

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.

PRESIDING OFFICER'S REPORT

A. Community Center and Pool Project

Parks and Recreation Director Grover briefed the Council on the March 6, 2019 public meeting, and ARC Architect Wheeler provided a presentation on the pool and community center project. The presentation included the pool and community center assessment, project overview, building and site design, financial update, and next steps. There was a brief discussion, which included signage, naming, fencing, flooring, gymnasium height, photovoltaic costs, and back-up generator. Viafore requested that the generator be located on-site instead of being portable stored off-site. Wheeler indicated that a discussion on finalizing bid alternates would take place during the construction document phase of the community center. After a brief discussion on benefits and challenges, there were no objections to have a back-up generator permanently located on-site and properly screened, and built into it in the project. Wheeler indicated that the design team would begin with the construction documents for the pool and put it out to bid in late May in order to get a contractor on board for summer. Waltier commented on his excitement of the project, and Viafore commented on his concern regarding the contingency and Wittner commented on the capital campaign efforts to help offset the cost. George invited public comment; there were none.

CITIZEN COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment; John Bozich, 5030 Ad El Road SE, Olympia, commented on the local sales tax distribution to cities and counties and discussed sales tax equalization.

Waltier departed at 7:43 P.M. and returned at 7:45 P.M.

Viafore departed the meeting at 7:45 P.M. and his absence was excused.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

Reynolds had no report to provide.

B. Environment, Planning and Building

Wittner commented on the number of passport applications the Planning and Building Department had serviced and stated his concern regarding staffing and resources. Wittner indicated the condominium project would start construction in a month.

C. Finance, IT, Facilities

As Viafore was absent, no report was provided.

CORRECTED

D. Other Liaison Reports

George reported that the Investment Committee recently met and stated that there were two bonds that were set to expire in 2019. George reported that staff would contact the bond counsel for options. George reported that there was a discussion to move \$250,000 of the 2018 Ending Fund Balance to the Cumulative Reserve and that this would be included in the upcoming budget amendment. Finance Director Corcoran requested a consensus from Council as this transfer would be treated as a contingency for the community center and pool project cost overruns; Surina commented on his concern regarding adding additional funds to the balance of the Cumulative Reserve and requested more information. After a brief discussion on the advantage of transferring the funds into the Cumulative Reserve instead of leaving the funds in the Ending Fund Balance, Reynolds, Nixon, and Wittner requested more information about the Cumulative Reserve to be brought before Council at its next regular meeting.

George reported of a meeting he, City Manager Pingel, and Planning and Building Administrator Stahlnecker had with University Place on the future planning of Mildred corridor. George indicated that University Place Mayor Keel requested the City of Fircrest to support requesting Sound Transit to spend some of their planning funds now to identify the terminus for the light rail line on 19th Street. George indicated that the City of University Place moving towards a form-based zoning code and that the City of Fircrest should continue to stay informed.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 212661 through Voucher Check No. 212741 in the amount of \$58,790.65; approval of Payroll Check No. 13575 through Payroll Check No. 13578 in the amount of \$108,340.74; approval of Payroll Check No. 13579 through Payroll Check No. 13588 in the amount of \$7,968.94; approval of Payroll Check No. 13589 through Payroll Check No. 13595 in the amount of \$91,656.55; approval of the February 19, 2019 City Council Study Session meeting minutes; approval of the February 26, 2019 City Council Regular meeting minutes; and approval of the March 6, 2019 City Council Special meeting minutes. George called attention to the correction of the Consent Calendar as read versus as written in the agenda, stating the agenda noted the February 19, 2019 Joint Meeting instead of Study Session meeting. **Wittner MOVED to approve the Consent Calendar as read; seconded by Nixon. The Motion Carried (6-0).**

PUBLIC HEARING

None scheduled.

OLD BUSINESS

There was none.

NEW BUSINESS**A. Awarding High Tank Painting Project**

Public Works Director Wakefield briefed the Council on the proposed contract with Long Painting Company for the painting of both tanks at the High Tank site at a cost of \$150,370 plus applicable sales tax, stating the low bid to paint both tanks (including a mural and engineering) came in approximately \$13,000 higher than the budgeted cost of \$152,300.

CORRECTED

Wakefield recommended the additional funds needed to complete the project come from the REET 2 Fund. Wakefield provided a background, stating that the original budget in 2017 for the painting of both tanks on the High Tank site was \$250,000 but ultimately the project was delayed and broken into two projects with each tank having budgeted \$125,000. Wakefield indicated that there was a correction to the agenda note as the \$165,257 estimate for the project included a 9.9% sales tax instead of the City of Tacoma sales tax of 10.2% due to the site being located in the City of Tacoma, thereby increasing the cost to \$165,707.74. Wakefield recommended modifying the motion to remove the dollar amount and replace with “for the bid amount and applicable sales tax”, and recommended approval as the project came in under the original budgeted amount of \$250,000. **Wittner MOVED the City Council authorize the City Manager to award the contract for the High Tank Site Painting Project to Long Painting Company for the bid amount plus the applicable sales tax, to prepare and execute the required contract documents, and to give the “Notice to Proceed” to commence construction of the project; seconded by Waltier.** George invited councilmember comment; Reynolds stated she would be voting against the motion due to the project being over budget. George noted that the original budget for the cost to paint both tanks was \$250,000. George invited public comment; Andrew Imholt, 141 Cornell Street, thanked the Council for approving the mural project. **The Motion Carried (5-1) with Reynolds casting the dissenting vote.**

B. Proposed-Engineering Services Contract with KPG for Alameda Grind and Overlay Project Solid Waste Rate Adjustment

Wakefield briefed the Council on the proposed contract with KPG, P.S. to provide final design and bid call services for the Alameda Avenue Grind and Overlay Project, stating entering into a contract for engineering services as the first step in the process of utilizing the grant to improve Alameda Avenue between Regents Boulevard and 19th Street. Wakefield indicated the agreement amount would result in a not-to-exceed budget of \$37,750.00 and that this cost was included in the grant award from WSDOT. Wakefield stated there was a 13.5% match required from the City for this phase of the project and that that amount of \$5,096.25 was included in the 2019 budget. **Reynolds MOVED to adopt Resolution No. 1578, authorizing the City Manager to execute a Local Agency A&E Professional Services Negotiated Hourly Rate Agreement with KPG, P.S. for providing final design and bid call services for the Alameda Avenue Grind and Overlay Project; seconded by Surina.** Reynolds departed at 8:17 P.M. George invited councilmember comment; Surina commented on the scope of work and whether any traffic calming would be included in the scope. Wakefield indicated the geometrics of the road would not change and that this was a grind and overlay project to preserve the pavement only. George inquired to City Attorney Smith regarding procedures and the absence of Reynolds during the discussion; Smith indicated that Reynold’s absence was not excused, and since she was not present during the discussion of the action item, she could not participate in the approval of a motion. Reynolds returned at 8:20 P.M. ~~Smith advised Reynolds abstain from the vote.~~ George invited public comment; none were provided. **The Motion Carried (5-0) with Reynolds abstaining not participating.**

C. Stop Combined Communications Network Violence Against Women Grant MOU

Police Chief Cheesman briefed the Council on the proposed memorandum of understanding with the Pierce County Sheriff’s Department that would allow the Fircrest Police Department to accept funding through the Stop Violence against Women Grant. Cheesman stated the grant

CORRECTED

money would allow the Police Department to train law enforcement officials to more effectively identify and respond to violent crimes against women and that the grant would reimburse the City up to \$3,000. **Reynolds MOVED to adopt Resolution No. 1579, authorizing the City Manager to execute a Memorandum of Understanding between the City of Fircrest and the Pierce County Sheriff's Department to accept funding through the Stop Violence Against Women Grant; seconded by Nixon.** George invited councilmember comment; Wittner commented on his appreciation of the opportunity. George invited public comment; none were provided. **The Motion Carried (6-0).**

CITY MANAGER COMMENTS

Pingel indicated the latest draft the capital campaign case statement was included in the agenda packet for Council review and requested councilmember comments when they meet with Linda Kaye Briggs. Pingel commented that he would be including more information about the latest updates on Click Network in the upcoming weekly update.

DEPARTMENT HEAD COMMENTS

None were provided.

COUNCILMEMBER COMMENTS

- Reynolds, Wittner, Waltier, Surina, and Nixon provided no comments.
- George thanked the audience for their participation and thanked everyone who participated in the community center and pool project.

EXECUTIVE SESSION

At 8:25 P.M., George reported that Council would take a four minute recess and convene into Executive Session, not to exceed the hour of 8:50 P.M. to discuss current or potential litigation per RCW 42.30.110(1)(i). George noted that Pingel and Smith would be joining the Executive Session.

At 8:40 P.M. Reynolds departed.

The Council reconvened into regular session at 8:47 P.M.

ADJOURNMENT

Wittner MOVED to adjourn the meeting at 8:47 P.M., seconded by Waltier. The Motion Carried (5-0).

George noted that Reynold's departure from the Executive Session was excused.

Hunter T. George, Mayor

CORRECTED

MARCH 12, 2019

FIRCREST CITY COUNCIL MEETING MINUTES – REGULAR 5

Jessica Nappi, City Clerk

CORRECTED

NEW BUSINESS: **Budget Amendment, 1st Reading**
ITEM 10A.

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **None. Introduction of Proposed Ordinance Only.**

PROPOSAL: This is a request for additional appropriations for anticipated revenues and expenditures not provide for in the Adopted 2019 Budget.

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

Fund	Account	Title	Increase/ (Decrease)
General	308.10.00.01	BFB Des. Fund Bal/light	20,375
	308.10.00.02	BFB Des. Fund Bal/44th Alameda	94,254
	308.80.00.01	BFB Undes. Unres. Fund Balance	406,534
	594.76.62.00	Building Structures Parks	385,000 (2)(3)
	594.76.63.01	Other Improvements	32,500 (4)
	508.10.00.01	EFB Des. Fund Bal/light	20,375
	508.10.00.02	EFB Des. Fund Bal/44th Alameda	(33,246) (2)(3)(4)(5)
	508.80.00.01	EFB Undes. Unres. Fund Balance	316,534 (5)
	508.80.00.03	EFB Fund Bal Donations Pool/Rec Center	(200,000) (2)
Street	308.80.01.01	Undes. Unres. Fund Balance	(321)
	508.80.01.01	Ending Fund Balance	(321)
Police Investigation	308.10.01.05	Des. Beginning Fund Balance	5
	508.10.01.05	Ending Fund Balance	5
REET	308.10.03.11	Beginning Fund Bal (1st 1/4)	39,741
	308.10.03.12	Beginning Fund Bal (2nd 1/4)	45,713
	508.10.03.11	Ending Fund Bal (1st 1/4)	39,741
	508.10.03.12	Ending Fund Bal (2nd 1/4)	24,813
	597.06.00.02	Transfer Out-Reet 2	20,900 (15)
Storm	308.80.04.15	Beginning Fund Balance	47,388
	334.03.10.00	NPDES Grant Revenue	6,000 (6)
	531.50.31.03	NPDES Public Outreach	6,000 (7)
	508.80.04.15	Ending Fund Balance	47,388
Storm Capital	308.80.04.16	Beginning Fund Balance-Storm Capital	2,668
	508.80.04.16	Ending Fund Balance-Storm Capital	2,668

CORRECTED

FIRCREST CITY COUNCIL AGENDA SUMMARY
MARCH 26, 2019

Water	308.80.04.25	Beginning Fund Balance	23,629	
	508.80.04.25	Ending Fund Balance	23,629	
Water Capital	308.80.04.26	Beginning Fund Balance-Water Capital	(954)	
	397.00.00.13	Transfer In from REET 2	20,900	(10)
	594.34.63.01	Other Improvements	13,400	(8)
	594.64.63.02	Project Engineering	(10,000)	(9)
	508.80.04.26	Ending Fund Balance-Water Capital	16,546	
Sewer	308.80.04.30	Beginning Fund Balance	74,586	
	508.80.04.30	Ending Fund Balance	74,586	
Sewer Capital	308.80.04.32	Beginning Fund Balance-Sewer Capital	198,186	
	594.35.63.01	Other Improvements	120,000	(11)(12)
	594.35.63.03	Project Engineering	37,400	(13)(14)
	508.80.04.32	Ending Fund Balance-Sewer Capital	40,786	(11)(12)(13)(14)
ERR	308.10.05.01	Dsg Beginning Fund Balance	17,577	
	508.10.05.01	Ending Fund Balance	17,577	

The City of Fircrest adopts an annual budget at the fund level. The above adjustments will result in an Amended 2019 Budget by fund as follows:

2019 REVENUES, EXPENDITURES & BALANCES BY FUND			
FUND	ORIGINAL	ADJUSTMENT	AMENDED
General	8,848,759	521,163	9,369,922
Street	1,021,081	(321)	1,020,760
Storm Drain	660,061	53,388	713,449
Storm Drain Capital	585,150	2,668	587,818
Water	1,365,992	23,629	1,389,621
Water Capital	485,675	19,946	505,621
Sewer	3,494,841	74,586	3,569,427
Sewer Capital	1,287,385	198,186	1,485,571
ERR	1,800,678	17,577	1,818,255
Police Investigation	12,248	5	12,253
REET	1,728,610	85,454	1,814,064
Cumulative Reserve	3,530,763		3,530,763
Total	\$24,821,243	\$996,281	\$25,817,524

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

- (1) Match Budgeted Beginning Fund Balances to actual in all funds
- (2) ARC design of the pool and recreation center project \$335,000 with funding of \$200,000 from donations and \$135,000 from 44th/Alameda Funds
- (3) Briggs capital campaign \$50,000 from 44th/Alameda Funds

CORRECTED

- (4) Roll over for Whittier tennis court repair \$32,500 from 44th/Alameda Funds
- (5) Transfer \$90,000 to 44th/Alameda Designated Funds from 2018 excess fund balance
- (6) Rollover NPDES grant revenue for unbilled calendars \$6,000
- (7) Rollover NPDES Public Outreach for unpaid calendars \$6,000
- (8) Additional funds needed to paint water tanks \$13,400
- (9) Transfer excess Project Eng. Budget for tank painting \$(10,000)
- (10) Transfer In from REET 2 for tank painting \$20,900
- (11) Rollover for elimination of Eldorado Creek crossing \$100,000
- (12) Rollover for project engineering for Drake Street Lift Station project retainage \$20,000
- (13) Rollover for P.E for elimination of Eldorado Creek crossing \$30,000
- (14) Rollover for P.E. for Drake Street Lift Station project \$7,400
- (15) Transfer Out REET 2 to Water Capital for tank painting \$20,900

ATTACHMENT: [Ordinance](#)

CORRECTED

CITY	Population	Operating Expenditures	% of Exp to Fund Bal	General Fund	Street Fund	Trans Benefit Dist	Hotel/Motel Fund	Mitigation Fund	REET Fund	Cum Rsv Fund	Capital Fund	2018 BFB	% of Exp to Fund Bal
Fircrest	6710	4,493,022		3,308,755	258,184				1,350,790	3,150,000	0	8,067,729 *	180%
Edgewood	10420	4,754,073	106%	3,607,498	246,074				479,196		2,963,115	7,295,883	153%
Pacific	6910	4,134,034	92%	3,029,167	122,535		135,709			1,283,092	1,374,495	5,944,998	144%
Normandy Park	6595	4,709,508	105%	2,811,525	750,568						1,954,863	5,516,956	117%
Duvall	7500	5,132,565	114%	2,012,124	103,483			38,883	1,453,823		2,397,024	6,005,337	117%
College Place	9440	4,180,345	93%	2,672,905	144,258		2,399		212,378		1,240,368	4,272,308	102%
Ruston	975	1,909,309	42%	1,508,261	94,179						340,251	1,942,691	102%
Leavenworth	2015	4,283,982	95%	2,395,719	369,622		622,756				858,303	4,246,400	99%
Deer Park	4105	1,970,960	44%	1,378,646	302,510						21,018	1,702,174	86%
Eatonville	2950	2,243,435	50%	811,220	34,077		37,830	16,459	148,384		0	1,047,970	47%
Medina	3205	6,181,248	138%	117,500	36,441					95,426	2,378,714	2,628,081	43%
Black Diamond	4335	5,443,270	121%	1,217,656	134,234	9,398		289,798			573,483	2,224,569	41%
Woodland	6035	5,866,618	131%	1,511,912			53,336				796,470	2,361,718	40%
Dupont	9385	7,893,128	176%	1,783,801	49,192	62,317	235,829	120,737			542,025	2,793,901	35%
Raymond	2885	1,908,964	42%	253,647	195,979						68,368	517,994	27%

There are several factors to consider when analyzing the above information. Each city has its own unique set of circumstances. Some are listed below.

- What type of services are offered: library, parks, police, pool, economic development department, etc.
- Where does the city's revenue come from: retail sales tax, property tax, fees, etc.
- Is the city growing or is the city built out: ability to increase revenue in the future
- Does the city have a transportation improvement district (car tab fee)
- How many services are contracted
- What capital projects are funded
- What are the city's unfunded liabilities: uninsured events, lawsuits, vacation payout
- Is REET designated: specific project, general fund or proprietary fund
- What are the city's policies concerning cost recovery
- What are the city's policies concerning fund balance
- How much of fund balance is designated

	*Fircrest Balances 1/1/18	12/31/19 EST
Undesignated	660,002	743,644
Rsvd for cash flow	1,300,000	1,300,000
44th/Alameda	575,575	2,866 includes BA #1 dedicating \$90,000 to 44th/Alameda
Lt Fund	773,178	554,683
Street	258,184	213,710
REET	1,350,790	1,485,870
Cumulative Rsv-Gen	3,000,000	3,000,000
Cumulative Rsv-Street	<u>150,000</u>	<u>150,000</u>
	8,067,729	7,450,773

information compiled from State Auditor's Office FIT program as of 12/31/2017

44TH/ALAMEDA

2004	Resolution #778 Net proceeds from the sale of property at 44th and Alameda	1,235,014.06	1,235,014.06
2009	Purchased Land-Fox Property	-338,403.76	896,610.30
2011	Purchased Land-418 Spring Street	-125,612.73	770,997.57
2012	Demolition costs for Land-418 Spring Street	-33,991.00	737,006.57
2013	Parks Comp Plan	-28,950.28	708,056.29
2014	No usage	0.00	708,056.29
2015	No usage	0.00	708,056.29
2016	RCO Tot Lot Grant Match	-25,141.50	682,914.79
2016	Parks Feasibility Study	-106,115.00	576,799.79
2017	RCO Tot Lot Grant Match	-1,225.28	575,574.51
2018	Whittier Tennis Courts	-1,284.46	574,290.05
2018	Playground Equipment	-57,530.85	516,759.20
2018	Gazebo repairs	-3,736.60	513,022.60
2018	ARC	-247,656.79	265,365.81
2019	Whittier Bathroom renovation	-30,000.00	235,365.81
2019	Electrical panel at Whittier	-7,500.00	227,865.81
2019	Irrigation at Whittier	-40,000.00	187,865.81
2019	Electrical panel at Fircrest Park	-2,500.00	185,365.81
2019	Pavilion roof	-5,000.00	180,365.81
2019	Storage garage	-35,000.00	145,365.81
2019	Fircrest Park tennis courts	-15,000.00	130,365.81
2019	ARC-BA #1	-135,000.00	-4,634.19
2019	Briggs Capital Campaign-BA #1	-50,000.00	-54,634.19
2019	Whittier Tennis Courts-BA # rollover	-32,500.00	-87,134.19
2019	Dedicate \$90,000 from Undesignated Fund Balance- BA #1	90,000.00	2,865.81
TOTAL USED		-1,322,148.25	