	10/23/2018	10/23/2018	3776	Lemay Mobile Shredding	33.40	Shredding - Court

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512 50 49 00	Miscellaneous - Court		001 000 512 General Fund	33.40	Shredding - Court
<b>17767</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>5079 Les Schwab Tires</b>	<b>38.04</b>	<b>John Deere Mower #3120 Flat Tire Repair</b>
576 80 48 00	Rep & Maint - Parks		001 000 576 General Fund	38.04	Mower #3120 Flat Tire Repair
<b>17742</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3791 Lowe's Company-#338954</b>	<b>33.89</b>	<b>Supplies For City Hall</b>
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	33.89	Bungee Cords, Tarp, Shelf & Brackets
<b>17766</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3791 Lowe's Company-#338954</b>	<b>31.25</b>	<b>Landscape Block Cement</b>
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	31.25	Landscape Block Cement
			Total Lowe's Company-#338954	65.14	
<b>17768</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>6369 McLendon Hardware Inc (Tacoma)</b>	<b>33.95</b>	<b>Supplies For Wood Preservation</b>
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	33.95	Teak Oil, Foam Brush And Mixing Cup
<b>17799</b>	<b>10/17/2018</b>	<b>10/23/2018</b>	<b>1987 Meyer, Brandon</b>	<b>60.29</b>	<b>04-00530.9 - 536 RAMSDELL ST</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-13.45	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-14.25	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-32.59	
<b>17785</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>341 Miller, John A</b>	<b>173.31</b>	<b>WA Judicial Conference Mileage Reimbursement</b>
512 50 43 00	Travel - Court		001 000 512 General Fund	173.31	Mileage Reimbursement For WA Judicial Conf.
<b>17759</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>7635 Nappi, Jessica</b>	<b>25.00</b>	<b>Gym Reimbursement - October 2018</b>
513 10 20 00	Personnel Benefits		001 000 513 General Fund	16.75	Gym Reimbursement 10/2018
518 11 20 00	Personnel Benefits - Person		001 000 518 General Fund	8.25	Gym Reimbursement 10/2018
<b>17739</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3927 Overhead Door Co. of Tacoma</b>	<b>324.21</b>	<b>Garage Door Repair, Parks Maintenance Shed</b>
576 80 48 00	Rep & Maint - Parks		001 000 576 General Fund	324.21	Door Repair And Lock Replacement
<b>17798</b>	<b>10/17/2018</b>	<b>10/23/2018</b>	<b>1780 Pedersen, Diane</b>	<b>88.18</b>	<b>03-01300.0 - 409 CONTRA COSTA AVE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-19.67	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-20.84	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-47.67	
<b>17772</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>2760 Petersohn, Roger</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>17805</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3955 Petrocard Systems Inc</b>	<b>339.36</b>	<b>Gas / Fuel October 2018</b>



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548 65 31 13	Storm Gas		501 000 548 Equipment Ren	339.36	#60915D Gas / Fuel 10/2018
<b>17806</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3956 Petty Cash-Corcoran</b>	<b>33.91</b>	<b>Reimburse 10/23/2018</b>
517 90 31 01	Health Program - Supplies		001 000 517 General Fund	17.59	Wellness Storage Bins
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	4.79	H2O Tank Cover
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	11.53	Bolts Anchor Sleeve
<b>17794</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>7839 Pingel, Scott</b>	<b>19.31</b>	<b>Employee Reimbursement - Parking For Labor Meeting</b>
518 11 43 00	Travel - Personnel		001 000 518 General Fund	19.31	Labor Meeting Parking Expense
<b>17776</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3972 Planning Association Of Washington</b>	<b>80.00</b>	<b>2018 Land Use Boot Camp Training</b>
524 20 49 01	Reg & Tuition - Building		001 000 524 General Fund	40.00	Registration - J. Westman
558 60 49 01	Reg & Tuition - Planning		001 000 558 General Fund	40.00	Registration - J. Westman
<b>17775</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>3982 Proforce Law Enforcement, Corp. Office</b>	<b>300.44</b>	<b>TSR X26 TASER Replacement Batteries</b>
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	300.44	TASER Replacement Batteries
<b>17754</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4828 Protect Youth Sports</b>	<b>29.85</b>	<b>Background Checks - CH Employees</b>
518 11 41 00	Prof Svcs - Personnel		001 000 518 General Fund	29.85	L. Davis, A. Milan-Bracken, J. Dames Ryan
<b>17800</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>337 Roberts, Christopher</b>	<b>10.00</b>	<b>Employee Training Meal Reimbursement</b>
521 22 43 00	Travel - Police		001 000 521 General Fund	10.00	Taser Instructor Training Lunch
<b>17743</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4035 Sarco Supply</b>	<b>203.12</b>	<b>Cleaning Supplies - CH, PW, PSB</b>
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	38.41	Paper Towels - PSB
518 30 31 03	Oper Sup/PWF		001 000 518 General Fund	103.14	Wipes And Toilet Paper - PW
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	61.57	Wipes And Vacuum Cord Grommets - CH
<b>17753</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4035 Sarco Supply</b>	<b>417.11</b>	<b>Vacuum Cleaner Supplies</b>
518 30 31 00	Oper Sup/Facilities		001 000 518 General Fund	417.11	Vacuum Filters, Cords And Bags
<b>17783</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4035 Sarco Supply</b>	<b>171.30</b>	<b>Rinse Free Floor Cleaner - Rec, CH &amp; PW</b>
518 30 31 01	Oper Sup/Rec Bldg		001 000 518 General Fund	57.10	Floor Cleaner - Rec
518 30 31 03	Oper Sup/PWF		001 000 518 General Fund	57.10	Floor Cleaner - PW
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	57.10	Floor Cleaner - CH
<b>17784</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4035 Sarco Supply</b>	<b>176.22</b>	<b>Cleaning Supplies - Rec, CH &amp; PSB</b>
518 30 31 01	Oper Sup/Rec Bldg		001 000 518 General Fund	48.35	Wipes & Mop Handle - Rec
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	57.10	Floor Cleaner - PSB

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	518 30 31 04	Oper Sup/CH	001 000 518 General Fund	70.77	Wipes, Soap & Gloves - CH
<b>17807</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4035 Sarco Supply</b>	<b>89.88</b>	<b>Janitorial Supplies - Pool</b>
	576 20 31 02	Janitorial Supplies - Pool	001 000 576 General Fund	89.88	Hand Soap For Pool
			Total Sarco Supply	1,057.63	
<b>17802</b>	<b>10/18/2018</b>	<b>10/23/2018</b>	<b>5672 Scheetz, Arthur</b>	<b>23.41</b>	<b>02-03040.1 - 1105 GARDEN CIRCLE</b>
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-10.17	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-13.24	
<b>17781</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>1056 Sedgwick, Thomas</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>17762</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>6088 Sentinel Pest Control Inc</b>	<b>192.33</b>	<b>Pest Control PW September 2018</b>
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	48.08	Pest Control 09/2018
	534 50 48 01	Rep & Maint - Water Main	425 000 534 Water Fund (de	48.08	Pest Control 09/2018
	535 50 48 00	Rep & Maint - Sewer Main	430 000 535 Sewer Fund (de	48.09	Pest Control 09/2018
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fun	48.08	Pest Control 09/2018
<b>17757</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>326 Stahlnecker, Angelie</b>	<b>446.05</b>	<b>Travel Expenses - WABO Conference October 2018</b>
	524 20 43 00	Travel - Building	001 000 524 General Fund	186.59	Meals & Lodging 10/8-10/10 WABO Conf.
	548 65 31 05	Non-Dept Gas	501 000 548 Equipment Ren	72.87	#62853D Fuel 10/8-10/10 WABO Conf.
	558 60 43 00	Travel - Planning	001 000 558 General Fund	186.59	Meals & Lodging 10/8-10/10 WABO Conf.
<b>17744</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4084 Staples Business Advantage</b>	<b>84.04</b>	<b>Office Supplies - Planning / Building</b>
	524 20 35 00	Small Tools & Equip - Bldg	001 000 524 General Fund	42.02	Date Stamp, Paper Sorter, 2 Hole Punch
	558 60 35 00	Small Tools & Equip - Plar	001 000 558 General Fund	42.02	Date Stamp, Paper Sorter, 2 Hole Punch
<b>17745</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4084 Staples Business Advantage</b>	<b>234.60</b>	<b>Office Supplies - Central And Police</b>
	518 10 34 01	Central Office Supplies	001 000 518 General Fund	87.88	Envelopes, Staples, Soap, Cd's, Tape Dispenser
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	146.72	Pens, Post-its, Flash Drives, Mouse Pad
<b>17746</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4084 Staples Business Advantage</b>	<b>143.16</b>	<b>Office Supplies - Court</b>
	512 50 31 00	Office & Oper Sup-Court	001 000 512 General Fund	143.16	Printer Toner And Blue Paper
<b>17747</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4084 Staples Business Advantage</b>	<b>85.38</b>	<b>Office Supplies - Court</b>
	512 50 31 00	Office & Oper Sup-Court	001 000 512 General Fund	85.38	Printer Cartridges

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<b>17748</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4084</b>		<b>Staples Business Advantage</b>
				<b>83.41</b>	<b>Office Supplies - Planning / Building</b>
	524 20 31 00	Office & Oper Sup-Bldg	001 000 524	41.70	Desk Organizers, Monitor Stands, Markers
	558 60 31 00	Office & Oper Sup-Plan	001 000 558	41.71	Desk Organizers, Monitor Stands, Markers
Total Staples Business Advantage				630.59	
<b>17760</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4088</b>		<b>State Auditor's Office</b>
				<b>3,701.24</b>	<b>September 2018 (39.8 Hrs)</b>
	518 10 41 01	Biennial Audit - Non Dept	001 000 518	3,701.24	Audit No. 44127 - Accountability & Financial
<b>17741</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>
				<b>25.00</b>	<b>PSFOA Lunch Meeting October 2018</b>
	514 23 49 01	Reg & Tuition - Finance	001 000 514	25.00	PSFOA Lunch Meeting 10/2018 - M. Thomas
<b>17771</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>
				<b>80.91</b>	<b>Dinner For Budget Work Session - Sammy's Pizza</b>
	511 60 49 04	Meals	001 000 511	80.91	Dinner For Budget Work Session
<b>17777</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>
				<b>314.31</b>	<b>2018 Building Code Manuals</b>
	524 20 31 00	Office & Oper Sup-Bldg	001 000 524	314.31	Bld Dept Admin, Property Management Code, Fire Code
<b>17779</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4139</b>		<b>Tapco Visa Card</b>
				<b>28.56</b>	<b>HDMI Cable And Monitor Wall Mount For Security System - P/R</b>
	571 10 31 01	Oper Supplies - Rec	001 000 571	28.56	HDMI Cable And Monitor Wall Mount
Total Tapco Visa Card				448.78	
<b>17793</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4239</b>		<b>Thomson Reuters - West</b>
				<b>460.48</b>	<b>2019 Court Rules - Local, State, Federal</b>
	512 50 31 01	Publications - Court Rules	001 000 512	460.48	2019 Court Rules - Local, State, Federal
<b>17735</b>	<b>10/10/2018</b>	<b>10/23/2018</b>	<b>6326</b>		<b>Tishman, David</b>
				<b>19.24</b>	<b>01-01890.4 - 109 FARALLONE AVE</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	-4.29	Storm Drain
	343 40 00 00	Sale Of Water	425 000 340	-4.55	Water Fund (de
	343 50 00 00	Sewer Revenues	430 000 340	-10.40	Sewer Fund (de
<b>17752</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4188</b>		<b>Verizon Wireless LLC</b>
				<b>276.41</b>	<b>Public Works Plan (9 Phones) &amp; GPS Air Card</b>
	531 50 42 00	Communication - Storm	415 000 531	59.10	Public Works Phones & GPS Air Card
	531 50 42 00	Communication - Storm	415 000 531	10.00	Public Works Phones & GPS Air Card
	534 10 42 00	Communication - Water	425 000 534	59.10	Public Works Phones & GPS Air Card
	534 10 42 00	Communication - Water	425 000 534	10.00	Public Works Phones & GPS Air Card
	535 10 42 01	Communication - Sewer	430 000 535	59.10	Public Works Phones & GPS Air Card

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	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	10.00	Public Works Phones & GPS Air Card
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	59.10	Public Works Phones & GPS Air Card
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	10.01	Public Works Phones & GPS Air Card
<b>17795</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4188 Verizon Wireless LLC</b>	<b>440.13</b>	<b>10/02-11/01 Air Cards (11) - Police</b>
	521 22 42 00	Communication - Police	001 000 521 General Fund	440.13	10/02-11/01 Air Cards (11) - Police
Total Verizon Wireless LLC				716.54	
<b>17774</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>339 Villamor, John</b>	<b>10.00</b>	<b>Employee Meal Reimbursement</b>
	521 22 43 00	Travel - Police	001 000 521 General Fund	10.00	Defensive Tactics Training Lunch
<b>17761</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>4231 Water Mgmt Labs Inc</b>	<b>287.00</b>	<b>Coliform &amp; Fluoride Testing September 2018</b>
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	287.00	Coliform & Fluoride Testing 09/2018
<b>17782</b>	<b>10/23/2018</b>	<b>10/23/2018</b>	<b>8021 Westman, Jayne</b>	<b>455.21</b>	<b>WSAPT Code Specialist Seminar</b>
	524 20 43 00	Travel - Building	001 000 524 General Fund	207.59	Meals, Lodging 9/30-10/2 WSAPT Conf.
	548 65 31 05	Non-Dept Gas	501 000 548 Equipment Ren	40.03	#62853D Fuel 9/30-10/2 WSAPT Conf.
	558 60 43 00	Travel - Planning	001 000 558 General Fund	207.59	Meals, Lodging 9/30-10/2 WSAPT Cont.
Report Total:				430,811.46	
Fund					
001 General Fund				148,058.17	
101 City Street Fund				3,070.02	
415 Storm Drain				828.52	
425 Water Fund (department)				5,594.67	
430 Sewer Fund (department)				272,709.84	
501 Equipment Rental Fund				550.24	

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

**AGENDA MODIFICATIONS**

There were none.

**PRELIMINARY 2018 BUDGET**

Finance Director Corcoran presented a General Fund overview, which included personnel changes, capital projects, and transfers. Corcoran presented that the General Fund revenue projections broken out by major categories, noting that the numbers in the preliminary budget were different based upon the draft estimates the City received from Pierce County regarding the assessed and EMS Levy values. George inquired about the sales tax projection; Corcoran indicated projections were based on trends and major projects, and that she would return to Council with the actual projected percentage. Surina inquired where donations from foundations were listed; Corcoran indicated there was not a specific line item and City Manager reported that he had been notified by the Edwards Foundation that they would be donating to the City one million dollars over four years (\$250,000 a year for four years starting in 2018) and that it would be included under line item Park Donations. Pingel indicated that with that additional revenue source, staff would bring to Council budgeted items for design development, public education, and other things to get ready for an April bond. Corcoran indicated that the state capital grant of \$750,000 would be under Intergovernmental Revenues. Viafore requested if line items for park capital donations, identifying pool, community center, and other projects, could be created to capture smaller donations. Pingel indicated Edwards would submit a letter stating the donation for the pool and/or community center project.

Corcoran presented the major changes to the General Fund operating revenues, stating the change in operating revenue was \$422,678. Viafore commented on the EMS levy renewal, proposing Council to consider renewing the levy for the next fall. Corcoran presented the General Fund operating budget expenditures by department, stating the total operating costs without transfers was \$5,286,622. Surina and Viafore inquired about the impacts to the budget from the proposed dialysis center; Planning and Building Administrator Stahlnecker briefed the Council on the status of the project and indicated the impact would be minimal. Viafore requested staff to help contractors be aware of destination based sales tax in order to help increase local revenues and Surina added to communicate that the sales tax in Fircrest was lower than nearby localities to help incentivize contractors to have their deliveries shipped to Fircrest. There was a brief discussion on the Judicial Services including staffing, software, and revenues. Viafore inquired about the costs of the three year audit; Corcoran indicated the increase in cost was mainly due to it being a three year audit instead of a two year audit and that staff decided to go to a three year audit because it was less time on staff. Viafore recommended returning to a two year audit if it was going to cost the City more money. Viafore inquired about the increase in the landscaping contract; Corcoran indicated the increase was due to going from a partial year maintenance to a full year maintenance. Pingel indicated that the existing partial year contract was discounted with the landscaper to meet the City's 2018 budget and that staff anticipated an increase for 2019 annual contract. Council requested more information about the contract and the



services they would provide in 2019. There was a brief discussion on liability insurance; Pingel indicated that the premium was based on the City's loss history and that staff was taking proactive measures to reduce the City's rating. Viafore inquired about the Facilities smartphone upgrade; Corcoran indicated the Facilities Maintenance Supervisor's phone would be upgraded to a smartphone and that it was not identified as a major variance because it was under \$1,000. Pingel indicated staff would provide a breakdown of what was being provided for in the budget as it related to the smartphone upgrades. Viafore inquired about the South Sound 911 fees; Police Chief Cheesman stated there would be no bail out and that there were talks about revamping the fees. George indicated that at a recent Pierce County Cities and Town meeting, there was a briefing regarding changing the South Sound 911 governance and that feedback was given to South Sound 911 that a seat, not a liaison, was requested to represent small cities. Corcoran called out the departments with little or no change to the General Fund other than salaries in those. Viafore inquired about the Jail contract; Cheesman stated there may be a slight increase but nothing has been finalized yet. Pingel indicated that he and Cheesman met with the Humane Society recently and fees would be based on actual costs. Corcoran indicated that \$3,800 for Pagefreezer would be included in the budget and that staff would obtain several quotes for the painting of four flag poles. Viafore inquired if staff could paint the flag poles in house; Corcoran stated light repair would be included in the quotes and broken out to determine feasibility.

Corcoran presented the General Fund capital expenses, stating there would be \$35,000 in expenditures for Judicial Services, \$90,500 for Facilities, \$100,000 for Police, and \$165,000 for Parks. Viafore inquired about extending the bullet resistant glass to the Municipal Court window counters; Pingel indicated staff could return to Council with an estimate. Pingel briefed the Council on bullet resistant window film and stated that CIAW's research indicated the film was not as effective as it claimed to be. Wittner stated he would prefer bulletproof glass rather than new carpet. Viafore inquired about the cost for the new stair rails at the Public Safety Building; Cheesman indicated they were in need of being replaced and Corcoran indicated she would review the bid and provide more information. George inquired if money was being set aside for the replacement of the two 2011 police vehicles due to be replaced in 2021; Corcoran indicated no money was currently being set aside and that the money for capital would come out of General Fund Balance. Wittner inquired if the City would be back on the ERR schedule after the purchase of the two police vehicles in 2021; Corcoran responded yes. Wittner inquired about the Whittier Park restrooms renovation; Parks and Recreation Director indicated it included a new roof and new fixtures inside the restrooms. There was a brief discussion regarding the Whittier Park basketball court resurface and landscaping project and replacement of the gym floor as it related to the master plan, the bond, and the potential redevelopment of the community center. George recommended freezing the Whittier Park basketball court resurfacing project and having a larger discussion on Whittier Park. Reynolds commented on deferred maintenance as it related to the potential redevelopment of the community center. Pingel stated he would not want all the Parks capital projects contingent upon the bond. Surina and George commented on potentially using the funds could be used as a leveraging opportunity to partner with the City of Tacoma for the schools. Viafore inquired if staff could consider going out to bid with all the roof projects together.

Corcoran presented the budget schedule, indicating that the salary ordinance and public hearings on the budget were schedule for October 9<sup>th</sup>, 3<sup>rd</sup> budget work session on October 22<sup>nd</sup>, a public

hearing on the second reading of the budget on October 23<sup>rd</sup>, and adoption of the 2019 budget on November 13<sup>th</sup>. George inquired about the community center and pool special meeting; Pingel indicated that the Council would have to change the October 29<sup>th</sup> special meeting for budget to include the community center and pool project. Viafore stated he anticipated the final preliminary 2019 budget to be presented to the Council at the October 29<sup>th</sup> meeting. Viafore commended staff on the budget. Reynolds requested more information on the after hour's scope of work as it related to the smart phones upgrade; Pingel indicated he would provide that information.

**ADJOURNMENT**

**Reynolds MOVED to adjourn the meeting at 7:21 P.M., seconded by Waltier. The Motion Carried (6-0).**

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk

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

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

**PRESIDING OFFICER'S REPORT**

**A. Proclamation: Dysautonomia Awareness Month**

George introduced the item and Reynolds read the proclamation into the record. **Reynolds MOVED to authorize the Mayor's signature on a proclamation proclaiming the month of October as Dysautonomia Awareness Month; seconded by Nixon.** George invited councilmember comments; Reynolds spoke about the disorder and the impacts it has had on her. Surina commented on the disorder, research, and studies. George invited public comment; none were provided. **The Motion Carried (7-0).**

**B. Community Center and Pool Update**

Pingel reported that the next Pool, Community Center, and Parks Steering Committee was scheduled to meet on October 10, 2018, stating that he anticipated the Steering Committee would develop a recommendation for Council consideration. Pingel reported that Jeff Edwards from the William and Joyce Edwards Foundation provided him a letter of commitment for a \$1 million donation (the funds would be donated in four equal installments of \$250,000 per year) to the new community center and pool project and stated that he received the first installment of \$250,000 earlier that day. George requested a thank you resolution be brought back to Council and Viafore indicated he would like to provide background input.

George reported that at a recent Pierce County Cities and Town meeting, there was a presentation regarding South Sound 911 considering changing its governance structure and that the feedback given to South Sound 911 that a seat, not a liaison, was requested to represent small cities. Reynolds commented that small city representation had been an ongoing discussion at Puget Sound Regional Council and suggested the City provide ideas or a position statement to address the issue. George recommended staff subscribe to the South Sound 911 distribution list. George reported he attended a mayor's forum on affordable housing, which discussed housing situations in each community, shared issues and concerns, raising awareness, and developing a menu of options and incentives. There was a brief discussion on homelessness and measuring affordable housing, and George indicated he would provide the Council a copy of the presentation.

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

George invited public comment; the following individuals provided comment:

- Mitchell Shook, City of Tacoma resident and owner of Advanced Stream, commented on the privatization of Click Network and requested to speak to the City Manager and City Attorney further about the topic. There was a general consensus for Shook to further discuss this topic with staff, and Reynolds commented there was a policy position statement from the Association of Washington Cities chapter with the National League of Cities on this topic. Surina commented on his experience with Click Network when it first initiated.
- Nancy Atwood, 1204 Farallone Avenue, commented on a recently approved City of Tacoma resolution endorsing I-1631 and other climate change initiatives.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

Waltier reported on the Edwards Foundation donation and read the letter into the record. Viafore inquired if the deposit of the donation could be isolated and have the interest tracked; there was Council consensus for staff to isolate the donation and track the interest.

**B. Environment, Planning and Building**

Reynolds stated that she had been ill for the past three weeks and had no reports to provide. Reynolds commented on the family wage ordinance that she anticipated would come before Council.

**C. Finance, IT, Facilities**

Nixon reported that staff was working on the budget and audit, and that the new accountant was doing a great job backing up the City Hall receptionist while she was out on leave.

**D. Other Liaison Reports**

There were none.

**CONSENT CALENDAR**

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 211971 through Voucher Check No. 212025 in the amount of \$95,174.83; approval of Payroll Check No. 13464 through Payroll Check No. 13467 in the amount of \$5,873.25; approval of Payroll Check No. 13468 through Payroll Check No. 13473 in the amount of \$101,430.65; approval of Payroll Check No. 13474 through Payroll Check No. 13479 in the amount of \$88,056.79; approval of the September 25, 2018 regular Council meeting minutes; and approval of the October 1, 2018 special Council meeting minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Wittner.** George commented on a Scribner's error in the agenda item title in the October 1, 2018 special meeting minutes. **The Motion Carried (7-0).**

**PUBLIC HEARING**

**A. Preliminary 2019 Budget including property taxes**

At 7:33 P.M., George opened the public hearing. Finance Director Corcoran briefed the Council on the Preliminary 2019 Budget, stating the public hearing was to receive comments on the Preliminary 2019 Budget revenues. George invited councilmember comments; none were provided. George invited public comment; none were provided. At 7:35 P.M., George closed the public hearing.

**B. Preliminary 2019 Budget**

At 7:35 P.M., George opened the public hearing. Corcoran briefed the Council on the Preliminary 2019 Budget, stating the public hearing was to receive comments on the Preliminary 2019 Budget expenditures. George invited councilmember comments; Surina inquired about the assessed value. Corcoran indicated that would be updated with new values after the public hearing. George invited public comment; none were provided. At 7:38 P.M., George closed the public hearing.

**UNFINISHED BUSINESS**

**A. General Facilities Charge Schedule of Fees (Water)**

**Viafore MOVED to untable proposed Ordinance No. 1619 related to General Facilities Charge Schedule of Fees for water; seconded by Reynolds. The Motion Carried (7-0).** Public Works Director briefed the Council on the proposed ordinance and indicated the proposed changes made by the City Attorney had been made. George invited councilmember comment; none were provided. George invited public comment; none were provided. **The motion made at the September 25, 2018 regular Council meeting from Wittner to adopt Ordinance No. 1619, seconded by Reynolds carried (7-0).**

**B. General Facilities Charge Schedule of Fees (Sewer)**

**Viafore MOVED to untable proposed ordinance related to General Facilities Charge Schedule of Fees for water; seconded by Wittner. The Motion Carried (7-0).** Wakefield briefed the Council on the proposed amendments to FMC Title 20 as it related to the sewer system GFC, service connection fees, and inspection fees. **Nixon MOVED to adopt Ordinance No. 1621, 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 and FMC 20.13.020 Applicability; and amending Ordinance No. 1587 and FMC 20.17.020 Applicability; seconded by Reynolds.** George invited councilmember comment; Reynolds inquired about the methodology and clarification on the fees. Wakefield indicated the fees were adjusted to bring the fees up to date based on the 2008 methodology and that the ordinance included a CPI adjuster to keep the rates current. Wakefield indicated these fees were related to new connections. George thanked Viafore for initiating the request and thanked staff for their efforts. George invited public comment; none were provided. **The Motion Carried (7-0).**

**C. Utility Billing Fee Adjustment – Title 17.04**

Wakefield briefed the Council on the proposed ordinance that would bring the following fees to date: deposits on renter-occupied premises, account set-up fees, leak adjustments, bills delinquent, service charge for unpaid or dishonored payments, and disconnection/reconnection of utility services. **Reynolds MOVED to adopt Ordinance No. 1622, 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; seconded by Wittner.** George invited councilmember comment; Surina inquired about how deposits were returned. Corcoran indicated the deposit was applied to the balance of the final bill and a refund would be issued if there were funds remaining. Viafore inquired about the location of the Fircrest Municipal Code regarding billing out of city accounts and why they had not been addressed; Wakefield indicated it was located in the section where the rates were and that the out of city charges applied to the sewer rates and reviewed at the time of the rate study. Viafore inquired about a waiver for deposits; Corcoran indicated she believed the FMC permitted owners to waive down to \$75, and Viafore requested that information be provided and for Council to consider waiving the deposit to help affordable housing. George invited

public comment; Karen Reynolds, 1576 Woodside Court, commented on the delinquent fees. Wakefield responded that some of the factors such as notice were required by law, the fees and cost recovery were reviewed by the Utility Billing Clerk and City Attorney to compliance with the law. There was a brief discussion regarding notification procedures and payment options, and Viafore and Reynolds indicated they would vote no and requested for more information and clarification. Nixon requested more sensitivity towards individuals who live within small margins. George MOVED to table Ordinance No. 1622 Utility Billing Fee Adjustment – Title 17.04; seconded by Viafore. Nixon departed at 8:10 P.M. **The Motion Carried (6-0)**. At the request of Reynolds, the meeting recessed at 8:11 P.M. for a four minute recess. The Council reconvened at 8:15 P.M. Nixon returned at 8:15 P.M.

## **NEW BUSINESS**

### **A. NW GIS Contract Amendment**

Pingel briefed the Council on the proposed contract amendment with NW GIS Consulting, LLC, stating the amendment would extend the date of the agreement to December 31, 2019 and that the hourly rate would increase from \$92 per hour to \$100 per hour for training and from \$100 per hour to \$120 per hour for consulting/planning. **Wittner MOVED to adopt Resolution No. 1548, 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; seconded by Nixon.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0)**.

### **B. Custodial Services Contract**

George noted an update to the proposed contract, indicating the technical correction was regarding the maintenance hours of access. Pingel briefed the Council on the proposed maintenance agreement with Cleanstart, LLC for custodial services for the City of Fircrest, stating with the retirement of the City's Custodian, staff was able to find cost effectiveness and higher levels of service in hiring a cleaning company. **Wittner MOVED to adopt Resolution No. 1549, authorizing the City Manager to execute a custodial services contract with Cleanstart, LLC to provide custodial services for the City of Fircrest; seconded by Waltier.** George invited councilmember comment; Reynolds inquired about the scope of services and drug free compliance; Pingel indicated the company would commit to drug testing their employees. Reynolds commented on maintaining the same standards for contractors and City employees. Viafore inquired about the frequency of cleaning; Pingel indicated they would be required to provide services five days a week for as long as they would need to meet the scope of services. George invited public comment; none were provided. Viafore inquired about the taxes section of the contract as it related to sales tax; Pingel indicated the contract applied to compliance with federal, state, and local tax laws and did not apply to sales tax, and added that City's practice was to take a bid plus sales tax. **The Motion Carried (7-0)**.



**C. 2019 Ad Valorem Tax Levy**

Corcoran briefed the Council on the proposed ordinance that would allow the City to levy the necessary amount to fund 2019 City operations. **Reynolds MOVED to adopt Ordinance No. 1623, 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; seconded by Wittner.** George invited councilmember comment; Surina commented on the decrease in the tax levy due to the increased assessed values. George invited public comment; none were provided. **The Motion Carried (7-0).**

**D. 2019 Regular Tax Levy**

Corcoran briefed the Council on the proposed resolution to establish the amount and percentage increase of the 2019 Regular Property Tax Levy over the 2018 Regular Property Tax Levy, stating the increase was exclusive of additional revenues resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made. **Reynolds MOVED to adopt Resolution No. 1550, establishing the amount and percentage increase of the 2019 Regular Property Tax Levy over the 2018 Regular Property Tax Levy; seconded by Wittner.** George invited councilmember comment; Viafore inquired about the public hearing; Corcoran indicated it had occurred during the Public Hearing item of the meeting. George invited public comment; none were provided. **The Motion Carried (7-0).**

**E. 2019 EMS Tax Levy**

Corcoran briefed the Council on the proposed resolution to establish the amount and percentage increase of the 2019 EMS Property Tax Levy over the 2018 EMS Property Tax Levy, stating the increase was exclusive of additional revenues resulting from new construction, improvements to property, any increase in the value of state assessed property, and any annexations that have occurred and refunds made. **Reynolds MOVED to adopt Resolution No. 1551, establishing the amount and percentage increase of the 2019 EMS Property Tax Levy over the 2018 EMS Property Tax Levy; seconded by Wittner.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

**F. 2019 Regular Property Tax and Regular EMS Levy Certification Forms**

Corcoran briefed the Council on the proposed the 2019 levy certification forms for Regular Property levy and Regular EMS levy. **Reynolds MOVED to authorize the City Manager sign the 2019 Regular Property Tax and EMS Levy Certification forms; seconded by Wittner.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

**G. Salaries of Non-Union Employees, Including Casual and Seasonal Employees**

Corcoran briefed the Council on the proposed salary ordinance that would set the salary ranges for implementation starting on January 1, 2019 for non-union employees and hourly rate of pay for casual and seasonal employees. Corcoran indicated proposed ordinance included 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, and stated that some of the ranges were adjusted based off the salary survey performed in 2018. Corcoran indicated that the hourly rate for casual and seasonal employees was increased by \$1 in the first year of employment. **Wittner MOVED to adopt Ordinance No. 1624, 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; seconded by Surina.** George invited councilmember comment; Reynolds inquired about how the results of the salary survey were implemented. Pingel reported that the recommendations of the survey were implemented to bring the majority of the positions to labor market median and that adjustments were not made to the salary range to those positions where the salary survey results indicated they were above the market median. Viafore requested to postpone this proposed ordinance to the next meeting and requested more information about how the salary survey was implemented into the proposed ordinance. After a brief discussion regarding implementation and analysis, George encouraged councilmembers to meet with Pingel prior to the next regularly scheduled meeting, and **George MOVED to table Ordinance No. 1624 Salaries of Non-Union Employees, Including Casual and Seasonal Employees; seconded by Reynolds. The Motion Carried (7-0).**

- H. Municipal Court Judge, Chief Examiner, and Information Services Manager Rate of Pay** Corcoran briefed the Council on the proposed ordinance that provides for a 3.6% COLA increase for the Municipal Court Judge, Civil Service Chief Examiner, and the Information Services Manager rate of pay effective January 1, 2019. Corcoran indicated the proposal includes an additional \$1,500 per month to the Municipal Court Judge's rate of pay if contracting for additional court services. **Reynolds MOVED to adopt Ordinance No. 1625, 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; seconded by Wittner.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

#### **CITY MANAGER COMMENTS**

Pingel reported that the October 15, 2018 Council study session included Planning and Building's schedule of fees and accessory dwelling unit (ADU) utility billing, and requested Council feedback to best prepare for the study session. Viafore inquired if there would be a discussion on Parks and Recreation fees; Corcoran indicated the Preliminary 2019 Budget did not include any adjustments to those fees, and stated that changes to those fee schedules were authorized by the city manager and typically discussed during budget work sessions if changes were anticipated. George commented on developing an encouraging policy for ADUs as it related to affordable housing. Viafore inquired about the status of the shelter for the senior bus and bullet resistant glass; Pingel indicated those items and any changes to the revenues would be brought to the Council at the October 22, 2018 budget study session.

Pingel requested feedback on setting the 2019 Council study sessions, stating staff's proposal would address those back to back meetings in those few months where the third Monday and fourth Tuesday fall on consecutive days. Reynolds commented that the proposal may conflict with other board schedules and preferred a consistent schedule. After a brief discussion, there was a consensus to bring the 2019 study session schedule to the October 23, 2018 regular Council meeting where the study sessions fall on the third Monday of the month with the exception of the January meeting as it would fall on a holiday. Pingel indicated that the joint City Council/Planning Commission meeting would need to be established as well.

Pingel requested action from Council to amend the October 29, 2019 budget special meeting to include the pool and community center project. **Viafore MOVED to add the pool and**

community center to the October 29, 2019 special meeting; seconded by Reynolds. George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

Pingel reported that the ribbon cutting for the new playground equipment at Fircrest Park and recognizing those who donated was scheduled for Saturday at 12:30 P.M. at Fircrest Park. Pingel reported that hardcopies of the Safety Audit were distributed.

#### **DEPARTMENT HEAD COMMENTS**

- Wakefield reported that the gas company who would be extending the gas line from Princeton to Arondale submitted a request to work during the weekend and that staff reviewed and approved their request on the condition that work be performed during the hours of 8:00 A.M. and 5:00 P.M. Viafore commented that this would bring gas service to the residents on Arondale.
- Police Chief Cheesman reported that the interviews for the sergeant promotion were scheduled for October 26, 2018 and that the Civil Service Commission had been asked to open and update the eligibility list for lateral police officer positions. George commented on recruitment and attracting diverse candidates. Cheesman indicated the Shoot, Don't Shoot training simulator would occur the following week.

#### **COUNCILMEMBER COMMENTS**

- Viafore inquired about the sidewalk status at Harvard and Regents; Wakefield it would be coming soon. Viafore commented on the septic system and road conditions at 1300 block of Buena Vista and Berkeley and taking proactive measures to communicate those residents with septic systems about options to connect to the City's sewer service; Wakefield concurred. Reynolds requested an update on the rate study in a study session in early 2019.
- Wittner thanked the audience for their attendance.
- Surina commented on shrubs affecting the visibility of a stop sign in a shopping center parking lot that needed pruning.
- Nixon commented on climate change and requested more information and discussion about what the City could do to implement green energy requirements. George indicated that would be one of the items for the joint City Council/Planning Commission.
- George stated his appreciation for the meeting's discussion.

#### **EXECUTIVE SESSION**

George stated the Council would convene into Executive Session at 9:10 P.M., not to exceed the hour of 9:20 P.M. with Pingel to discuss labor agreement pursuant to RCW 42.30.140 with no action anticipated upon reconvening.

The Council reconvened into regular session at 9:17 P.M.

**October 9, 2018**

**Fircrest City Council Meeting Minutes – Regular 8**

**ADJOURNMENT**

**Wittner MOVED to adjourn the meeting at 9:17 P.M., seconded by Reynolds. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jessica Nappi, City Clerk

**CONSENT CALENDAR:**  
**ITEM: 7E**

**Liquor License Renewal: Rollin 253**

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**PROPOSAL:** The Council is being asked to register no objections to the liquor license renewal for Rollin 253 located at 2101 Mildred Street W. There were no problems regarding liquor sales at this establishment. Finance, Planning and Building, and Police departments have expressed no concerns regarding renewing the license.

**FISCAL IMPACT:** None.

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

**DISADVANTAGES:** None known.

**ALTERNATIVES:** Council could object to renewing the liquor license renewal.

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

**ATTACHMENTS:** [Liquor License Renewal Notification](#)  
[Staff Response Form](#)

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 10/06/2018

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20190131

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. ROLLER SKATE NORTHWEST, LLC	ROLLIN 253 2101 MILDRED ST W FIRCREST WA 98466 6135	423763	SNACK BAR





**Washington State  
Liquor and Cannabis Board**

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

October 06, 2018

Dear Local Authority:

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

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

1) Objection to License Renewal

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

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

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

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

2) Status of License While Objection Pending

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

3) Procedure Following Licensing Division Receipt of Objection

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

4) Procedure if Board Does Not Renew License

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

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

5) Procedure if Board Renews License Over Your Objection

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

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

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10



## LIQUOR LICENSE RENEWAL

### Applicant Information

**Licensee Name:** Roller Skate Northwest, LLC  
**Establishment Name:** Rollin 253  
**Address:** 2101 Mildred St W  
**License Number:** 423763  
**Request Received:** 10/06/2018  
**Expiration Date:** 01/31/2019

### Department Comments

#### Finance

No concerns.

#### Planning and Building

This is a permitted use in the Commercial Mixed Use zone. I have no objection to the license renewal.

#### Police

We have no concerns surrounding the service of alcohol at this establishment.

*Colleen Corcoran*

Director Signature

October 11, 2018

Date

*Angelie Stahlnecker*

Director Signature

October 11, 2018

Date

*John Cheesman*

Director Signature

October 11, 2018

Date

**PUBLIC HEARING:**  
**ITEM: 8A**

**Preliminary 2019 Budget**

**FROM:**

**Colleen Corcoran, Finance Director**

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**RECOMMENDED MOTION:**   **None. Public Hearing Only.**

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**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
<b>TOTAL .....</b>	<b>24,263,651</b>

**ADVANTAGE:** Allows citizens to comment on Preliminary 2019 Budget.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** This is the second public hearing on the Preliminary 2019 Budget. The first public hearing was on October 9, 2018.

**ATTACHMENT:** [Preliminary 2019 Budget](#)

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

**CITY OFFICIALS**

Council: Hunter T. George (Mayor)  
Denny Waltier (Mayor Pro Tem)  
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
<b>TOTAL .....</b>	<b>24,263,651</b>

**UNFINISHED BUSINESS:** Utility Billing Fee Adjustment – Title 17.04  
ITEM 9A.

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

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**RECOMMENDED MOTION:** I move to adopt Ordinance No. 1622, 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.

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**PROPOSAL:** The Council is being asked to consider amending the Fircrest Municipal Code (FMC) 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.

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



**CITY OF FIRCREST  
ORDINANCE NO. 1622**

**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 23rd 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	<del>\$45.00</del> <u>\$50.00</u>
Sewer	<del>\$175.00</del> <u>\$180.00</u>
Stormwater	<del>\$40.00</del> <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).

**UNFINISHED BUSINESS:**     **Salaries of Non-Union Employees, Including Casual and  
ITEM 9B.                             Seasonal Employees**

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

---

**RECOMMENDED MOTION:**     **I move to adopt Ordinance No. 1624, 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. 1624**

**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>1<sup>st</sup> Year of Employment</u>	<u>2<sup>nd</sup> Year of Employment</u>	<u>3<sup>rd</sup> 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 23rd 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:**        **Murraysmith Contract Amendment**  
**ITEM 10A.**

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

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**RECOMMENDED MOTION:**    I move to adopt Resolution No.\_\_\_\_, authorizing the City Manager amend the professional services agreement with Murraysmith for providing on call engineering services for water and sewer type projects and additional services as needed.

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**PROPOSAL:** The Council is being asked to authorize the City Manager to execute a third amendment to the professional services agreement with Murraysmith to provide on call engineering services for water and sewer type projects and additional services as needed. The work elements of this agreement will be authorized by task order.

**FISCAL IMPACT:** The agreement does not have a contract amount as the work will be authorized by task order for each task. This total cost is to be within the budgeted amount for professional services for this department.

**ADVANTAGE:** Since Murraysmith has provided the City on call services in 2016, 2017, and 2018 by having an on call engineer that specializes in the area of expertise required by the City, this amendment to the existing on call agreement allows the City to obtain the services as needed that are beyond just water and sewer elements. Additional services that Murraysmith are capable of providing are included in the updated scope of work as well as other additional services as needed.

**DISADVANTAGES:** By not having an on call engineer for services, the City would be required to delay the work for the selection process and also provide a professional services agreement for each task required throughout the year.

**ALTERNATIVES:** Not to have an on call engineer for services, and either not use the budgeted services or prepare a professional services agreement for each task needed.

**HISTORY:** Previously, the City contracted with Murraysmith for on call engineering services for the year 2016, 2017, and 2018. Since both the City and Murraysmith has had success this last year in those services and Murraysmith is capable of providing additional services to the City, the City and Murraysmith wish to continue this on call contract.

**ATTACHMENTS:** [Resolution](#)  
[Contract Amendment](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER AMEND THE PROFESSIONAL SERVICES  
AGREEMENT WITH MURRAYSMITH FOR PROVIDING ON  
CALL ENGINEERING SERVICES FOR WATER AND SEWER  
TYPE PROJECTS AND ADDITIONAL SERVICES AS NEEDED.**

**WHEREAS**, the City of Fircrest had contracted with Murraysmith to provide on call engineering services for water and sewer type projects in 2016, 2017 and 2018; and

**WHEREAS**, the City of Fircrest has budgeted fund for these services in the annual budget; and

**WHEREAS**, the City wishes to continue continues the scope of services to include additional services the City needs and Murraysmith is willing and capable to provide. 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 Murraysmith for providing on call engineering services for water and sewer type projects and additional services as needed.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of October 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



**AMENDMENT #3  
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH MURRAYSMITH TO PROVIDE ON CALL  
ENGINEERING SERVICES.**

This third amendment is hereby made and entered into this 23th 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 Murrysmith, hereinafter referred to as "Consultant", to be effective January 1, 2019.

**WITNESSETH:**

**1. Purpose**

The purpose of this third amendment is to amend the March 22, 2016 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the March 22, 2016 agreement shall remain in full force and effect. The amendments are as follows:

**2. Term is hereby amended to read as follows:**

The term of this Agreement shall be from March 22, 2016, until December 31, 2019, and may be extended or modified by mutual consent of the parties.

**3.** Exhibit B is hereby replaced with a new Exhibit B to reflect the 2019 schedule of charges.

**4.** Exhibit A is hereby replaced with a new Exhibit A to reflect the updated additional services.

**5.** All remaining provisions of the March 22, 2016 agreement shall remain in full force and effect.

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

**CITY OF FIRCREST**

**MURRAYSMITH**

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

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

**APPROVED AS TO FORM:**

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

**ATTEST:**

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

# **EXHIBIT A**

## **SCOPE OF SERVICES**

### **ON-CALL ENGINEERING SERVICES**

#### **WATER and SANITARY SEWER**

#### **1. General Scope**

The consultant shall provide engineering services to the City of Fircrest on an on-call basis. Services required by the City may include, but not limited to the following work items for water related projects and additional services as needed by the City and provided by the consultant.

- Pump station evaluations
- Treatment system improvements
- Water and Sewer main design
- Water and Sewer main as built
- Hydraulic analysis
- Water and Sewer System mapping and GIS
- SCADA improvements
- Water and sewer system planning
- Asset management
- Utility evaluation and design
- Construction monitoring and management

#### **2. Task Orders**

Prior to proceeding with any work, the Consultant and the City shall determine the specific scope of services required. A detailed written scope of work and fee estimate shall be prepared by the consultant for each task order. Task Orders shall be issued on the Task Order form which is attached to Exhibit A, Scope of services and is included as part of the agreement.

#### **3. Authorization to proceed**

The Consultant shall proceed with the work only after receipt of the executed Task Order signed by the Public Works Director and Consultant. Additional work outside of the Task Order scope and estimate shall not be exceeded unless authorized in writing by amending the existing task order or executing a new Task Order.



## 2019 SCHEDULE OF CHARGES

### Personnel:

Labor will be invoiced by staff classification at the following hourly rates, which are valid from January 1, 2019 to December 31, 2019. After this period, the rates are subject to adjustment.

Billing Classification	2019 Rates
Principal Engineer VI	260
Principal Engineer V	251
Principal Engineer IV	245
Principal Engineer III	234
Principal Engineer II	226
Principal Engineer I	218
Professional Engineer IX	210
Engineering Designer IX	202
Professional Engineer VIII	200
Engineering Designer VIII	192
Professional Engineer VII	191
Engineering Designer VII	183
Professional Engineer VI	180
Engineering Designer VI	173
Professional Engineer V	171
Engineering Designer V	164
Professional Engineer IV	160
Engineering Designer IV	160
Professional Engineer III	154
Engineering Designer III	154
Engineering Designer II	141
Engineering Designer I	135
Technician IV	150
Technician III	137
Technician II	120
Technician I	105
Administrative III	112
Administrative II	104
Administrative I	91

### Project Expenses:

Expenses incurred in-house that are directly attributable to the project will be invoiced at actual cost. These expenses include the following:

CADD Hardware/Software	\$18.00/hour
Modeling and GIS Hardware/Software	\$10.00/hour
Mileage	Current IRS Rate
Postage and Delivery Services	At Cost
Printing and Reproduction	At Cost
Travel, Lodging and Subsistence	At Cost

### Outside Services:

Outside technical, professional, and other services will be invoiced at actual cost-plus 10 percent to cover administration and overhead.

**NEW BUSINESS:**        **KPG, P.S. Contract Amendment**  
**ITEM 10B.**

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

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**RECOMMENDED MOTION:**    I move to adopt Resolution No.\_\_\_\_, authorizing the City Manager to amend the professional services agreement with KPG, P.S. for providing on call engineering services for transportation type projects and additional services as needed.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to execute a fourth amendment to the professional services agreement with KPG, P.S. to provide on call engineering services for transportation type projects and additional services as needed. The work elements of this agreement will be authorized by task order.

**FISCAL IMPACT:** The agreement does not have a contract amount as the work will be authorized by task order for each task. This total cost is to be within the budgeted amount for professional services for this department.

**ADVANTAGE:** Since KPG has provided the City on call services in 2016, 2017, and 2018 by having an on call engineer that specialize in the area of expertise required by the city, this amendment to the existing on call agreement allows the City to obtain the services as needed that are beyond just street and transportation elements. Additional services that KPG is capable of providing are included in the updated scope of work as well as other additional services as needed.

**DISADVANTAGES:** By not having an on call engineer for services, the City would be required to delay the work for the selection process and also provide a professional services agreement for each task required throughout the year.

**ALTERNATIVES:** Not to have an on call engineer for services and either not use the budgeted services or prepare a professional services agreement for each task needed.

**HISTORY:** Previously, the City contracted with KPG for on call engineering services for the year 2016, 2017, and 2018. Since both the City and KPG has had success this last year in those services and KPG is capable of providing additional services to the City. The City and KPG wishes to continue this on call contract.

**ATTACHMENTS:** [Resolution](#)  
[Contract Amendment](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO AMEND THE PROFESSIONAL SERVICES  
AGREEMENT WITH KPG, P.S. FOR PROVIDING ON CALL  
ENGINEERING SERVICES FOR TRANSPORTATION TYPE  
PROJECTS AND ADDITIONAL SERVICES AS NEEDED.**

**WHEREAS**, the City of Fircrest had contracted with KPG, P.S. to provide on call engineering services for transportation type projects in 2016, 2017 and 2018; and

**WHEREAS**, the City of Fircrest has budgeted fund for these services in the annual budget; and

**WHEREAS**, the City wishes to continue continues the scope of services to include additional services the City needs and KPG, P.S. is willing and capable to provide. 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 KPG, P.S. for providing on call engineering services for transportation type projects and additional services as needed.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd 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 KPG P.S. TO PROVIDE ON CALL  
ENGINEERING SERVICES.**

This amendment is hereby made and entered into this 23rd 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 KPG, P.S., hereinafter referred to as "Consultant", to be effective January 1, 2019.

**WITNESSETH:**

**1. Purpose**

The purpose of this fourth amendment is to amend the March 22, 2016 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the March 22, 2016 agreement shall remain in full force and effect. The amendments are as follows:

**2. Term is hereby amended to read as follows:**

The term of this Agreement shall be from March 22, 2016, until December 31, 2019, and may be extended or modified by mutual consent of the parties.

**3.** Exhibit B is hereby replaced with a new Exhibit B to reflect the 2019 schedule of charges.

**4.** Exhibit A is hereby replaced with a new Exhibit A to reflect the updated additional services.

**5.** All remaining provisions of the March 22, 2016 agreement shall remain in full force and effect.

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

**CITY OF FIRCREST**

**KPG, P.S.**

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

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

**APPROVED AS TO FORM:**

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

**ATTEST:**

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

# **EXHIBIT A**

## **SCOPE OF SERVICES**

### **ON-CALL ENGINEERING SERVICES**

### **STREET AND TRANSPORTATION**

#### **1. General Scope**

The consultant shall provide engineering services to the City of Fircrest on an on-call basis. Services required by the City may include, but not limited to the following work items for street and transportation related projects and additional services as needed by the City and provided by the consultant.

- Sidewalk improvement designs
- Street design
- 6 year TIP
- TIB and WSDOT funding requirements
- Transportation Planning
- Street and Sidewalk mapping and GIS
- Street lighting LED conversions
- Traffic counts and intersection assessments
- NPDES permit requirements
- Storm system analysis and improvements
- Utility evaluation and design
- Construction monitoring and management

#### **2. Task Orders**

Prior to proceeding with any work, the Consultant and the City shall determine the specific scope of services required. A detailed written scope of work and fee estimate shall be prepared by the consultant for each task order. Task Orders shall be issued on the Task Order form which is attached to Exhibit A, Scope of services and is included as part of the agreement.

#### **3. Authorization to proceed**

The Consultant shall proceed with the work only after receipt of the executed Task Order signed by the Public Works Director and Consultant. Additional work outside of the Task Order scope and estimate shall not be exceeded unless authorized in writing by amending the existing task order or executing a new Task Order.

**Exhibit B - Fee Schedule****City of Fircrest  
On-Call General Engineering Services****KPG****Summary of Billing Rates****Effective January 1, 2019 through December 31, 2019**

	<b>Avg Direct Salary Costs (DSC)</b>	<b>Office Overhead @ 1.7670 Of DSC</b>	<b>Profit @ 30% of DSC</b>	<b>(Rounded to \$1) Inclusive Rate</b>
Principal	75.00	132.53	22.50	230.00
Engineering Manager	68.50	121.04	20.55	210.00
Senior Engineer	62.00	109.55	18.60	190.00
Project Engineer	46.00	81.28	13.80	141.00
Design Engineer	43.00	75.98	12.90	132.00
Engineering Technician	35.20	62.20	10.56	108.00
Technician	30.00	53.01	9.00	92.00
Engineering Assistant	22.80	40.29	6.84	70.00
Architecture Manager	62.00	109.55	18.60	190.00
Aviation Manager	60.00	106.02	18.00	184.00
Senior Architect	51.00	90.12	15.30	156.00
Architecture Technician II	38.50	68.03	11.55	118.00
Architecture Technician I	34.00	60.08	10.20	104.00
Survey Manager	68.50	121.04	20.55	210.00
Survey Crew I (W/Equip)				165.00
Survey Crew II (W/Equip)				215.00
Project Surveyor	46.00	81.28	13.80	141.00
Survey Technician	38.50	68.03	11.55	118.00
Survey Assistant	22.80	40.29	6.84	70.00
Urban Design Manager	55.50	98.07	16.65	170.00
Project Landscape Architect	40.70	71.92	12.21	125.00
Landscape Technician	34.00	60.08	10.20	104.00
Senior Construction Manager	68.50	121.04	20.55	210.00
Construction Manager	54.70	96.65	16.41	168.00
Resident Engineer	43.00	75.98	12.90	132.00
Construction Office Engineer	40.70	71.92	12.21	125.00
Senior Construction Inspector	40.70	71.92	12.21	125.00
Document Control Specialist	36.50	64.50	10.95	112.00
Construction Inspector	36.50	64.50	10.95	112.00
Construction Technician	30.00	53.01	9.00	92.00
Document Control Admin	30.00	53.01	9.00	92.00
Construction Assistant	22.80	40.29	6.84	70.00
Senior Transportation Planner	51.00	90.12	15.30	156.00
Transportation Planner	34.00	60.08	10.20	104.00
CAD Manager	51.00	90.12	15.30	156.00
CAD Technician	39.00	68.91	11.70	120.00
Business Manager	51.00	90.12	15.30	156.00
Senior Admin	36.50	64.50	10.95	112.00
Office Admin	30.00	53.01	9.00	92.00
Office Assistant	22.90	40.46	6.87	70.00



**NEW BUSINESS:**       **Apex Engineering Contract Amendment**  
**ITEM 10C.**

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

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**RECOMMENDED MOTION:**   **I move to adopt Resolution No.\_\_\_\_, authorizing the City Manager to amend the professional services agreement with Apex Engineering for providing on call engineering services for surveying type projects and additional services as needed.**

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**PROPOSAL:** The Council is being asked to authorize the City Manager to execute a third amendment to the Professional Services Agreement with Apex Engineering to provide on call engineering services for surveying type projects and additional services as needed. The work elements of this agreement will be authorized by task order.

**FISCAL IMPACT:** The agreement does not have a contract amount as the work will be authorized by task order for each task. This total cost is to be within the budgeted amount for professional services for this department.

**ADVANTAGE:** Since Apex Engineering has provided the City on call services in 2016, 2017, and 2018 by having an on call engineer that specializes in the area of expertise required by the city, this amendment to the existing on call agreement allows the City to obtain the services as needed that are beyond just surveying elements. Additional services that Apex Engineering is capable of providing are included in the updated scope of work as well as other additional services as needed.

**DISADVANTAGES:** By not having an on call engineer for services, the City would be required to delay the work for the selection process and also provide a professional services agreement for each task required throughout the year.

**ALTERNATIVES:** Not to have an on call engineer for services and either not use the budgeted services or prepare a professional services agreement for each task needed.

**HISTORY:** Previously, the City contracted with Apex Engineering for on call services for the year 2016, 2017, and 2018. Since both the City and Apex Engineering has had success this last year in those services and Apex Engineering is capable of providing additional services to the City, the City and Apex Engineering wish to continue this on call contract.

**ATTACHMENTS:** [Resolution](#)  
[Contract Amendment](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO AMEND THE PROFESSIONAL SERVICES  
AGREEMENT WITH APEX ENGINEERING FOR PROVIDING ON  
CALL ENGINEERING SERVICES FOR SURVEYING TYPE  
PROJECTS AND ADDITIONAL SERVICES AS NEEDED.**

**WHEREAS**, the City of Fircrest had contracted with Apex Engineering, LLC to provide on call engineering services for surveying type projects in 2016, 2017 and 2018; and

**WHEREAS**, the City of Fircrest has budgeted fund for these services in the annual budget; and

**WHEREAS**, the City wishes to continue continues the scope of services to include additional services the City needs and Apex Engineering is willing and capable to provide. 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 Apex Engineering for providing on call engineering services for surveying type projects and additional services as needed.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of October 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**AMENDMENT #3  
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH APEX ENGINEERING, LLC TO PROVIDE  
ON CALL ENGINEERING SERVICES.**

This amendment is hereby made and entered into this 23rd 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 Apex Engineering, LLC, hereinafter referred to as "Consultant", to be effective January 1, 2019.

**WITNESSETH:**

**1. Purpose**

The purpose of this third amendment is to amend the March 22, 2016 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the March 22, 2016 agreement shall remain in full force and effect. The amendments are as follows:

**2. Term is hereby amended to read as follows:**

The term of this Agreement shall be from March 22, 2016, until December 31, 2019, and may be extended or modified by mutual consent of the parties.

**3.** Exhibit B is hereby replaced with a new Exhibit B to reflect the 2019 schedule of charges.

**4.** Exhibit A is hereby replaced with a new Exhibit A to reflect the updated additional services.

**5.** All remaining provisions of the March 22, 2016 agreement shall remain in full force and effect.

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

**CITY OF FIRCREST**

**APEX ENGINEERING, LLC**

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

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

**APPROVED AS TO FORM:**

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

**ATTEST:**

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

# **EXHIBIT A**

## **SCOPE OF SERVICES**

### **ON-CALL ENGINEERING SERVICES**

#### **SURVEY**

#### **1. General Scope**

The consultant shall provide engineering services to the City of Fircrest on an on-call basis. Services required by the City may include, but not limited to the following work items for survey related projects and additional services as needed by the City and provided by the consultant.

- Topographic Surveys
- Monument replacement
- Boundary Surveys
- AutoCAD and GIS coordination
- Legal Descriptions
- Plat and Boundary Line reviews
- Utility evaluation and design
- Construction monitoring and management

#### **2. Task Orders**

Prior to proceeding with any work, the Consultant and the City shall determine the specific scope of services required. A detailed written scope of work and fee estimate shall be prepared by the consultant for each task order. Task Orders shall be issued on the Task Order form which is attached to Exhibit A, Scope of services and is included as part of the agreement.

#### **3. Authorization to proceed**

The Consultant shall proceed with the work only after receipt of the executed Task Order signed by the Public Works Director and Consultant. Additional work outside of the Task Order scope and estimate shall not be exceeded unless authorized in writing by amending the existing task order or executing a new Task Order.

## APEX ENGINEERING PROFESSIONAL SERVICES FEE SCHEDULE - 2019

<u>Office</u>	<b>Standard Hourly Rate</b>
Principal	\$175.00
Senior Project Manager	\$165.00
Professional Land Surveyor	\$155.00
Professional Engineer	\$155.00
CAD Designer	\$125.00
Project Manager	\$130.00
Survey Field Coordinator	\$130.00
Survey Technician	\$135.00
Project Expeditor	\$110.00
Administrative	\$60.00
Senior CAD Designer	\$135.00
Design Engineer	\$110.00
Planning Technician	\$130.00
* Expert Testimony, Depositions, Legal Reviews, etc.	\$375.00
* Includes attendance, meetings and preparation time associated with legal counsel	
Survey Crew Chief	\$145.00
2- Person Survey Crew	\$180.00
3-Person Survey Crew	\$250.00

### Reimbursable Expenses

	<b>Standard Federal Rate</b>
Mileage	
Deliveries	Cost plus 15%
Misc. Outside Costs	Cost plus 15%
Photography/Special Materials	Cost Plus 15%
Copies (1-sided)	\$0.05/Each
Copies (2-sided)	\$0.10/Each
Foam Core (Sq Ft)	\$1.30
Prints - Black & White (Sq Ft)	\$0.33
Prints - Color (Sq Ft)	\$1.00
Mylars	\$10.20
Public Notice Posting Boards	
Large (36" x 48") Yellow	\$16.00/each
Small (12" x 24" Yellow) / (18" x 24" White)	\$5.00/each

**NEW BUSINESS:**       **Greenleaf Landscaping Contract Amendment**  
**ITEM 10D.**

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

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**RECOMMENDED MOTION:**   **I move to adopt Resolution No. \_\_\_\_, authorizing the City Manager to amend the landscape maintenance contract with Greenleaf Landscaping, Inc. to provide landscape maintenance services for the City of Fircrest.**

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**PROPOSAL:** The Council is being asked to authorize an amendment for landscape maintenance services with Greenleaf Landscape, Inc. extending the term of said agreement through December 31, 2019 and increasing the amount of the contract to \$46,428.36 plus tax.

**FISCAL IMPACT:** The 2019 Preliminary Budget includes funds for this expenditure.

**ADVANTAGE:** Greenleaf Landscaping, Inc. has provided the City with good service in the past. They have experience with our landscaping needs. They have also done tree pruning and maintenance of our street trees.

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

**ALTERNATIVE:** None that are feasible.

**HISTORY:** The City of Fircrest has been using Greenleaf Landscaping, Inc. since 2015. The current contract was originally adopted on February 27, 2018 with a term of March 1, 2018 through December 31, 2018 (10 months). It also includes a renewal clause to extend the term yearly. Either party can terminate the contract with a 30 day written notice. This amendment is for a one year term beginning January 1, 2019 through December 31, 2019.

**ATTACHMENTS:** [Resolution](#)  
[Contract Amendment](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO AMEND THE PROFESSIONAL SERVICES  
AGREEMENT WITH GREENLEAF LANDSCAPING, INC. FOR  
LANDSCAPE MAINTENANCE SERVICES FOR THE CITY OF  
FIRCREST.**

**WHEREAS**, the City of Fircrest has need of landscape maintenance services; and

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

**WHEREAS**, Section 5 of said Agreement provides for the option to extend the term of the Agreement for one year; 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 Amendment #1 to the agreement with Greenleaf Landscape, Inc. landscape maintenance 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 23rd day of October 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**AMENDMENT #1  
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH GREENLEAF LANDSCAPING, INC. TO  
PROVIDE LANDSCAPING MAINTENANCE SERVICES.**

This amendment is hereby made and entered into this 23rd 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 Greenleaf Landscaping, Inc., hereinafter referred to as "Contractor", to be effective January 1, 2019.

**WITNESSETH:**

**1. Purpose**

The purpose of this first amendment is to amend the February 27, 2018 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the February 27, 2018 agreement shall remain in full force and effect. The amendments are as follows:

**2. Term of Agreement is hereby amended to read as follows:**

Notwithstanding, the date of execution hereof, this Agreement shall be in effect January 1, 2019 to December 31, 2019 and may be renewed yearly. This contract may be terminated by either party with a thirty (30) day written notice.

**3. Payment is hereby amended to read as follows:**

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 include the 'Affidavit of Wages Paid' that was filed with State of Washington Department of Labor and Industries. The total cost for services shall not exceed \$46,428.36 plus sales tax (code 2707).

**4. All remaining provisions of the February 27, 2018 agreement shall remain in full force and effect.**

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

**CITY OF FIRCREST**

**GREENLEAF LANDSCAPING, INC.**

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

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

**APPROVED AS TO FORM:**

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

**ATTEST:**

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



**FROM:** Colleen Corcoran, Finance Director

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

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AN AGREEMENT WITH BIAS  
SOFTWARE TO PROVIDE SOFTWARE SUPPORT FOR BIAS  
SOFTWARE APPLICATIONS FOR THE YEAR 2019.**

**WHEREAS**, the City of Fircrest has need of specialized services; and

**WHEREAS**, BIAS Software 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 an agreement with bias software to provide software support for BIAS software applications for the year 2019.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of October 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

## SERVICES ORDER FORM

ORDER FORM for: City of Fircrest

Prepared on: October 8, 2018

**Contract Start Date:** 01-01-2019

**Contract End Date:** 12-31-2019

<b>MANAGED SERVICES TOTAL</b>	<b>\$9,822.28</b>
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Financial Essentials  
Payroll Essentials  
Utilities Essentials  
Cash Receipting Essentials  
Building Permits

### ORDER PREPARED FOR:

Company: **City of Fircrest**  
Contact: **Colleen Corcoran**  
Address: **115 Ramsdell St.**  
**Fircrest, Washington 98466**  
  
Phone: **(253) 564-8901**  
Email: [ccorcoran@cityoffircrest.net](mailto:ccorcoran@cityoffircrest.net)

### ORDER PREPARED BY:

Company: **BIAS Software**  
Proposed by: **Katie Felchlin**  
Address: **327 E. Pacific**  
**Spokane, WA 99202**  
  
Phone: **(509) 443-3332**  
Email: [katie@biassoftware.com](mailto:katie@biassoftware.com)

## ORDER DETAILS

### ORDER DETAILS

PRODUCTS	Enhancements	ORDER TERM (MONTHS)	MONTHLY/ UNIT PRICE	QTY	TOTAL PRICE
Financial Essentials	None	12	\$144.00	1	\$1,727.94
Payroll Essentials	None	12	\$153.39	1	\$1,840.62
Utilities Essentials	Xpress	12	\$191.99	1	\$2,303.91
Cash Receipting Essentials	None	12	\$133.56	1	\$1,602.72
Building Permits	None	12	\$129.39	1	\$1,552.64
Discounts:					
Tax:					\$794.45
<b>Remarks:</b>					
<b>Grand Total (Tax Included)</b>					<b>\$9,822.28</b>

## SERVICES ORDER FORM

ORDER FORM for: City of Fircrest

Prepared on: October 8, 2018

**Contract Start Date:** 01-01-2019  
**Contract End Date:** 12-31-2019

<b>MANAGED SERVICES TOTAL</b>	<b>\$9,822.28</b>
Financial Essentials Payroll Essentials Utilities Essentials Cash Receipting Essentials Building Permits	

### TERMS AND CONDITIONS

#### PAYMENT

Annual Support Fee is due on the contract year by January 31<sup>st</sup>. Invoice will be generated upon receiving signed Order Form.

#### REMARKS

Upon signature by Customer and submission to BIAS, this Order Form shall become legally binding and governed by the [Master Subscription Agreement v.8.10.04](#) between BIAS and Customer unless otherwise agreed by BIAS and Customer.

During the Contract Term and for one year thereafter, Customer shall not disclose the pricing or terms hereunder to any third party (unless required by law) without BIAS prior written consent.

<b>Name:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____	<b>Signature:</b> _____
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**PLEASE RETURN BOTH PAGES**

**PLEASE SIGN DIGITALLY OR PRINT AND FAX TO 888.228.0030 OR EMAIL TO [KATIE@BIASSOFTWARE.COM](mailto:KATIE@BIASSOFTWARE.COM)**