

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, MAY 14, 2019
7:00 P.M.**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. Community Center and Pool Project
 - B. May 28, 2019 Regular Meeting: Mayor Pro Tempore
- 5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

(Please sign the **Public Attendance Roster/Public Hearing Sign-Up Sheet** if you wish to speak during the meeting.)
- 6. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Environment, Planning and Building
 - C. Finance, IT, Facilities
 - D. Other Liaison Reports
- 7. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks
 - B. Approval of minutes: [April 23, 2019 Regular Meeting](#)
 - C. Setting a public hearing on May 28, 2019 to receive comments on the Six-Year Transportation Improvement Program.
- 8. PUBLIC HEARING 7:15 P.M.**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. [Resolution: Fircrest Soccer Club Field Use Agreement](#)
 - B. [Resolution: Fun Days Vendors and Entertainers Agreements](#)
 - C. [Resolution: AWC Employer Master Participation Agreement – Vision Plan](#)
 - D. [Ordinance: Amendments to FMC Chapter 2.44 Personnel System](#)
 - E. [Resolution: Greater Tacoma Community Foundation Agreement](#)
- 11. CITY MANAGER COMMENTS**
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
 - A. Performance of a public employee. RCW 42.30.110(1)(g).
- 15. ADJOURNMENT**

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

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
19240	05/14/2019	05/14/2019	5895	Amundsen, John	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	67.00 Library Reimbursement 1 Year
19250	05/14/2019	05/14/2019	172	Anderson, Deborah	210.00 Belly Dance Instruction Jan - Feb 2019
	571 20 49 06	Instructor Fees	001 000 571	General Fund	210.00 Belly Dance Instruction Jan - Feb 2019
19205	05/14/2019	05/14/2019	8499	Anita E. Ahumada	265.68 Spanish Interpreting (2 Hrs Plus Mileage)
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	General Fund	265.68 Spanish Interpreting (2 Hrs Plus Mileage)
19185	05/14/2019	05/14/2019	7066	Apex Engineering	2,200.00 P#58 Farallone Ave Sewer Prof. Engineering Services March 2019
	594 35 63 03	Project Engineering Sewer	432 000 594	Sewer Improve	2,200.00 P#58 Farallone Ave Sewer Prof. Eng. Services 03/2019
19254	05/14/2019	05/14/2019	7948	Atkin, Troy	126.00 Indoor Soccer Referee (10.5 Hrs)
	571 20 49 03	Indoor Soccer	001 000 571	General Fund	126.00 Indoor Soccer Referee (10.5 Hrs)
19184	05/14/2019	05/14/2019	4052	Auto Value, National Auto Parts Wareh	14.47 #59083D Wiper Blades
	548 65 48 12	O & M - Street	501 000 548	Equipment Ren	14.47 #59083D Wiper Blades
19267	05/14/2019	05/14/2019	8514	Blowers, Nichole	55.00 Refund For Youth Baseball - Child Unable To Play
	347 60 00 02	Youth Baseball Registratio	001 000 340	General Fund	-55.00 Refund For Youth Baseball - Child Unable To Play
19286	05/14/2019	05/14/2019	5428	Boers, Jeff	855.00 April 2019 Land Use Consulting (9 Hrs)
	558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	855.00 04/2019 Land Use Consulting (2 Hrs)
19183	05/14/2019	05/14/2019	4293	CDW Government Inc	269.26 Adobe Acrobat Software - Planning / Building
	524 20 35 00	Small Tools & Equip - Bldg	001 000 524	General Fund	134.63 Adobe Acrobat Software - Building
	558 60 35 00	Small Tools & Equip - Plar	001 000 558	General Fund	134.63 Adobe Acrobat Software - Planning
19189	05/14/2019	05/14/2019	6018	Canon Financial Services Inc	563.79 Copier Rental March 2019 - City Hall, Court, Parks / Rec, Public Works
	512 50 45 00	Oper Rentals - Copier - Coi	001 000 512	General Fund	140.95 Court 03/2019
	518 10 45 00	Oper Rentals - Copier - No	001 000 518	General Fund	140.95 City Hall 03/2019
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	Storm Drain	35.23 PW 03/2019
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534	Water Fund (de	35.24 PW 03/2019
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535	Sewer Fund (de	35.24 PW 03/2019
	542 30 45 00	Oper Rentals - Copier - Str	101 000 542	City Street Fun	35.24 PW 03/2019
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	126.85 Rec 03/2019

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	576 80 45 00	Oper Rentals - Copier - Par	001 000 576 General Fund	14.09	Parks 03/2019
19190	05/14/2019	05/14/2019	6018	Canon Financial Services Inc	13.63 Police Faxboard April 2019
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	13.63	Police Faxboard 04/2019
19191	05/14/2019	05/14/2019	6018	Canon Financial Services Inc	244.61 Police Copier April 2019
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	244.61	Police Copier 04/2019
Total Canon Financial Services Inc				822.03	
19209	05/14/2019	05/14/2019	8009	Carnes, Terry	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement 1 Year
19257	05/14/2019	05/14/2019	1633	Carter, Virginia	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement 1 Year
19215	05/14/2019	05/14/2019	3994	CenturyLink	448.79 Circuit Line / PRI Line April 2019
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	448.79	Circuit Line / PRI Line 04/2019
19216	05/14/2019	05/14/2019	3994	CenturyLink	131.05 Direct Inward Dial April 2019
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	131.05	DID 04/2019
19217	05/14/2019	05/14/2019	3994	CenturyLink	62.98 Public Works Fax April 2019
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	15.74	PW Fax 04/2019
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	15.74	PW Fax 04/2019
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	15.75	PW Fax 04/2019
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	15.75	PW Fax 04/2019
19218	05/14/2019	05/14/2019	3994	CenturyLink	130.73 Police BA Machine / Modem April 2019
	521 22 42 00	Communication - Police	001 000 521 General Fund	130.73	Police BA Machine / Modem 04/2019
19219	05/14/2019	05/14/2019	3994	CenturyLink	67.75 Parks Prim 911 April 2019
	576 80 42 00	Communication - Parks	001 000 576 General Fund	67.75	Parks Prim 911 04/2019
19227	05/14/2019	05/14/2019	3994	CenturyLink	66.99 PW DSL / Telemetry May 2019
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	33.50	PW DSL / Telemetry 05/2019
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	33.49	PW DSL / Telemetry 05/2019
19285	05/14/2019	05/14/2019	3994	CenturyLink	377.83 911, Message & Alarm May 2019 - City Hall, Rec Center, Public Works

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518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.91	Prim 911 05/2019 - CH
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.91	Message 05/2019 - CH
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	62.91	Alarm 05/2019 - CH
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	31.55	Prim 911 & Alarm 05/2019 - PW
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	31.55	Prim 911 & Alarm 05/2019 - PW
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	31.54	Prim 911 & Alarm 05/2019 - PW
542 30 42 00	Communication - Street	101 000 542	City Street Fun	31.55	Prim 911 & Alarm 05/2019 - PW
576 80 42 00	Communication - Parks	001 000 576	General Fund	62.91	Alarm 05/2019 - REC
Total CenturyLink				1,286.12	
19192	05/14/2019	05/14/2019	5805	CenturyLink	47.17 Long Distance Access And Usage April 2019
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	47.17	Long Distance 04/2019
19176	05/14/2019	05/14/2019	7379	Chough, Kwang S.	120.00 Korean Interpreting (2 Hrs)
512 50 41 03	Prof Srvs - Interpreter	001 000 512	General Fund	120.00	Korean Interpreting (2 Hrs) 9Z0376819
19265	05/14/2019	05/14/2019	6548	City Treas-Tacoma Hearings Examiner	2,207.97 Hearing Examiner Professional Services For Wahlberg Vs. Fircrest (7/5/18 - 2/26/19)
554 30 41 00	Animal Control	001 000 554	General Fund	2,207.97	Hearing Examiner Professional Services For Wahlberg Vs. Fircrest (7/5/18 - 2/26/19)
19263	05/14/2019	05/14/2019	4325	City Treasurer-Tac Sewer	313,302.96 1st Quarter 2019 Sewer Treatment
535 60 44 02	Sewage Treatment	430 000 535	Sewer Fund (de	313,302.96	1st Quarter 2019
19300	05/14/2019	05/14/2019	4322	City of Tacoma Washington	3,742.69 Power - Various Locations April 2019
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	127.74	Surface Water 04/2019
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	1,187.11	Well #8, Weathervane Booster 04/2019
535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (de	576.51	Pump #3, W Creek Lift, Commons L/S, Alameda L/S 04/2019
542 30 47 03	Electricity/Traffic Lights	101 000 542	City Street Fun	20.50	40th / Alameda 04/2019
542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fun	11.33	5200 Emerson 04/2019
576 80 47 00	Public Utility Services - Pa	001 000 576	General Fund	1,819.50	Rec Center, Pavilion, Garage, Field Lights & Irrig. 04/2019
19220	05/14/2019	05/14/2019	6685	Cleanstart LLC	1,950.00 Monthly Cleaning Services May 2019
518 30 41 01	Contract Maintenance	001 000 518	General Fund	1,950.00	Cleaning Service 05/2019
19177	05/14/2019	05/14/2019	7064	Clother, Shannen	580.78 Lodging, Meals And Mileage For LEIRA PDR Training - S. Clother

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521 22 43 00	Travel - Police		001 000 521 General Fund	580.78	Lodging, Meals And Mileage For LEIRA PDR Training - S. Clother
19207	05/14/2019	05/14/2019	8029 Colberg, Ivy	67.00	Library Reimbursement 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement 1 Year
19175	05/14/2019	05/14/2019	7918 Contreras, Alejandra	140.00	Spanish Interpreting (2 Hrs)
512 50 41 03	Prof Srvs - Interpreter		001 000 512 General Fund	140.00	Spanish Interpreting (2 Hrs) 9Z0276491, 9Z0316616, 9Z0316615
19260	05/14/2019	05/14/2019	7918 Contreras, Alejandra	140.00	Spanish Interpreting (2 Hrs)
512 50 41 03	Prof Srvs - Interpreter		001 000 512 General Fund	140.00	Spanish Interpreting (2 Hrs) 8Z0864820
Total Contreras, Alejandra				280.00	
19188	05/14/2019	05/14/2019	3573 Copiers Northwest Inc	430.49	Copier Usage March 2019 - City Hall, Court, Parks / Rec, Public Works
512 50 45 00	Oper Rentals - Copier - Coi		001 000 512 General Fund	36.67	Court 03/2019
518 10 45 00	Oper Rentals - Copier - No		001 000 518 General Fund	281.86	City Hall 03/2019
531 50 45 00	Oper Rentals - Copier - Sto		415 000 531 Storm Drain	11.70	PW 03/2019
534 10 45 02	Oper Rentals - Copier - Wa		425 000 534 Water Fund (de	11.70	PW 03/2019
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535 Sewer Fund (de	11.72	PW 03/2019
542 30 45 00	Oper Rentals - Copier - Str		101 000 542 City Street Fun	11.70	PW 03/2019
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	58.63	Rec 03/2019
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	6.51	Parks 03/2019
19292	05/14/2019	05/14/2019	7802 Core & Main LP	1,119.49	Parts For Alameda Water Services
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	1,119.49	Parts For Alameda Water Services
19193	05/14/2019	05/14/2019	3589 Databar Inc	434.11	2019 Community Sponsorship Mailing
542 80 31 04	Beautification-Supplies		101 000 542 City Street Fun	434.11	2019 Community Sponsorship Mailing
19194	05/14/2019	05/14/2019	3589 Databar Inc	389.90	Town Topics Separate Mailing And Postage
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	389.90	Town Topics Separate Mailing & Postage
19228	05/14/2019	05/14/2019	3589 Databar Inc	2,234.58	Statement Production, 2 Inserts & Postage April 2019
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	109.64	Town Topics Insert 04/2019
531 50 42 01	Postage - Storm		415 000 531 Storm Drain	264.33	Postage 04/2019
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	407.43	Statement Production, 2 Inserts 04/2019

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534 10 42 01	Postage - Water		425 000 534 Water Fund (de	264.34	Postage 04/2019
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	407.43	Statement Production, 2 Inserts 04/2019
535 10 42 02	Postage - Sewer		430 000 535 Sewer Fund (de	264.33	Postage 04/2019
535 10 49 05	Mailing Service - Sewer		430 000 535 Sewer Fund (de	407.43	Statement Production, 2 Inserts 04/2019
542 80 31 04	Beautification-Supplies		101 000 542 City Street Fun	109.65	Comm. Sponsor Insert 04/2019
19242	05/14/2019	05/14/2019	3589 Databar Inc	1,618.21	P#54 Pool & Rec Center Q&A Production And Mailing
594 76 62 00	Buildings & Structures - Pa		001 000 576 General Fund	1,618.21	P#54 Pool & Rec Center Q&A Production And Mailing
Total Databar Inc				4,676.80	
19178	05/14/2019	05/14/2019	3590 Datec Incorporated	416.53	Laptop Repair (New WWAN Modem) - B. Deal
521 22 48 00	Rep & Maint - Police		001 000 521 General Fund	416.53	Laptop Repair (New WWAN Modem) - B. Deal
19214	05/14/2019	05/14/2019	333 Deal Jr, Robert	11.49	Postage To Mail Blood Vials
521 22 49 00	Miscellaneous - Police		001 000 521 General Fund	11.49	Postage To Mail Blood Vials
19297	05/14/2019	05/14/2019	3593 Dept Of Commerce	176,127.99	Public Works Trust Fund (contract PC12-951-039)
591 35 78 02	Principal Loan Payment		430 000 591 Sewer Fund (de	170,584.00	PWTF (PC12-951-039) Loan Payment
592 35 83 01	Interest Loan Payment		430 000 591 Sewer Fund (de	5,543.99	PWTF (PC12-951-039) Loan Payment
19211	05/14/2019	05/14/2019	365 Dept Of Labor & Industries	80.39	New Water Heater Inspection And Registration - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	80.39	New Water Heater Inspection & Registration - Rec
19251	05/14/2019	05/14/2019	6995 Endicott, Cynthia J.	271.60	Silver Sneakers & Yoga March 2019
571 20 49 06	Instructor Fees		001 000 571 General Fund	271.60	Silver Sneakers & Yoga 03/2019
19202	05/14/2019	05/14/2019	8308 Fence Doctor LLC	763.81	Fence Repair At Maint. Building - Public Works
518 30 48 03	Rep & Maint - PW		001 000 518 General Fund	763.81	Fence Repair At Maint. Building - PW
19291	05/14/2019	05/14/2019	3636 Ferguson Waterworks, #1539	916.63	Parts For Alameda Water Services
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	916.63	Parts For Alameda Water Services
19236	05/14/2019	05/14/2019	3638 Fircrest Golf Club	1,287.78	Golf Tank Land Rental May 2019
534 10 45 01	Land Rental/Water Tank		425 000 534 Water Fund (de	1,287.78	Golf Tank Land Rental 05/2019

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19255	05/14/2019	05/14/2019	8513	Garza, Lizbeth	70.00 Youth Baseball Registration Refund - No Team Available To Play With
	347 60 00 02	Youth Baseball Registratio	001 000 340 General Fund	-70.00	Youth Baseball Registration Refund - No Team Available To Play With
19283	05/14/2019	05/14/2019	8046	Goncharova, Natalya	138.56 Russian Interpreting (2 Hrs Plus Mileage)
	512 50 41 03	Prof Srvs - Interpreter	001 000 512 General Fund	138.56	Russian Interpreting (2 Hrs Plus Mileage)
19221	05/14/2019	05/14/2019	3666	Grainger Inc, Dept 826129041	25.57 Cutting Wheels
	518 30 31 00	Oper Sup/Facilities	001 000 518 General Fund	25.57	Cutting Wheels
19196	05/14/2019	05/14/2019	6774	Greenleaf Landscaping 1 Inc	4,252.06 Monthly Landscape Service April 2019
	518 30 41 01	Contract Maintenance	001 000 518 General Fund	3,146.52	Monthly Landscape Service 04/2019
	542 80 49 03	Beautification Services (co	101 000 542 City Street Fun	1,105.54	Monthly Landscape Service 04/2019
19274	05/14/2019	05/14/2019	3672	Guardian Security Inc	38.68 Locks For Outlet Covers
	518 30 31 04	Oper Sup/CH	001 000 518 General Fund	38.68	Locks For Outlet Covers
19208	05/14/2019	05/14/2019	8366	Hillstrom, Suzanne	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement 1 Year
19174	05/14/2019	05/14/2019	3692	Home Depot Credit Services	52.50 Parts For New Handrails - Public Safety Building
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518 General Fund	52.50	Parts For New Handrails - PSB
19180	05/14/2019	05/14/2019	3692	Home Depot Credit Services	14.94 Tubing For Well #9
	534 80 31 02	Oper Supplies - Water	425 000 534 Water Fund (de	14.94	Tubing For Well #9
19181	05/14/2019	05/14/2019	3692	Home Depot Credit Services	11.96 Supplies For Well #4
	534 80 31 02	Oper Supplies - Water	425 000 534 Water Fund (de	11.96	Supplies For Well #4
19273	05/14/2019	05/14/2019	3692	Home Depot Credit Services	32.35 Locking Outlet Covers
	518 30 31 04	Oper Sup/CH	001 000 518 General Fund	32.35	Locking Outlet Covers
19275	05/14/2019	05/14/2019	3692	Home Depot Credit Services	24.07 Thread Sealant
	534 50 31 01	Oper Supplies - Water Mai	425 000 534 Water Fund (de	24.07	Thread Sealant
19276	05/14/2019	05/14/2019	3692	Home Depot Credit Services	7.33 Supplies For Alameda Water Service
	534 50 31 01	Oper Supplies - Water Mai	425 000 534 Water Fund (de	7.33	Supplies For Alameda Water Service

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			Total Home Depot Credit Services	143.15	
19245	05/14/2019	05/14/2019	6785	Larsen Sign Company Inc	637.42 #68056D Vehicle Lettering Package
	594 21 64 00	Machinery & Equipment -]	001 000 521 General Fund	637.42	#68056D Vehicle Lettering Package
19246	05/14/2019	05/14/2019	6785	Larsen Sign Company Inc	637.42 #68055D Vehicle Lettering Package
	594 21 64 00	Machinery & Equipment -]	001 000 521 General Fund	637.42	#68055D Vehicle Lettering Package
			Total Larsen Sign Company Inc	1,274.84	
19253	05/14/2019	05/14/2019	8415	Lee, Sierra	150.00 Indoor Soccer Ref (3.5 Hrs), Mens Basketball Scorekeeper (9 Hrs)
	571 20 49 03	Indoor Soccer	001 000 571 General Fund	42.00	Indoor Soccer Ref (3.5 Hrs)
	571 20 49 08	Adult Basketball	001 000 571 General Fund	108.00	Mens Basketball Scorekeeper (9 Hrs)
19296	05/14/2019	05/14/2019	3776	Lemay Mobile Shredding	26.80 Shredding April 2019 - Public Works
	531 50 49 00	Miscellaneous - Storm	415 000 531 Storm Drain	8.93	Shredding 04/2019 - PW
	534 10 49 00	Miscellaneous - Water	425 000 534 Water Fund (de	8.93	Shredding 04/2019 - PW
	535 10 49 00	Miscellaneous - Sewer	430 000 535 Sewer Fund (de	8.94	Shredding 04/2019 - PW
19272	05/14/2019	05/14/2019	5079	Les Schwab Tires	14.31 Tire Repair
	576 80 48 00	Rep & Maint - Parks	001 000 576 General Fund	14.31	Tire Repair
19288	05/14/2019	05/14/2019	8404	Linda Kaye Briggs	1,317.55 P#55 Capital Campaign April 2019 (8.083 Hrs)
	594 76 62 00	Buildings & Structures - Pa	001 000 576 General Fund	1,317.55	P#55 Capital Campaign 04/2019 (8.083 Hrs)
19210	05/14/2019	05/14/2019	3791	Lowe's Company-#338954	18.57 Supplies For Handrails And Trophy Mount - PSB
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518 General Fund	18.57	Supplies For Handrails And Trophy Mount - PSB
19269	05/14/2019	05/14/2019	3791	Lowe's Company-#338954	25.08 Peat Moss For Turf
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	25.08	Peat Moss For Turf
			Total Lowe's Company-#338954	43.65	
19280	05/14/2019	05/14/2019	8516	Lutheran Community Services Northwest	125.00 Holiday Bazaar Advertisement November 2018
	573 90 49 01	Community Events	001 000 573 General Fund	125.00	Holiday Bazaar Ad 11/2018
19264	05/14/2019	05/14/2019	318	Maenhout, Sherry L	60.55 Hanging Strips For PSB Offices

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521 22 31 00			Office & Oper Sup - Police	001 000 521 General Fund	60.55 Hanging Strips For PSB Offices
19225	05/14/2019	05/14/2019	7930	McAllister, Gretchen	67.00 Library Reimbursement 1 Year
572 21 49 00			Library Services	001 000 572 General Fund	67.00 Library Reimbursement 1 Year
19206	05/14/2019	05/14/2019	6877	McColm, Susan	67.00 Library Reimbursement 1 Year
572 21 49 00			Library Services	001 000 572 General Fund	67.00 Library Reimbursement 1 Year
19249	05/14/2019	05/14/2019	3841	Metropolitan Ballet of Tacoma	900.90 Ballet Instruction 1st Qtr 2019
571 20 49 06			Instructor Fees	001 000 571 General Fund	900.90 Ballet Instruction 1st Qtr 2019
19238	05/02/2019	05/14/2019	7922	Millan, Lindsay	64.02 05-01940.0 - 1014 CORONA DR
343 10 00 00			Storm Drain Fees & Charge	415 000 340 Storm Drain	-14.51
343 40 00 00			Sale Of Water	425 000 340 Water Fund (de	-15.56
343 50 00 00			Sewer Revenues	430 000 340 Sewer Fund (de	-33.95
19230	05/02/2019	05/14/2019	3521	Miller, Neal	0.26 12-01480.1 - 6219 47TH ST CT W
343 50 00 00			Sewer Revenues	430 000 340 Sewer Fund (de	-0.26
19197	05/14/2019	05/14/2019	3910	Office Depot	158.68 SAA #1710 Desk Chair - J. Schmidtke
571 10 35 00			Small Tools & Equip - Rec	001 000 571 General Fund	158.68 SAA #1710 Desk Chair - J. Schmidtke
19270	05/14/2019	05/14/2019	3910	Office Depot	29.16 Supplies - Rec
571 10 31 00			Office Supplies - Rec	001 000 571 General Fund	29.16
			Total Office Depot		187.84
19199	05/14/2019	05/14/2019	7586	Orchard Cleaners	148.58 Uniform And Costume Cleaning 2018
521 22 49 01			Uniforms/Clothing/Laundry	001 000 521 General Fund	28.52 Uniform & Costume Cleaning 2018
521 22 49 05			Reimbursable Programs	001 000 521 General Fund	93.90 Scruff / McGruff Costume Cleaning - NNO
521 22 49 07			Community Outreach	001 000 521 General Fund	26.16 Bunny Costume Cleaning
19261	05/14/2019	05/14/2019	3957	PC Budget & Finance	510.62 April 2019 Printing Services
512 50 31 00			Office & Oper Sup-Court	001 000 512 General Fund	510.62 04/2019 Printing - Advice Of Rights, Order Of Release
19179	05/14/2019	05/14/2019	3937	Pape & Sons Construction Inc	18,885.86 P#50 Retainage Drake St Liftstation
594 35 63 01			Other Improvements Sewer	432 000 594 Sewer Improve	18,885.86 P#50 Retainage Drake St Liftstation
19298	05/14/2019	05/14/2019	3955	Petrocard Systems Inc	329.33 Gas / Fuel April 2019

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548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	99.53	Gas / Fuel 04/2019 - Parks
548 65 31 12	Street Gas	501 000 548	Equipment Ren	38.81	Gas / Fuel 04/2019 - Street
548 65 31 13	Storm Gas	501 000 548	Equipment Ren	94.33	Gas / Fuel 04/2019 - Storm
548 65 31 14	Wtr/Swr Gas	501 000 548	Equipment Ren	96.66	Gas / Fuel 04/2019 - W / S
19213	05/14/2019	05/14/2019	6116	Physio-Control Inc	116.49 New Defibrillator Battery - Rec
518 30 31 01	Oper Sup/Rec Bldg	001 000 518	General Fund	116.49	New Defibrillator Battery - Rec
19290	05/14/2019	05/14/2019	7839	Pingel, Scott	25.00 Meals For 2019 OCCMA Conference - S. Pingel
513 10 43 00	Travel - Admin	001 000 513	General Fund	25.00	Meals For 2019 OCCMA Conference - S. Pingel
19223	05/14/2019	05/14/2019	4828	Protect Youth Sports	407.95 Background Checks For Youth Baseball
518 11 41 00	Prof Svcs - Personnel	001 000 518	General Fund	407.95	Background Checks For Youth Baseball
19293	05/14/2019	05/14/2019	3986	Puget Sound Energy, BOT-01H	352.77 Natural Gas - Rec Center April 2019
576 80 47 00	Public Utility Services - Pa	001 000 576	General Fund	352.77	Gas - Rec 04/2019
19294	05/14/2019	05/14/2019	3986	Puget Sound Energy, BOT-01H	111.81 Natural Gas - City Hall April 2019
518 30 47 00	Public Utility Services - Ci	001 000 518	General Fund	111.81	Gas - CH 04/2019
19295	05/14/2019	05/14/2019	3986	Puget Sound Energy, BOT-01H	44.68 Natural Gas - Public Works April 2019
531 50 47 02	Public Utility Services/Bldg	415 000 531	Storm Drain	11.17	Gas - PW 04/2019
534 10 47 00	Utility Services/Building -	425 000 534	Water Fund (de	11.17	Gas - PW 04/2019
535 10 47 00	Utility Services/Building -	430 000 535	Sewer Fund (de	11.17	Gas - PW 04/2019
542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	City Street Fun	11.17	Gas - PW 04/2019
Total Puget Sound Energy, BOT-01H				509.26	
19235	05/14/2019	05/14/2019	5710	Rainier Connect, Mashell Telecom	106.95 Internet Access Fee May 2019
518 81 42 00	Communication - I/S	001 000 518	General Fund	106.95	Internet 05/2019
19268	05/14/2019	05/14/2019	8386	Reagan, Brian	250.00 Refund Rental Deposit - Reagan 4/26/19
586 00 00 00	Deposit Refunds	001 000 580	General Fund	250.00	Refund Rental Deposit - Reagan 4/26/19
19252	05/14/2019	05/14/2019	8511	Reed, Nicole	49.70 Mindfulness Instruction March 2019
571 20 49 06	Instructor Fees	001 000 571	General Fund	49.70	Mindfulness Instruction 03/2019
19232	05/02/2019	05/14/2019	3423	Rhoads, Clarice	0.06 12-00540.2 - 4520 60TH AVE W
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-0.06	

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19224	05/14/2019	05/14/2019	337	Roberts, Christopher	1,194.00 Tuition Reimbursement CJA / 314 - C. Roberts
	521 22 49 02	Reg & Tuition - Police	001 000 521	General Fund	1,194.00 Tuition Reimbursement CJA / 314 - C. Roberts
19258	05/14/2019	05/14/2019	4018	Rosen Supply Company Inc	175.70 Supplies For Alameda Water Services
	534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	175.70 Supplies For Alameda Water Services
19259	05/14/2019	05/14/2019	4018	Rosen Supply Company Inc	85.58 Supplies For Alameda Water Services
	534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	85.58 Supplies For Alameda Water Services
				Total Rosen Supply Company Inc	261.28
19282	05/14/2019	05/14/2019	4026	S & B Inc	883.60 Replacement Probe For Princeton / Harvard Lift
	535 50 48 00	Rep & Maint - Sewer Main	430 000 535	Sewer Fund (de	883.60 Replacement Probe For Princeton / Harvard Lift
19204	05/14/2019	05/14/2019	4035	Sarco Supply	106.99 Janitorial Supplies - Public Works
	518 30 31 03	Oper Sup/PWF	001 000 518	General Fund	106.99 Janitorial Supplies - Public Works
19222	05/14/2019	05/14/2019	4035	Sarco Supply	171.50 Janitorial Supplies - Rec
	518 30 31 01	Oper Sup/Rec Bldg	001 000 518	General Fund	171.50 Janitorial Supplies - Rec
19256	05/14/2019	05/14/2019	4035	Sarco Supply	363.11 Towel Dispensers For Rec Center (6 Units)
	518 30 31 01	Oper Sup/Rec Bldg	001 000 518	General Fund	363.11 Towel Dispensers For Rec Center (6 Units)
				Total Sarco Supply	641.60
19266	05/14/2019	05/14/2019	1872	Saunders, Thomas	30.00 Refund For Youth Baseball - Child Registered In Wrong Division
	347 60 00 02	Youth Baseball Registratio	001 000 340	General Fund	-30.00 Refund For Youth Baseball - Child Registered In Wrong Division
19186	05/14/2019	05/14/2019	6088	Sentinel Pest Control Inc	384.66 Pest Control - Public Works March And April 2019
	531 50 48 00	Rep & Maint - Storm	415 000 531	Storm Drain	96.16 Pest Control - PW 03/2019 & 04/2019
	534 50 48 01	Rep & Maint - Water Main	425 000 534	Water Fund (de	96.16 Pest Control - PW 03/2019 & 04/2019
	535 50 48 00	Rep & Maint - Sewer Main	430 000 535	Sewer Fund (de	96.17 Pest Control - PW 03/2019 & 04/2019
	542 30 48 01	Rep & Maint - Street Main	101 000 542	City Street Fun	96.17 Pest Control - PW 03/2019 & 04/2019
19187	05/14/2019	05/14/2019	6088	Sentinel Pest Control Inc	109.90 Pest Control - Rec Center March 2019
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	109.90 Pest Control - REC 03/2019

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19234	05/14/2019	05/14/2019	6088	Sentinel Pest Control Inc	109.90 Pest Control - Rec Center May 2019
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	109.90	Pest Control - REC 05/2019
19237	05/14/2019	05/14/2019	6088	Sentinel Pest Control Inc	192.33 Pest Control - Public Works May 2019
	531 50 48 00 Rep & Maint - Storm		415 000 531 Storm Drain	48.09	Pest Control - PW 05/2019
	534 50 48 01 Rep & Maint - Water Main		425 000 534 Water Fund (de	48.08	Pest Control - PW 05/2019
	535 50 48 00 Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	48.08	Pest Control - PW 05/2019
	542 30 48 01 Rep & Maint - Street Maint		101 000 542 City Street Fun	48.08	Pest Control - PW 05/2019
Total Sentinel Pest Control Inc				796.79	
19302	05/14/2019	05/14/2019	6350	Sevier, Maria	1,740.00 On-call GIS Support March And April 2019
	531 50 41 00 Prof Svcs - Storm		415 000 531 Storm Drain	348.00	On-Call GIS Support 03/2019 & 04/2019
	534 10 41 00 Prof Svcs - Water		425 000 534 Water Fund (de	348.00	On-Call GIS Support 03/2019 & 04/2019
	535 10 41 00 Prof Svcs - Sewer		430 000 535 Sewer Fund (de	348.00	On-Call GIS Support 03/2019 & 04/2019
	542 30 41 00 Prof Svcs - Street		101 000 542 City Street Fun	348.00	On-Call GIS Support 03/2019 & 04/2019
	558 60 41 00 Prof Svcs - Planning		001 000 558 General Fund	348.00	On-Call GIS Support 03/2019 & 04/2019
19244	05/14/2019	05/14/2019	5779	Sirchie Acquisition Company LLC	114.21 Evidence Supplies
	521 22 31 00 Office & Oper Sup - Police		001 000 521 General Fund	114.21	Evidence Supplies
19200	05/14/2019	05/14/2019	7308	SiteCrafting Inc	99.00 Monthly Hosting Cityoffircrest.net 4/15/19
	518 81 41 02 Web Design & Maintenanc		001 000 518 General Fund	99.00	Cityoffircrest.net 4/15/19
19229	05/14/2019	05/14/2019	228	Smith, Michael B	823.52 Registration, Lodging And Mileage For WSAMA 2019 Spring Conference - M. Smith
	515 31 31 00 Publications		001 000 515 General Fund	35.00	Binder For WSAMA 2019 Spring Conference - M. Smith
	515 31 43 00 Travel - Legal		001 000 515 General Fund	553.52	Lodging And Mileage For WSAMA 2019 Spring Conference - M. Smith
	515 31 49 01 Reg & Tuition - Legal		001 000 515 General Fund	235.00	Registration For WSAMA 2019 Spring Conference - M. Smith
19203	05/14/2019	05/14/2019	4068	Smith, Wayne	1,434.39 Retired Medical Expense (01/12/19 - 02/19/19)
	521 22 20 03 LEOFF I Other Medical Cc		001 000 521 General Fund	1,434.39	Retired Medical Expense (01/12/19 - 02/19/19)
19287	05/14/2019	05/14/2019	4690	Sound Inspections LLC	1,451.05 Inspections, Mileage And Calls April 2019
	524 20 41 01 Bldg Inspec/Plan Review		001 000 524 General Fund	1,451.05	Inspections, Mileage & Calls 04/2019

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19289	05/14/2019	05/14/2019	326	Stahlnecker, Angelie	327.50 Lodging, Fuel And Meals For PAW Conference - A. Stahlnecker
	524 20 43 00	Travel - Building	001 000 524	General Fund	142.03 Lodging And Meals For PAW Conference - A. Stahlnecker
	548 65 31 05	Non-Dept Gas	501 000 548	Equipment Ren	43.44 #62853D Fuel For PAW Conference - A. Stahlnecker
	558 60 43 00	Travel - Planning	001 000 558	General Fund	142.03 Lodging And Meals For PAW Conference - A. Stahlnecker
19182	05/14/2019	05/14/2019	4084	Staples Business Advantage	34.20 Supplies - Central And Admin
	513 10 31 00	Office & Oper Sup - Admin	001 000 513	General Fund	29.12 Admin Supplies
	518 10 34 01	Central Office Supplies	001 000 518	General Fund	5.08 Central Supplies
19195	05/14/2019	05/14/2019	4084	Staples Business Advantage	52.02 Court Supplies
	512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	52.02 Court Supplies
			Total Staples Business Advantage	86.22	
19241	05/14/2019	05/14/2019	4110	Superior Linen Service	157.72 Linen Service 4/12/19 And 4/25/19
	576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	78.86 4/12/19
	576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	78.86 4/25/19
19198	05/14/2019	05/14/2019	4328	Systems for Public Safety Inc	51.93 #52951D (2011) Replaced Tire
	548 65 48 08	O & M - Police	501 000 548	Equipment Ren	51.93 #52951D (2011) Replaced Tire
19303	05/14/2019	05/14/2019	4120	Tacoma Daily Index	414.21 April 2019 Publications
	511 60 41 01	Advertising - Legislative	001 000 511	General Fund	34.37 Ordinance #1635
	558 60 41 01	Advertising - Planning	001 000 558	General Fund	56.72 Notice Of Public Hearing For Pool Site Plan Review
	594 76 63 01	Other Improvements - Park	001 000 576	General Fund	323.12 Whittier Park Sprinkler Inv. To Bid
19279	05/14/2019	05/14/2019	4122	Tacoma Electric Supply	550.50 Parts For LED Light Conversion
	542 63 31 00	Oper Supplies - Street Ligh	101 000 542	City Street Fun	550.50 Parts For LED Light Conversion
19271	05/14/2019	05/14/2019	4135	Tacoma Screw Products Inc	8.24 Sleeve Anchors
	576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	8.24 Sleeve Anchors
19212	05/14/2019	05/14/2019	4139	Tapco Visa Card	21.00 PCCAO Lunch Meeting - S. Pingel
	513 10 43 00	Travel - Admin	001 000 513	General Fund	21.00 PCCAO Lunch Meeting - S. Pingel
19284	05/14/2019	05/14/2019	4139	Tapco Visa Card	391.98 Lodging For 2019 OCCMA Conference - S. Pingel

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513 10 43 00	Travel - Admin		001 000 513 General Fund	391.98	Lodging For 2019 OCCMA Conference - S. Pingel
			Total Tapco Visa Card	412.98	
19281	05/14/2019	05/14/2019	5934	US Bank, City Hall Account	110.52 City Hall Charges Through 4/26/19
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	16.47	Toner Cartridge
521 22 35 00	Small Tools & Equip - Poli		001 000 521 General Fund	94.05	SAA #1709 Laser Printer (Sgt. Villamor)
19299	05/14/2019	05/14/2019	8483	US Bank, Public Works Dept Account	35.00 Public Works Charges Through 05/03/19
534 10 49 02	Reg & Tuition - Water		425 000 534 Water Fund (de	17.50	MRSC Utility Billing & Collections Webinar - V. Walston
535 10 49 01	Reg & Tuition - Sewer		430 000 535 Sewer Fund (de	17.50	MRSC Utility Billing & Collections Webinar - V. Walston
19201	05/14/2019	05/14/2019	8484	US Bank, Recreation Dept Account	144.31 Rec Charge 04/12/19
571 20 49 09	Youth Baseball		001 000 571 General Fund	144.31	Youth Baseball Supplies
19247	05/14/2019	05/14/2019	8484	US Bank, Recreation Dept Account	231.35 Rec Charges Through 4/19/19
571 20 49 09	Youth Baseball		001 000 571 General Fund	231.35	Youth Baseball Batting Helmets
19248	05/14/2019	05/14/2019	8484	US Bank, Recreation Dept Account	628.22 Rec Charges Through 4/26/19
573 90 49 01	Community Events		001 000 573 General Fund	628.22	Fircrest Fun Days Train Rental, MS Dance Goody Bags
19277	05/14/2019	05/14/2019	8484	US Bank, Recreation Dept Account	577.26 Rec Charges Through 5/3/19
573 90 49 01	Community Events		001 000 573 General Fund	77.26	Easter Egg Hunt Supplies, Spring Bazaar Supplies
576 80 41 00	Prof Svcs - Parks		001 000 576 General Fund	500.00	Tree Risk Assessment - Fircrest & Whittier Parks
			Total US Bank, Recreation Dept Account	1,581.14	
19278	05/14/2019	05/14/2019	4178	University Place Refuse Inc	255.00 Drop Box For Street Sweeping April 2019
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	255.00	Drop Box For Street Sweeping 04/2019
19226	05/14/2019	05/14/2019	4179	Unum Life Insurance Company of America	46.80 Retired Benefits May 2019
521 22 20 02	LEOFF I Long Term Care]		001 000 521 General Fund	46.80	Police #0220603-011 05/2019
19262	05/14/2019	05/14/2019	4180	Utilities Underground	61.60 Locates April 2019
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	30.80	Locates 04/2019
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	30.80	Locates 04/2019

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19233	05/14/2019	05/14/2019	3645	WEX BANK, Wright Express FSC	2,964.06 Gas / Fuel April 2019
548 65 31 05	Non-Dept Gas	501 000 548	Equipment Ren	28.43	Non - Dept 04/2019
548 65 31 06	Facilities Gas	501 000 548	Equipment Ren	55.26	Facilities 04/2019
548 65 31 08	Police Gas	501 000 548	Equipment Ren	1,811.22	Police 04/2019
548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	59.49	Parks 04/2019
548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	13.82	F&E 04/2019
548 65 31 12	Street Gas	501 000 548	Equipment Ren	596.95	Street 04/2019
548 65 31 14	Wtr/Swr Gas	501 000 548	Equipment Ren	398.89	W / S 04/2019
19239	05/14/2019	05/14/2019	327	Walker, Ann Michelle	50.00 Meals For 2019 WPTA Conference - M. Walker
514 23 43 00	Travel - Finance	001 000 514	General Fund	50.00	Meals For 2019 WPTA Conference - M. Walker
19304	05/14/2019	05/14/2019	4253	Windmill Gardens LLC	2,282.35 2019 City Baskets (50% Down)
542 80 31 02	Flower BasketsSupplies	101 000 542	City Street Fun	2,282.35	2019 City Baskets (50% Down)
19243	05/14/2019	05/14/2019	4256	Winning Seasons	5,788.44 Youth Baseball Shirts (369) And Hats (250)
571 20 49 09	Youth Baseball	001 000 571	General Fund	5,788.44	Youth Baseball Shirts (369) And Hats (250)

Report Total: 569,734.32

Fund

001 General Fund	39,966.23
101 City Street Fund	5,111.64
415 Storm Drain	1,547.84
425 Water Fund (department)	6,334.03
430 Sewer Fund (department)	492,285.49
432 Sewer Improvement Fund	21,085.86
501 Equipment Rental Fund	3,403.23

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

PRESIDING OFFICER'S REPORT

A. Community Center and Pool Project

City Manager Pingel reported that the election results would be released later in the evening and on the next steps, stating that the bid documents would be brought before Council late May, Planning Commission would meet on May 7th for preliminary site design, ARC would be available to discuss the details of the bid during the May 14th meeting, and to bid the project. Viafore requested a thorough presentation on the bid proposal for the May 20th study session; Pingel indicated postponing the presentation to May 20th would not delay the bid schedule.

George called attention to a submitted public comment from Kathy Owens on the proposed community center and emergency services facility needs.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment; none were provided.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks and Recreation

Waltier referred to the recently City Manager weekly update, commenting on the recent Easter Egg Hunt and sponsors. Parks and Recreation Director Grover commented on the event, sponsors, partners, and donors.

B. Pierce County Regional Council

Reynolds reported on the recent PCRC meeting, stating the Operations Committee would meet next month with the focus on the annual meeting, VISION 2050, and regional transportation issues and incentives.

C. Public Safety, Courts

Surina referred to the recently City Manager weekly update, and commented on the coordination between the Police and Public Works departments working on the removal of abandoned shopping carts in the right-of-way.

D. Street, Water, Sewer, and Storm Drain

Nixon commented on the three-year sanitary sewer review, and stated that the Alameda Grind and Overlay project and the tank painting project would be completed during the summer months.

E. Other Liaison Reports

There were none.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 212877 through Voucher Check No. 212943 in the amount of \$148,384.79; approval of Payroll Check No. 13617 through Payroll Check No. 13621 in the amount of \$108,637.69; approval of the April 9, 2019 Council regular meeting minutes; and approval of the April 15, 2019 Council study session minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Surina. The Motion Carried (6-0).**

PUBLIC HEARING

None scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

There was none.

CITY MANAGER COMMENTS

Pingel reported that the new Tacoma Fire Chief Green would be present at the May 28th Council regular meeting to meet the Council and address questions. Pingel commented on recent frustration from a resident regarding code issues and that staff was working on improving the process to make it more effective.

DEPARTMENT HEAD COMMENTS

None were provided.

COUNCILMEMBER COMMENTS

- Viafore commented on how well the community responded to the ballot measure vote, and requested the Police Department address truck traffic during restricted times on Regents Boulevard.
- Reynolds commented on the recent Earth Day event
- Wittner, Waltier, Surina, and Nixon provided no comments.
- George commented on the recent Earth Day event, and thanked Wittner for his guidance on the Steering Committee and his appreciation to those involved in the Steering Committee and campaign efforts.

EXECUTIVE SESSION

At 7:25 P.M., George reported that Council would convene into Executive Session, not to exceed the hour of 7:35 P.M. to discuss labor agreement pursuant to RCW 42.30.140. George noted that Pingel would be joining the Executive Session.

The Council reconvened into regular session at 7:31 P.M.

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 7:31 P.M., seconded by Waltier. The Motion Carried (6-0).

Hunter T. George, Mayor

Jessica Nappi, City Clerk

NEW BUSINESS: **Fircrest Soccer Club Field Use Agreement**
ITEM 10A.

FROM: **Jeff Grover, Parks and Recreation Director**

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute an agreement between the Fircrest Soccer Club and the City of Fircrest for the use of Fircrest and Whittier Park Soccer Fields from July through December 2019.

PROPOSAL: The Council is being asked to authorize this revised agreement between the Fircrest Soccer Club and the City of Fircrest. This Agreement was approved last year. All we have revised this year is the language in Section 3 in order to make the agreement automatically renewable unless the City or Soccer Club want to make changes to the agreement. For example, if we want to revise the fees, we would bring those revisions back to the City Council.

FISCAL IMPACT: None of significance beyond changes made last year.

ADVANTAGE: This agreement provides clear expectations between the City of Fircrest and the Fircrest Soccer Club on field maintenance, policies and rules, fees and charges, and liability. Making the agreement automatically renewable provides for efficiency from staff's end.

DISADVANTAGES: None identified.

ALTERNATIVES: Do not authorize, continue to approve the contract each year.

HISTORY: The Fircrest Soccer Club has provided youth soccer in the City of Fircrest for many years. Many of today's coaches grew up playing for the club as children. The Fircrest Soccer Club offers soccer for children ages 6-18. The City and the Soccer Club have worked well together in the past, and entered into an agreement in 2018, which expired on December 31, 2018. This agreement will continue to help to clearly define the expectations that the City has of the Club and that the Club has of the City.

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 FIRCREST SOCCER CLUB
FOR THE USE OF FIRCREST AND WHITTIER PARK SOCCER
FIELDS FROM JULY THROUGH DECEMBER 2019.**

WHEREAS, Council is being asked to authorize an agreement between the Fircrest Soccer Club and the City of Fircrest to address fees, materials and hours of usage in order to offset city expenses, protect turf fields, and to minimize the impact to adjacent residents; and

WHEREAS, the City shall be compensated for materials and maintenance, field light usage and non-resident player registration; and

WHEREAS, this agreement will provide clear expectations between the City of Fircrest and the Fircrest Soccer Club on field maintenance, policies and rules, fees and charges, and liability. 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 the Fircrest Soccer Club for the use of Fircrest and Whittier Park Soccer Fields from July through December 2019.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 14th day of May 2019.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**AGREEMENT PROVIDING FIELD USE
BETWEEN THE CITY OF FIRCREST
AND
THE FIRCREST SOCCER CLUB**

1. **Date and Parties:** This Agreement is entered into on this ____ day of _____, 2019, between the City of Fircrest, hereinafter referred to as "City" and Fircrest Soccer Club, hereinafter referred to as "FSC", the City and FSC hereafter referred to collectively as the "Parties".
2. **General Recitals:** The purpose of this Agreement is to establish an agreement that addresses fees, materials, hours of usage, and City maintenance activities in order to offset city expenses, protect turf fields, and to minimize the impact to adjacent residents.
- * 3. **Initial Term and Renewal:** The term of this Agreement shall be from _____, 2019 and expire on December 31, 2019 (Initial Term). The Initial Term shall be automatically renewed for successive one (1) year term(s) thereafter unless either party gives a written notice of non-renewal served to the other party by certified mail at least thirty (30) days prior to the expiration of the Initial term or any renewal term, which notice may be given at the will of either party with or without cause. This agreement may be extended or modified by mutual consent of the parties.
4. **Termination of Agreement:** This Agreement may be terminated by either party, with or without cause, upon thirty (30) days' written notice served to the other party by registered mail. City will make every effort not to terminate the agreement during the FSC's season.
5. **Field Maintenance:** The City shall provide the services as specified in the attached Exhibit A.
6. **Policy Rules:** FSC shall follow all policy rules and ordinances outlined in Exhibit B.
7. **Fees & Charges:** The City shall be compensated as outlined in Exhibit C.
8. **Notices:** Any notice required or permitted herein shall be deemed properly given at the time personally delivered or mailed postage prepaid and first class to the following addresses, or such other addresses as the City or FSC may designate in the future:

If to the City:

City Manager
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466

If to FSC:

President
c/o Fircrest Soccer Club 555
Contra Costa Avenue
Fircrest, WA 98466

With a copy to:

City Clerk
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466

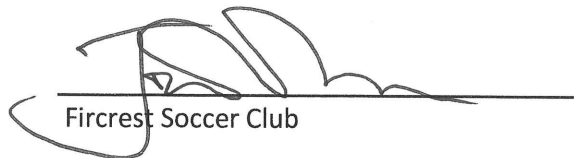
9. **Discrimination and Compliance with Laws:** FSC agrees to not discriminate against any participant or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
- a. FSC shall comply with all federal, state and local laws and ordinances applicable under this Agreement.
 - b. Violation of this section shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further use of the City fields.
10. **Defense, Indemnity, and Hold Harmless Agreement:** FSC agrees to Defend, Indemnify and Hold Harmless the City, it's elected officials, officers, employees, directors, agents, volunteers, and members from any and all claims, demands, losses, actions, or liabilities to or by any and all persons, property, facility, or entity for any occurrence on or about City property or facilities as a result of use or occupancy of the facilities, grounds or other property of any kind. However, FSC shall not be responsible for the sole negligence or willful misconduct of the City of Fircrest or their elected officials, officers, employees, directors, agents, volunteers and members.
11. **Liability Insurance Requirements:** FSC shall purchase and maintain a \$1,000,000 General Liability Insurance Policy protecting the City of Fircrest, its elected officials, officers, employees, directors, agents, volunteers, and members and naming the City of Fircrest et al as a Primary Non-Contributory Additional Insured. A certificate of insurance will be provided annually. Limits and coverage of the insurance policy and this agreement do not relieve FSC from uninsured or underinsured losses or additional liability.
12. **Sole Contract Between Parties:** This Agreement is the sole written contract between the parties. Any prior written or oral understanding shall merge with this Agreement. It shall be amended only upon express written consent of the Parties hereto.

Dated this _____ day of _____, 2019.

CITY OF FIRCREST:

By: _____
Scott Pingel, City Manager

FSC:

By: 

Fircrest Soccer Club



Print Name

EXHIBIT A FIELD MAINTENANCE

What Is Included:

- All aspects of maintenance will be handled by the City, including but not necessarily limited to: mowing, edging, management of maintenance schedule and distribution of chemicals and fertilizers, regular watering and management of irrigation systems.
- The City will follow this schedule as close as possible, staffing and weather permitting. If for any reason the City is unable to perform any of the tasks on the schedule set forth below during the Season, it will provide prompt notice to FSC.

1. Mowing

- Mow weekly July through October
- Mow as needed November through December.
- Total projected mowings per year range from 20 to 25 times.

2. Coring

- Core fields 2 to 3 times per year with conventional 0.75" hollow tines once school is out in June, in mid- August before fall sports begin, and at the end of the Season if the field is firm enough to drive on.

3. Over seeding

- One application of over seeding done in April or May

4. Top dressing

- One application of top dressing in the dry months from April through August.

5. Fertilization

- Fertilize 3 times a year with applications in mid-spring, early June, mid- September. Actual application rates and timing will vary for every field and should be based on the Parks & Recreation Department's observation and judgment.

6. Irrigation

- Operate and maintain irrigation systems at Fircrest and Whittier Parks. Repairs needed to the irrigation systems during the Season will be made as quickly as possible.

What Is Not Included:

- All costs of additional fertilizer and chemicals requested by FSC.
- Any additional labor and material required to repair the fields due to game play, overuse, and wear and tear.
- Material for lining the fields. FSC must supply their own materials for painting lines on the fields.
- The field layout must be approved by the Fircrest Parks and Recreation Director prior to the first painting of the season.

Exhibit B
Policies, Rules and Ordinances

Field Wear

- FSC teams shall rotate drills/warm-ups around a playing field to prevent deep wear from overuse in any one area of a field. Fields cannot be modified, improved, dug in to, repaired, or modified in any way without prior written permission from the City. The cost for repairs to correct damage above and beyond soccer related normal wear and tear caused by FSC teams (volunteer, parent, player, etc.) will be the responsibility of FSC. FSC is responsible for educating volunteers, referees, coaches, parents and visitors about monitoring players and their actions while on a field. Garbage, restroom and concession stand topics are covered below.

Subletting/Trading

- Subletting is not allowed. Unneeded time does need to be returned to the City for redistribution by the City. Subletting may result in immediate revocation of FSC's use.

Field Closures and Rain Outs

- City of Fircrest staff will have final say on city field playability and safety during inclement weather conditions. Once a field is officially closed, it cannot be used until reopened by the City. Closures may also result from poor playing conditions or a concern of potential damage which could cause hazardous safety concerns or could cause the need for excessive repairs. Damage that is caused by FSC's excessive or improper use or with disregard may result in a field being closed until repairs are complete and FSC being assessed for the cost of repairs to bring the field back to a playable condition.
- For fields potentially not inspected by City staff prior to use (i.e. practice sites, soccer sites), common sense applies - do not use a saturated field.

Admissions/Donations

- Teams or organizations hosting events are not permitted to charge fees or receive donations relating directly to such events.

Business Activity/Use and Solicitations

- Solicitations are not allowed within a park. It is unlawful to conduct any type of business activity in any park. Business activity shall include, but not be limited to, sale of food, beverages or merchandise, providing classes or other forms of instruction for a fee or other valuable consideration, or use of a park facility for advertising any business, product or service.

Initial Field Layout

- The field layout must be approved by the Fircrest Parks and Recreation Director prior to the first painting of the Season.

EXHIBIT C FEES AND CHARGES

Fees and Charges

Fees are assessed in three areas:

1. Basic Field Use Fees: this a flat fee charged per FSC team to offset operation and maintenance costs specific to the soccer fields at both Fircrest and Whittier Parks.
2. Lighted Fields: This fee is based on the past 3 years of light and power consumption on the soccer fields.
3. Non-Resident Player Fee: this fee is charged based on the number of non-Fircrest residents playing with FSC teams.

The City shall not increase usage fees. Field Use Fees are detailed below:

- ***Field Use Fees:**
 - \$75 per team per season for mod & full field (increased from \$35)
 - \$37.50 per team per season for micro teams (increased from \$17.50)
- ***Lighted Field Fees:**
 - \$7.00 per hour, based on the 2019 Fee and Rate Schedule
- **Non-Resident Fees:**
 - \$10 per nonresident player per season

**In 2017 Fircrest Parks Maintenance spent an average of 8 hours per week on soccer field painting and the delivery of materials used for field wear & tear, totaling \$4,926.48. The increase in Field Use Fees helps to close the gap and brings the fees closer to the actual costs. We will be revisiting these fees again in 2019 after further research.*

**Based on previous years, lighting the fields for FSC practices cost the City an average cost of \$294/month.*

Payments and Invoicing

- For full season users, fees are invoiced at the end of each Season. The invoice will detail the Season's use, applicable fees and the date the payment is due.
- Final payment for field use is due within 30 days of billing. Payment not received within a timely fashion may affect FSC's standing for the following year.

NEW BUSINESS: **Fun Days Vendors and Entertainers Agreements**
ITEM 10B.

FROM: **Jeff Grover, Parks and Recreation Director**

RECOMMENDED MOTION: **I move to adopt Resolution No. _____, authorizing the City Manager to execute agreements with vendors and entertainers for 2019 Fun Days not to exceed \$10,200.**

PROPOSAL: This resolution would provide control of expenditures and provide flexibility for performers at the 2019 Fun Days event. Currently, The Blues Revue, and 53rd Street Sound have verbally committed to the event. Others may be added before Fun Days commences.

FISCAL IMPACT: There will not be a direct fiscal impact to adopt the resolution. There will be greater fiscal control of expenditures by having additional staff review the agreements and sign off on agreements. \$10,200 is budgeted for these performers under the Community Events line.

ADVANTAGE: This provides for budget control and there is still flexibility to allow additional events at Fun Days.

DISADVANTAGES: None of great significance.

ALTERNATIVES: Not adopt the resolution.

HISTORY: Fircrest has provided various acts and performers at Fun Days for years to make this event a showpiece for community involvement. Fircrest has agreements with each of the performers. The most popular performers come back, and new acts are added as budget and sponsorship circumstances permit.

ATTACHMENT: [Resolution](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER
TO EXECUTE AGREEMENTS WITH VENDORS AND
ENTERTAINERS FOR ENTERTAINMENT AT 2019 FUN DAYS NOT
TO EXCEED \$10,200.**

WHEREAS, the City of Fircrest has a need for performers and entertainment acts at 2019 Fun Days; and

WHEREAS, the City needs fiscal control over the 2019 Fun Days expenditures; and

WHEREAS, the City desires to allow flexibility in obtaining entertainment and performers. 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 agreements with performers and entertainment acts for 2019 Fun Days not to exceed \$10,200.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 14th day of May 2019.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

NEW BUSINESS: **AWC Employer Master Participation Agreement – Vision Plan
ITEM 10C.**

FROM: **Scott Pingel, City Manager**

RECOMMENDED MOTION: **I move to adopt Resolution No. _____, authorizing the City Manager to amend the agreement with the Association of Washington Cities (AWC) Employee Benefit Trust for the AWC Employer Master Participation Agreement to include the zero dollar copay Vision Services Plan for bargaining employees.**

PROPOSAL: The Council is being asked to approve the proposed resolution that would authorize an amendment to the Employer Master Participation Agreement with the Association of Washington Cities to include the zero dollar copay Vision Services Plan (VSP) for City of Fircrest bargaining employees and their families.

FISCAL IMPACT: When the VSP plan was presented last year to the Council, the plan was going to require less than \$4,000 for all employees. Rates were reduced for 2019, and adding this vision plan for the Police Guild will add less than \$2,000 to expenditures, and current budgeted funds for personnel benefits will be sufficient to cover the cost.

ADVANTAGE: By adding VSP, bargaining employees will receive coverage for a vision exam, lenses, and frames. The copay would apply to materials only. VSP also provides free enrollment to the TruHearing program which offers hearing aid discounts. In addition, staff would no longer need to track and reimburse employee usage.

DISADVANTAGES: None of great significance.

ALTERNATIVES: Do not provide the vision plan to bargaining employees.

HISTORY: Routine eye examinations were included in previous year's medical plans, including the City's most recent plan (HealthFirst Plan), which was terminated by AWC effective December 31, 2017. The Fircrest City Council approved to amend the AWC Employer Master Participation Agreement to include the zero dollar copay VSP to non-represented employees at their February 13, 2018 meeting.

ATTACHMENTS: [Resolution](#)
[Police Guild Memorandum of 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 AMENDMENT TO THE AGREEMENT WITH THE
ASSOCIATION OF WASHINGTON CITIES (AWC) EMPLOYEE
BENEFIT TRUST FOR THE AWC EMPLOYER MASTER
PARTICIPATION AGREEMENT TO INCLUDE THE ZERO DOLLAR
COPAY VISION SERVICES PLAN FOR BARGAINING EMPLOYEES.**

WHEREAS, the City of Fircrest has an Employer Master Participation Agreement with the Association of Washington Cities (AWC) Employee Benefit Trust to provide medical, dental, and Employee Assistance Plan benefits for the City of Fircrest bargaining employees and their families; and

WHEREAS, the City currently subscribes to the Regence HealthFirst 250 Plan, which does not include routine vision benefits; and

WHEREAS, the City wishes to add the zero dollar copay Vision Services Plan to the Employer Master Participation Agreement with AWC for the City of Fircrest bargaining employees and their families. 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 agreement with the Association of Washington Cities (AWC) Employee Benefit Trust for the AWC Employer Master Participation Agreement to include the zero dollar copay Vision Services Plan for bargaining employees.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 14th day of May 2019.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

MEMORANDUM OF AGREEMENT
BY AND BETWEEN
CITY OF FIRCREST, WASHINGTON
AND
FIRCREST POLICE OFFICERS GUILD
(Vision Plan Benefit)

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

WHEREAS, Article 16.5 of the parties' 2016-20 Collective Bargaining Agreement (CBA) provides:

Employees shall be reimbursed, for claims of up to a cumulative total of \$150.00 per calendar year for the cost of vision or hearing care for the employees and their dependents. This shall include, but is not limited to, the cost of exams, contact lenses, eye glasses, hearing aids and any associated "fitting" costs involved.

WHEREAS, the AWC HealthFirst No-Deductible Plan (the "AWC No-Deductible Plan") provided medical benefits, including a vision care plan;

WHEREAS, the AWC No-Deductible Plan was terminated by the AWC Employee Benefits Trust on December 31, 2017;

WHEREAS, the parties agreed to transition bargaining unit employees from the AWC No-Deductible Plan to the AWC HealthFirst 250 Plan (the "AWC 250 Plan"), effective January 1, 2018;

WHEREAS, the AWC No-Deductible Plan included a vision plan benefit but the AWC 250 Plan does not have a vision plan benefit; and

WHEREAS, the Employer seeks to provide a one-time vision plan benefit to bargaining unit employees for the duration of the 2016-20 CBA.

NOW, THEREFORE, the Employer and Union seek to resolve the issues provided herein and for consideration provided in this MOA, the parties acknowledge and agree, as follows:

1. Upon execution of this MOA to be effective no later than July 1, 2019 or as soon as practicable, and through the remainder of the 2016-20 CBA, the Employer shall offer the AWC VSP-Plan B \$0-Copay Vision Plan (VSP) to bargaining unit employees or other plan that is substantially the same;

2. For the remainder of the 2016-20 CBA, the Employer contribution is 100 percent of the premium cost for the VSP;

3. This MOA nullifies the terms of Article 16.5 of the CBA; employees shall no longer be reimbursed for claims for the cost of vision or hearing care for the employees and their dependents, per Article 16.5 of the CBA. Therefore, all reimbursement requests made under Article 16.5 of the CBA must be made prior to the effective date of the new vision plan benefit;

4. The new vision plan benefit is a one-time offer. The 2016-20 CBA expires on December 31, 2020 and the terms of this MOA will not be incorporated into a subsequent CBA, unless otherwise mutually agreed upon in writing by the parties;

5. The Union shall not grieve or otherwise dispute the level of insurance benefits for the duration that this MOA is effective; and

6. This MOA is non-precedent setting.

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

CITY OF FIRCREST, WASHINGTON

FIRCREST POLICE OFFICERS GUILD

Scott Pingel, City Manager

Joshua Miller, President

Date

4/29/19
Date

NEW BUSINESS: Amendments to FMC Chapter 2.44 Personnel System
ITEM 10D.

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Ordinance No. 1241 Section 2 and FMC 2.44.130 relating to Life Insurance; Ordinance No. 1241 Section 3 and FMC 2.44.150 relating to Holidays; Ordinance No. 1241 Section 4 and FMC 2.44.180 relating to Travel Expenses; Ordinance No. 1581 Section 1 and FMC 2.44.120 relating to Vision and Hearing Care; Ordinance No. 1251 Section 1 and 2.44.160 relating to Vacations; and Ordinance No. 1155 Section 9 and FMC 2.44.170 relating to Sick Leave.

PROPOSAL: The Council is being asked to approve the proposed ordinance that would update Chapter 2.44 Personnel System of the Fircrest Municipal Code. The proposed ordinance includes updates to the following sections: life insurance, holidays, travel expenses, vision, vacation leave, and sick leave.

FISCAL IMPACT: None.

ADVANTAGE: With the approval of this ordinance, the recently approved Personnel Policies and Procedures manual will be in compliance with the FMC.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

HISTORY: The City's current Personnel Policies and Procedures manual was updated to be in line with current laws and human resources practices, and was approved by Council at its March 26, 2019, effective April 1, 2019.

ATTACHMENTS: [Ordinance](#)
[Ordinance \(redlined changes\)](#)

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING ORDINANCE NO. 1241 SECTION 2 AND FMC 2.44.130
RELATING TO LIFE INSURANCE; ORDINANCE NO. 1241
SECTION 3 AND FMC 2.44.150 RELATING TO HOLIDAYS;
ORDINANCE NO. 1241 SECTION 4 AND FMC 2.44.180 RELATING
TO TRAVEL EXPENSES; ORDINANCE NO. 1581 SECTION 1 AND
FMC 2.44.120 RELATING TO VISION AND HEARING CARE;
ORDINANCE NO. 1251 SECTION 1 AND 2.44.160 RELATING TO
VACATIONS; AND ORDINANCE NO. 1155 SECTION 9 AND FMC
2.44.170 RELATING TO SICK LEAVE.**

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

Section 1. Section 2 of Ordinance No. 1241 and FMC 2.44.130 are hereby amended to read as follows:

2.44.130 Life Insurance.

The City shall pay the full cost of premiums to provide a term life insurance policy for its regular full-time employees. Said policy amount shall be at the sum of one times the annual salary plus the dollar value of the accrued sick leave as of January 1st each year, rounded to the nearest one thousand (1,000) dollars (to the maximum available through the City's insurance). The City may provide the term insurance policy through any insurance company approved by the Washington State Insurance Commissioner.

Section 2. Section 3 of Ordinance No. 1241 and FMC 2.44.150 are hereby amended to read as follows:

2.44.150 Holidays.

(a) The following are recognized as paid holidays:

New Year's Day – January 1
Martin Luther King, Jr.'s Birthday – 3rd Monday in January
Presidents' Day – 3rd Monday in February
Memorial Day – Last Monday in May
Independence Day – July 4
Labor Day – 1st Monday in September
Veteran's Day – November 11
Thanksgiving Day – 4th Thursday in November
Friday following Thanksgiving
Christmas Day – December 25

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday. The employee

1 must be on paid status the day prior and day after a holiday to qualify for holiday
2 payment.

3 (b) Floating Holiday. In addition to the above holidays, each regular full-time employee
4 shall be granted eight hours' floating holiday time each calendar year; provided the
5 employee has worked or is scheduled to work four consecutive months in the calendar
6 year. Accumulated holiday time shall be taken in the year it is accrued, or lost.

7 (c) Date Holiday Observed. Any holiday falling on a Saturday will be celebrated the
8 preceding Friday. Any holiday falling on a Sunday will be celebrated the following
9 Monday.

10 (d) Condition of Payment. As a condition to payment for the holidays, an employee must
11 be in a paid status the scheduled workday immediately preceding a holiday and the
12 scheduled workday immediately following the holiday, unless excused by the city
13 manager.

14 (e) Regular Part-Time Employees. A regular part-time employee is not entitled to
15 compensation for a holiday unless the day it is observed falls on the employee's
16 regularly scheduled workday. Regular part-time employees will be paid on a pro rata
17 basis based on the established number of hours in their work week.

18 (f) Holiday Work. Nonexempt regular full-time or part-time employees will be paid for
19 the holiday plus two times their regular rate of pay for any time worked on the
20 holiday. Such time must be preauthorized by the city manager and/or his/her
21 designee.

22 (g) Religious Holidays. If an employee's religious beliefs require observance of a holiday
23 not included in the basic holiday schedule, the employee may, with the city manager
24 and/or his/her designee's approval, take the day off using vacation, floating holiday,
25 or leave without pay.

26 **Section 3.** Section 4 of Ordinance No. 1241 and FMC 2.44.180 are hereby amended to
27 read as follows:

28 2.44.180 Travel Expenses.

29 (a) Any official or employee of the city performing travel on city official business, after
30 being duly authorized to do so, may be reimbursed for reasonable expenses incurred.
Requests for reimbursement, including receipts, shall be submitted on a city form
signed by the employee or official, department head, and city manager.

(b) Use of a private automobile will be reimbursed at a rate the Internal Revenue Service
allows per mile without supporting documents.

(c) Allowable incidental expenses include baggage checking, business telephone, and
one brief telephone call home to a family member every 24-hour period. Tips not
exceeding 15 percent for meals, taxis, or baggage handling are reimbursable.

(d) Meal reimbursements shall not exceed the amount allowed for per diem meal reimbursement. Should an employee or official claim the per diem meal reimbursement, the rates shall be identified in the City's Personnel Policies and Procedures manual.

(e) Reasonable hotel/motel accommodations are acceptable for travel more than 50 miles from the city and will be reimbursed at a maximum of the single room rate.

Section 4. Section 1 of Ordinance No. 1581 and FMC 2.44.120 are hereby amended to read as follows:

2.44.120 Vision Benefits.

The City shall pay the full or a portion of the cost of premiums for vision insurance coverage for all regular full-time City employees and their dependents. Dependents are defined by the medical plans. The City may pay the full or pro rata cost of premiums for vision insurance for all regular part-time employees of the City.

Section 5. Section 1 of Ordinance No. 1251 and FMC 2.44.160 are hereby amended to read as follows:

2.44.160 Vacation Leave.

(a) Each regular full-time employee is entitled to vacation leave as follows:

Years of Employment	Vacation Hours Earned
1 – 2 years	88 hours
3 years	96 hours
4 years	104 hours
5 years	112 hours
6 years	120 hours
7 years	128 hours
8 years	136 hours
9 years	144 hours
10 years	152 hours
11 – 14 years	160 hours
15 – 19 years	176 hours
20 years or over	184 hours

(b) **Accrual and Use.** Vacation time accrues from the date of hire and may be taken as it is accrued after successful completion of the working test period. An employee who separates from city service prior to successful completion of the working test period shall not be entitled to receive annual leave or pay for any vacation hours accrued.

(c) **Scheduling.** Department heads are responsible for scheduling employee's vacation without undue disruption of department operations. As a general guideline, leave requests for one week or more in duration should be submitted at least 30 days in advance.

- 1 (d) Maximum Accrual. The maximum number of vacation hours which may be accrued
2 is 240 hours. Vacation time in excess of 240 hours shall be used or forfeited.
- 3 (e) FLSA Exempt Employees. FLSA exempt employees will receive an additional 40
4 hours annual vacation.
- 5 (f) Employment Termination. Employees will be paid for unused vacation time upon
6 termination of employment.
- 7 (g) Vacation Time Sell-Back. Within the limits of available resources, once annually
8 during the last quarter of the year, an employee may request to sell back unused
9 vacation time, provided the accrued vacation leave is not reduced to less than 80
10 hours. The city reserves the right to limit an employee's request if the department's
11 budgeted appropriations, in the city manager's opinion, appear insufficient to pay the
12 amount requested.
- 13 (h) Regular Part-Time Employees. Regular part-time employees will receive vacation on
14 a pro rata basis based on the established number of hours in their regularly scheduled
15 work week.
- 16 (i) Casual, Seasonal, and Temporary Employees. Employees under these classifications
17 are not eligible for any vacation benefits.
- 18 (j) Leave without Pay. Employees do not accrue vacation benefits during a leave without
19 pay.

20 **Section 6.** Section 9 of Ordinance No. 1155 and FMC 2.44.170 are hereby amended to
21 read as follows:

22 **2.44.170 Paid Sick Leave.**

- 23 (a) All regular full-time and regular part-time employees, whether paid on an hourly
24 basis or by monthly salary, shall be entitled to sick leave as follows: all full-time
25 regular employees accrue paid sick leave benefits at the rate of eight hours for each
26 calendar month of continuous employment; regular part-time, casual and seasonal
27 employees accrue sick leave pro-rated to their full-time equivalent status. All
28 employees accrue at least one hour of paid sick leave for every 40 hours worked. Sick
29 leave shall be granted at the rate of eight hours for each calendar month of service.
30 Regular part-time employees may be granted a pro rata rate for each calendar month
of service. Employees are entitled to use their accrued, unused paid sick leave
beginning on the 90th calendar day after the start of their employment.
- (b) Sick leave granted and not used shall accrue to the credit of each such employee, up
to a maximum total accumulation of 1,940 hours. Accrued sick leave shall be
cancelled upon termination of employment. In the event any person having accrued
sick leave ceases to be employed by the city and is thereafter re-employed, the

1 accrued sick leave of the employee shall not be reinstated, and the employee shall
2 thereafter accrue sick leave in the same manner as if a new employee.

3 (c) Employees entitled to sick leave may remain away from work with pay, where such
4 absence is the result of personal illness or physical incapacity not job connected,
5 sickness of an immediate family member as defined by RCW 49.46.210, involuntary
6 or enforced quarantine, or death in the immediate family of such employee. Sick
7 leave granted because of death in the immediate family shall not exceed three days
8 unless other arrangements have been approved by the city manager. An employee
9 who is collecting worker's compensation temporary disability benefits as a result of
10 an on-the-job injury shall receive sick leave benefits to supplement such worker's
11 compensation benefits in an amount sufficient to equal the employee's regular rate
12 of pay during the period of temporary disability; provided, however, such
13 supplementary benefits shall not be paid in excess of the accrued sick leave credited
14 to the employee.

15 (d) Sick Leave Sharing.

16 (1) Definition. A "medical condition, illness or injury" shall be defined as:

17 (A) A physician certified eminent case; or

18 (B) A medical condition, illness, injury of an extraordinary or severe nature and
19 which has caused, or is likely to cause, the employee to:

20 (i) Go on leave of absence without pay; or

21 (ii) Terminate city employment; but shall not include any mental, emotional
22 or stress-related medical condition, illness, claims or injuries, except for
23 periods during hospitalization or institutional interment.

24 (2) Authorization. The City Manager may permit a regular full-time or regular part-
25 time employee to receive sick leave donations from other qualified employees
26 under this subsection if the condition meets the definition as provided herein, and
27 if:

28 (A) The condition meets the definition;

29 (B) The employee's absence and the use of shared sick leave are justified;

30 (C) The employee has depleted or will deplete his or her annual vacation leave
and sick leave reserves;

(D) The employee has abided by all personnel rules regarding sick leave use,
including physician certification;

(E) The employee has diligently pursued and been found to be ineligible for state
industrial insurance benefits or disability insurance benefits.

(3) The City Manager shall determine the amount of sick leave which an employee
may receive under this section. However, an employee shall not receive, in
donations, a total of more than 349 hours of donated sick leave.

(4) Donated sick leave shall be utilized in the order of receipt by the City Manager.
Such leave shall be donated in eight-hour increments. In the instance where an
illness or injury qualifies an employee for state workers' compensation, the
employer's access to shared sick leave shall only be for the difference between

1 the employee's straight-time base hourly wage and the amount paid the employee
2 by the state workers' compensation benefits, to the extent of available shared sick
leave, if any.

3 (5) An employee who has accrued a sick leave balance of more than 192 hours may
4 request that the City Manager transfer a specified amount of sick leave to another
5 employee authorized to receive sick leave under this section. In no event may the
employee request a transfer of an amount of sick leave that would result in his or
her own sick leave account going below 192 hours.

6 (6) The amount of sick leave time transferred under this section which remains
7 unused shall be returned to the employee or employees who transferred the leave
8 when the City Manager finds that the leave is no longer needed or will not be
9 needed at a future time in connection with the illness or injury for which the leave
was transferred.

10 **Section 7.** This ordinance shall take effect and be in full force five (5) days after
11 publication of an approved summary consisting of its title.

12 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**
13 **WASHINGTON,** at a regular meeting thereof this 14th day of May 2019.

14 **APPROVED:**

15
16 _____
Hunter T. George, Mayor

17 **ATTEST:**

18
19
20 _____
Jessica Nappi, City Clerk

21
22 **APPROVED AS TO FORM:**

23
24 _____
25 Michael B. Smith, City Attorney

26 **DATE OF PUBLICATION:**

27 **EFFECTIVE DATE:**

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING ORDINANCE NO. 1241 SECTION 2 AND FMC 2.44.130
RELATING TO LIFE INSURANCE; ORDINANCE NO. 1241
SECTION 3 AND FMC 2.44.150 RELATING TO HOLIDAYS;
ORDINANCE NO. 1241 SECTION 4 AND FMC 2.44.180 RELATING
TO TRAVEL EXPENSES; ORDINANCE NO. 1581 SECTION 1 AND
FMC 2.44.120 RELATING TO VISION AND HEARING CARE;
ORDINANCE NO. 1251 SECTION 1 AND 2.44.160 RELATING TO
VACATIONS; AND ORDINANCE NO. 1155 SECTION 9 AND FMC
2.44.170 RELATING TO SICK LEAVE.**

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

Section 1. Section 2 of Ordinance No. 1241 and FMC 2.44.130 are hereby amended to read as follows:

2.44.130 Life Insurance.

The City shall pay the full cost of premiums to provide a term life insurance policy for its regular full-time employees. Said policy amount shall be at the sum of one times the annual salary plus the dollar value of the accrued sick leave as of January 1st each year, rounded to the nearest one thousand (1,000) dollars (to the maximum available through the City's insurance) ~~\$1,000~~. The City may provide the term insurance policy through any insurance company approved by the Washington State Insurance Commissioner.

Section 2. Section 3 of Ordinance No. 1241 and FMC 2.44.150 are hereby amended to read as follows:

2.44.150 Holidays.

(a) The following are recognized as paid holidays:

New Year's Day – January 1
Martin Luther King, Jr.'s Birthday – 3rd Monday in January
Presidents' Day – 3rd Monday in February
Memorial Day – Last Monday in May
Independence Day – July 4
Labor Day – 1st Monday in September
Veteran's Day – November 11
Thanksgiving Day – 4th Thursday in November
Friday following Thanksgiving
Christmas Day – December 25

Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday. The employee must be on paid status the day prior and day after a holiday to qualify for holiday payment.

- (b) Floating Holiday. In addition to the above holidays, each regular full-time employee shall be granted eight hours' floating holiday time each calendar year; provided the employee has worked or is scheduled to work four consecutive months in the calendar year. Accumulated holiday time shall be taken in the year it is accrued, or lost.
- (c) Date Holiday Observed. Any holiday falling on a Saturday will be celebrated the preceding Friday. Any holiday falling on a Sunday will be celebrated the following Monday.
- (d) Condition of Payment. As a condition to payment for the holidays, an employee must be in a paid status the scheduled workday immediately preceding a holiday and the scheduled workday immediately following the holiday, unless excused by the city manager.
- (e) Regular Part-Time Employees. A regular part-time employee is not entitled to compensation for a holiday unless the day it is observed falls on the employee's regularly scheduled workday. Regular part-time employees will be paid on a pro rata basis based on the established number of hours in their work week.
- (f) Holiday Work. Nonexempt regular full-time or part-time employees will be paid for the holiday plus two times their regular rate of pay for any time worked on the holiday. Such time must be preauthorized by the city manager and/or his/her designee.
- (g) Religious Holidays. If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the city manager and/or his/her designee's approval, take the day off using vacation, floating holiday, or leave without pay.

Section 23. Section 4 of Ordinance No. 1241 and FMC 2.44.180 are hereby amended to read as follows:

2.44.180 Travel Expenses.

- (a) Any official or employee of the city performing travel on city official business, after being duly authorized to do so, may be reimbursed for reasonable expenses incurred. Requests for reimbursement, including receipts, shall be submitted on a city form signed by the employee or official, department head, and city manager.
- (b) Use of a private automobile will be reimbursed at a rate the Internal Revenue Service allows per mile without supporting documents.

(c) Allowable incidental expenses include baggage checking, business telephone, and one brief telephone call home to a family member every 24-hour period. Tips not exceeding 15 percent for meals, taxis, or baggage handling are reimbursable.

(d) Meal reimbursements shall not exceed the amount allowed for per diem meal reimbursement. Should an employee or official claim the per diem meal reimbursement, the rates shall be identified in the City's Personnel Policies and Procedures manual.

(e) Reasonable hotel/motel accommodations are acceptable for travel more than 50 miles from the city and will be reimbursed at a maximum of the single room rate.

Section 4. Section 1 of Ordinance No. 1581 and FMC 2.44.120 are hereby amended to read as follows:

2.44.120 Vision Benefits and Hearing Care.

~~Full-time employees may be reimbursed for claims of up to a cumulative total of \$300.00 in a budget year toward the cost of vision or hearing care for the employee and dependents. From and after January 1, 2017, if the cumulative total of claims in the budget year does not equal \$150.00, any or all of the unused funds can be rolled over to the next year. The maximum amount that can be rolled over each year is \$150.00 and no cumulative claim can exceed \$300.00 in a budget year.~~ The City shall pay the full or a portion of the cost of premiums for vision insurance coverage for all regular full-time City employees and their dependents. Dependents are defined by the medical plans. The City may pay the full or pro rata cost of premiums for vision insurance for all regular part-time employees of the City.

Section 5. Section 1 of Ordinance No. 1251 and FMC 2.44.160 are hereby amended to read as follows:

2.44.160 Vacation Leaves.

(a) Each regular full-time employee is entitled to vacation leave as follows:

Years of Employment	Vacation Hours Earned
1 – 2 years	88 hours
3 years	96 hours
4 years	104 hours
5 years	112 hours
6 years	120 hours
7 years	128 hours
8 years	136 hours
9 years	144 hours
10 years	152 hours
11 – 14 years	160 hours
15 – 19 years	176 hours
20 years or over	184 hours

- 1 (b) Accrual and Use. Vacation time accrues from the date of hire and may be taken as it
2 is accrued after successful completion of the working test period. An employee who
3 separates from city service prior to successful completion of the working test period
4 shall not be entitled to receive annual leave or pay for any vacation hours accrued.
- 5 (c) Scheduling. Department heads are responsible for scheduling employee's vacation
6 without undue disruption of department operations. As a general guideline, leave
7 requests for one week or more in duration should be submitted at least 30 days in
8 advance.
- 9 (d) Maximum Accrual. The maximum number of vacation hours which may be accrued
10 is 240 hours. Vacation time in excess of 240 hours shall be used or forfeited, ~~unless~~
11 ~~vacation requests have been denied in writing by the department head or city~~
12 ~~manager. In cases where city operations have made it impractical for an employee to~~
13 ~~use vacation time, the department head with the approval of the city manager may~~
14 ~~authorize additional accrued vacation hours.~~
- 15 (e) FLSA Exempt Employees. FLSA exempt employees will receive an additional 40
16 hours annual vacation.
- 17 (f) Employment Termination. Employees will be paid for unused vacation time upon
18 termination of employment.
- 19 (g) Vacation Time Sell-Back. Within the limits of available resources, once annually
20 during the last quarter of the year, an employee may request to sell back unused
21 vacation time, provided the accrued vacation leave is not reduced to less than 80
22 hours. The city reserves the right to limit an employee's request if the department's
23 budgeted appropriations, in the city manager's opinion, appear insufficient to pay the
24 amount requested.
- 25 (h) Regular Part-Time Employees. Regular part-time employees will receive vacation on
26 a pro rata basis based on the established number of hours in their regularly scheduled
27 work week.
- 28 (i) Casual, Seasonal, and Temporary Employees. ~~Temporary~~ Employees under these
29 classifications are not eligible for any vacation benefits.
- 30 (j) Leave without Pay. Employees do not accrue vacation benefits during a leave without
pay.

Section 6. Section 9 of Ordinance No. 1155 and FMC 2.44.170 are hereby amended to
read as follows:

2.44.170 Paid Sick Leave.

- (a) All regular full-time and regular part-time employees, whether paid on an hourly
basis or by monthly salary, shall be entitled to sick leave as follows: all full-time

1 regular employees accrue paid sick leave benefits at the rate of eight hours for each
2 calendar month of continuous employment; regular part-time, casual and seasonal
3 employees accrue sick leave pro-rated to their full-time equivalent status. All
4 employees accrue at least one hour of paid sick leave for every 40 hours worked. a
5 regular full-time employee shall not be entitled to sick leave until he/she shall have
6 been employed by the city continuously for at least six months, and has successfully
7 completed a standard probationary period. After successful completion of the
8 probationary period, sick leave shall accrue as provided herein from the date of initial
9 employment. Sick leave shall be granted at the rate of eight hours for each calendar
10 month of service. Regular part-time employees may be granted a pro rata rate for
11 each calendar month of service. Employees are entitled to use their accrued, unused
12 paid sick leave beginning on the 90th calendar day after the start of their employment.

13 (b) Sick leave ~~so~~ granted and not used shall accrue to the credit of each such employee,
14 up to a maximum total accumulation of 1,940 hours. Accrued sick leave shall be
15 cancelled upon termination of employment. In the event any person having accrued
16 sick leave ceases to be employed by the city and is thereafter re-employed, ~~within~~
17 ~~one month of the date of termination of former employment, accrued sick leave of~~
18 ~~the employee shall be reinstated; but in the event such re-employment occurs later~~
19 ~~than one month after the termination of the first employment,~~ the accrued sick leave
20 of the employee shall not be reinstated, and the employee shall thereafter accrue sick
21 leave in the same manner as if a new employee.

22 (c) Employees entitled to sick leave may remain away from work with pay, where such
23 absence is the result of personal illness or physical incapacity not job connected,
24 sickness of an immediate family member as defined by RCW 49.46.210, involuntary
25 or enforced quarantine, or death in the immediate family of such employee. Sick
26 leave granted because of death in the immediate family shall not exceed three days
27 unless other arrangements have been approved by the city manager. An employee
28 who is collecting worker's compensation temporary disability benefits as a result of
29 an on-the-job injury shall receive sick leave benefits to supplement such worker's
30 compensation benefits in an amount sufficient to equal the employee's regular rate
of pay during the period of temporary disability; provided, however, such
supplementary benefits shall not be paid in excess of the accrued sick leave credited
to the employee.

(d) ~~Catastrophic~~ Sick Leave Sharing.

(1) Definition. A "~~catastrophic or severe~~ medical condition, illness or injury" shall
be defined as:

(A) A physician certified ~~death~~ eminent case; or

(B) A medical condition, illness, injury of an extraordinary or severe nature and
which has caused, or is likely to cause, the employee to:

(i) Go on leave of absence without pay ~~in excess of 10 working days~~; or

(ii) Terminate city employment; but shall not include any mental, emotional
or stress-related medical condition, illness, claims or injuries, except for
periods during hospitalization or institutional interment.

1 (2) Authorization. The City Manager may permit a regular full-time or regular part-
2 time employee to receive sick leave donations from other qualified employees
3 under this subsection if the condition meets the definition as provided herein, and
4 if:

5 ~~(A) The employee suffers from a catastrophic or severe illness, injury or physical~~
6 ~~or mental condition which is of a catastrophic or severe nature and which has~~
7 ~~caused, or is likely to cause, the employee to:~~

8 ~~(ii) Go on leave without pay status, or~~

9 ~~(iii)(A) Terminate City employment; The condition meets the definition;~~

10 ~~(A)(B)~~ The employee's absence and the use of shared sick leave are
11 justified;

12 ~~(B)(C)~~ The employee has depleted or will ~~shortly~~ deplete his or her annual
13 vacation leave and sick leave reserves;

14 ~~(C)(D)~~ The employee has abided by all personnel rules regarding sick leave
15 use, including physician certification;

16 ~~(D)(E)~~ The employee has diligently pursued and been found to be ineligible
17 for state industrial insurance benefits or disability insurance benefits.

18 (3) The City Manager shall determine the amount of sick leave which an employee
19 may receive under this section. However, an employee shall not receive, in
20 donations, a total of more than 349 hours of donated sick leave.

21 (4) Donated sick leave shall be utilized in the order of receipt by the City Manager.
22 Such leave shall be donated in eight-hour increments. In the instance where an
23 illness or injury qualifies an employee for state workers' compensation, the
24 employer's access to shared sick leave shall only be for the difference between
25 the employee's straight-time base hourly wage and the amount paid the employee
26 by the state workers' compensation benefits, to the extent of available shared sick
27 leave, if any.

28 (5) An employee who has accrued a sick leave balance of more than 192 hours may
29 request that the City Manager transfer a specified amount of sick leave to another
30 employee authorized to receive sick leave under this section. In no event may the
employee request a transfer of an amount of sick leave that would result in his or
her own sick leave account going below 192 hours.

(6) The amount of sick leave time transferred under this section which remains
unused shall be returned to the employee or employees who transferred the leave
when the City Manager finds that the leave is no longer needed or will not be
needed at a future time in connection with the illness or injury for which the leave
was transferred.

Section 7. 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 14th day of May 2019.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**DATE OF PUBLICATION:
EFFECTIVE DATE:**

NEW BUSINESS: Greater Tacoma Community Foundation Agreement
ITEM 10E.

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute the Universal Fund Agreement and Fund Agreement Addendum with the Greater Tacoma Community Foundation to hold and distribute capital campaign funds for and to the City of Fircrest.

PROPOSAL: The Council is being asked to approve the Fund Agreement, which is a set form, and the proposed addendum to the Fund Agreement with the Greater Tacoma Community Foundation (GTCF).

FISCAL IMPACT: None. The applicable administrative fee would only apply to donated funds being held by GTCF. They would not apply to City funds.

ADVANTAGE: By partnering with a non-profit agent, the City is able to apply for grants and donations from a wider array of foundations. Several foundations will only donate funds to a 501(c)3 organization, and even more expect the City to partner with a 501(c)3 for a capital campaign for a major project like ours. Several foundations are more likely to give larger donations because we are working with a trusted partner like GTCF.

DISADVANTAGES: The administrative fee of 1.75% has the potential to cut into donation totals, however, donated funds will be invested, and it is possible that interest earnings overcome much of the negative impacts of the administrative fee.

ALTERNATIVES: Do not partner with GTCF for capital campaign funds.

HISTORY: In late 2018, the City contracted with the Briggs Group for Capital Campaign Consulting services. In working with the Briggs Group on fundraising efforts, City staff were introduced to the Greater Tacoma Community Foundation and the learned the benefits of working with them.

ATTACHMENTS: [Resolution](#)
[Fund Agreement](#)
[Fund Addendum](#)
[Why a 501c3](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER
TO EXECUTE THE UNIVERSAL FUND AGREEMENT AND FUND
AGREEMENT ADDENDUM WITH THE GREATER TACOMA
COMMUNITY FOUNDATION TO HOLD AND DISTRIBUTE
CAPITAL CAMPAIGN FUNDS FOR AND TO THE CITY OF
FIRCREST.**

WHEREAS, the City of Fircrest desires to partner with a non-profit agent for the purpose of maximizing opportunities for grants and donations for the community center and pool project; and

WHEREAS, several foundations will only donate funds to a 501(c)3 organization, and expect the City to partner with a 501(c)3 for a capital campaign for a major project; and

WHEREAS, the City recognizes that foundations are more likely to give larger donations because the City is working with a trusted partner like the Greater Tacoma Community Foundation. Now, Therefore

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

Section 1. The City Manager is hereby authorized and directed to execute the Universal Fund Agreement and Fund Agreement Addendum with the Greater Tacoma Community Foundation to hold and distribute capital campaign funds for and to the City of Fircrest.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 14th day of May 2019.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney



Greater Tacoma Community Foundation Fund Agreement

FUND NAME _____

FUND TYPE:

- ☐ Agency ☐ Designated ☐ Donor Advised ☐ Field of Interest
☐ Scholarship ☐ Unrestricted

INVESTMENT PREFERENCE:

FUND CATEGORY:

- ☐ Endowed ☐ Short-Term Investment Pool \$_____ or ____%
☐ Non-Endowed ☐ Long-Term Investment Pool \$_____ or ____%
☐ Socially Responsive Investment Pool \$_____ or ____%
☐ External Investment Management (\$250,000 Minimum)

DONOR/CONTACT 1ST ☐ *Donor Advisor*

Name ☐ Male ☐ Female

Mailing Address ☐ Home ☐ Business

City State Zip

Home Phone Mobile Phone

Business Phone Fax

Email #1 Email #2

Company Name Title

Date of Birth

☐ Send reports to address above

DONOR/CONTACT 2ND ☐ *Donor Advisor*

Name ☐ Male ☐ Female

Mailing Address ☐ Home ☐ Business

City State Zip

Home Phone Mobile Phone

Business Phone Fax

Email #1 Email #2

Company Name Title

Date of Birth

☐ Send reports to address above

**CONTRIBUTION** INITIAL CONTRIBUTION AMOUNT: _____

- ☐ Cash ☐ Life Insurance ☐ Securities
☐ Real Estate ☐ Other: _____

FUND TYPE (Please complete only one section)**Agency Fund**

Annual payouts from the fund will be used to support the following 501(c)(3) nonprofit or religious entity

100% _____

Designated Fund

Annual payouts from the fund will be used to support the following 501(c)(3) nonprofits or religious entities

_____% _____
_____% _____
_____% _____
_____% _____
100% *Note: the Designated Agency/Agencies cannot be changed.*

Field of Interest

Annual payouts from the fund will be used for grants in the following area(s) of interest:

_____ Animal Welfare	_____ Health & Wellness
_____ Arts & Culture	_____ Housing
_____ Community Improvement	_____ Human & Social Services
_____ Education	_____ Seniors
_____ Environment	_____ Youth
_____ Food/Nutrition	_____ Other: _____

Scholarships

Annual payouts from the fund will be used for:

_____ Scholarships to support students at a specific school or program that has a public charity 501(c)(3) status
_____ Recipients will be selected by an external scholarship committee
External Scholarship Committee: _____

* See schedule B for Scholarship Guidelines, Criteria, or selection committee.

Donor Advised Fund

_____ I will name one or more Successor Advisors (*Please see page 5) _____ I do not wish to name a Successor Advisor



COMMUNICATION / GRANT & COMMUNITY ACKNOWLEDGEMENT

May we list your Fund's name in publications? (e.g. Annual Report, website, etc...) Yes ____ No ____

Would you like grant recipients to know that your Fund is the source of the grant?
(Please notify the Community Foundation if you have specific grants that differ from these instructions) Yes ____ No ____

From time to time we learn of compelling giving opportunities from our nonprofit partners. Would you like to be notified about these opportunities? Yes ____ No ____

REFERRAL SOURCE

Please tell us how you first heard about The Greater Tacoma Community Foundation:

<input type="checkbox"/>	Friend or Associate	_____
<input type="checkbox"/>	Community Foundation Employee	_____
<input type="checkbox"/>	Community Foundation Board Member	_____
<input type="checkbox"/>	Community Foundation Website	_____
<input type="checkbox"/>	Community Foundation E-Newsletter	_____
<input type="checkbox"/>	Attorney, CPA, Financial Planner, etc.	_____
<input type="checkbox"/>	Other (please specify)	_____

*** Please skip to page 6 unless establishing a donor-advised fund**

DONOR-ADVISED FUND RESTRICTIONS

(Please initial each line to indicate that you have read and understand the information)

The IRS imposes restrictions on distributions from Donor-Advised funds as follows:

- _____ Grants to individuals are prohibited from a donor-advised fund, whether the check is written directly to an individual or to an entity for the benefit of a specified individual.
- _____ Grants cannot be made to a nonprofit organization to retire or reduce a pledge previously made by the donor, advisor or related party.**
- _____ Grants cannot be made to a nonprofit organization, which in turn provides benefits to the same donor, advisor or related party.** For example, a donor cannot claim a tax deduction for a gift to his or her donor-advised fund held by The Greater Tacoma Community Foundation and subsequently receive an additional tax deduction from the grant recipient organization.
- _____ A donor, advisor or related party** cannot receive more than an incidental benefit from a grant recipient organization. For example, event tickets, patron recognition or special privileges would be considered more than an incidental benefit; while token gifts, such as key chains or coffee mugs are considered incidental benefits.
- _____ Donor, advisors and related parties** are prohibited from receiving grants, loans, compensation or similar payments (including expense reimbursements) from a donor-advised fund.

Each grantee must be able to satisfy the Community Foundation's due diligence requirements in order to obtain the approval of the Board of Directors

Final approval of grants recommended by advisors rests in the hands of the Board of Directors of The Greater Tacoma Community Foundation

Donor Advisors of donor-advised funds may create a succession plan for the fund. Individuals named as Donor Advisors are authorized to recommend grants, change the fund name or appoint additional Advisors and Successor Advisors. The Donor and any Advisor may designate any person to be a Successor Advisor and assign the rights and duties associated with the fund upon an Advisor's death or resignation.

A Successor Advisor is authorized to recommend grants from the fund in the event the Donor Advisor(s) dies, resigns or is otherwise unable or unwilling to act in this capacity. Please identify one or two Successor Advisors on page 5. Successor Advisors must be at least 18 years old to recommend a grant. If the Successor Advisor is under 18 years of age, the Community Foundation will work with the minor's guardian to facilitate grants from the fund. If a final Successor Advisor dies or resigns, the fund balance will become available for unrestricted use by the Community Foundation. If the Donor Advisor has not made a grant recommendation for a three year period, the Community Foundation will have the option to allocate the amount available for spending from the fund to unrestricted use

****Related parties are the donor's or advisor's family members (spouse, ancestors, children, grandchildren, great-grandchildren, brothers, sisters, and any of their spouses) and 35-percent controlled entities. Thirty-five percent controlled entities are entities in which donors, advisors, or their family members (separately or collectively): (1) own more than 35% of the total combined voting power if the entity is a corporation; (2) own more than 35% of the profit interest if the entity is a partnership; or (3) own more than 35% of the beneficial interest if the entity is a trust or estate.**

**DONOR-ADVISED FUND: SUCCESSOR ADVISORS****SUCCESSOR #1 INFORMATION**

Name ☐ Male ☐ Female

Date of Birth

Mailing Address ☐ Home ☐ Business

City State Zip

Home Phone Mobile Phone

Business Phone Fax

Email #1 Email #2

Relationship to Fund Advisor(s)

SUCCESSOR #2 INFORMATION

Name ☐ Male ☐ Female

Date of Birth

Mailing Address ☐ Home ☐ Business

City State Zip

Home Phone Mobile Phone

Business Phone Fax

Email #1 Email #2

Relationship to Fund Advisor(s)



ACKNOWLEDGEMENT & SIGNATURES

I acknowledge that I have read The Greater Tacoma Community Foundation Fund Terms and Conditions on pages 7-9 and agree to the terms, fees, and conditions described therein. I understand any contribution, once accepted by the Community Foundation, represents an irrevocable contribution. The Community Foundation Board of Directors has variance power under IRS regulations, and this gift is not refundable to me. In matters of charitable donations, donors are encouraged to review tax or estate related issues with their professional advisors.

I hereby certify, to the best of my knowledge, all information presented in connection with this form is accurate, and I will notify the Community Foundation promptly of any material corrections.

Signature

Signature

Print Name

Print Name

Date

Date

THE GREATER TACOMA COMMUNITY FOUNDATION SIGNATURE

Authorized Signature

Kathi Littmann

Printed Name

President & CEO
Title

Date

PLEASE MAIL THIS FORM TO:

The Greater Tacoma Community Foundation
950 Pacific Avenue, Suite 1100
Tacoma, WA 98402

If you have questions, contact:
Philanthropic Services
253.383.5622 | donorservices@gtcf.org

☐

I have remembered the Community Foundation in my estate plan

☐

I would like more information on how to include the Community Foundation in my estate plan.

FUND TERMS & CONDITIONS

1. TAX STATUS OF FUNDS:

Funds established at The Greater Tacoma Community Foundation (the "Community Foundation") are component funds of The Greater Tacoma Community Foundation, a Section 501(c)(3) public charity and are tax deductible to the extent allowed by law, subject to individual and corporate limitations.

2. PROPERTY OF THE FUND:

The fund shall include the property received herewith, such property as may from time to time be received by the Community Foundation from the donor for inclusion in the fund and accepted by the Community Foundation, and all undistributed income from the foregoing property. The fund shall be the property of the Community Foundation, held by it in its corporate capacity, and shall not be deemed a trust fund held by it in a trustee capacity. The Community Foundation shall have the ultimate authority and control over all property in the fund, and income derived there from, in accordance with the Articles of Incorporation and Bylaws of the Community Foundation, as they may be amended from time to time, and the terms of this Agreement applied in a manner not inconsistent with said Articles and Bylaws.

3. ENDOWED FUNDS:

Endowed funds are also referred to as "permanent" funds. Distributions from endowed funds are limited to our current spending rate and subject to our spending policy. Historically, this has been between 4-5%. View our current spending policy at: www.gtcf.org/policy-statements.

4. NON-ENDOWED FUNDS:

Non-endowed funds are also referred to as "non-permanent" funds. The balance of a non-endowed fund is available for spending in part or in whole at any time.

5. LOW-RISK INVESTMENT POOL:

This pool is designed for funds that cannot tolerate a potential loss of principal. The Low-Risk Investment Pool is invested in vehicles such as short-term Treasury Funds and other government Money Market funds. Returns are not anticipated to keep pace with any spending and administrative expenses. As such, over time, there is a high probability that a fund will decline in both nominal and inflation-adjusted terms, eventually reaching a zero balance. This pool is not recommended for endowed funds.

6. SHORT-TERM INVESTMENT POOL:

The goal for this pool is to provide the optimum total return and protection of principal for non-endowed or expendable funds which have an expected life from one to five years. Balances of funds which are invested for less than this period may be subject to greater than acceptable volatility of return. Such balances would have a higher erosion of principal. The primary objective is to retain principal value and offset inflation.

7. LONG-TERM INVESTMENT POOL:

The primary objective is to achieve an annualized total return, through appreciation and income, equal to or greater than the rate of inflation (as measured by the broad, domestic Consumer Price Index) plus any spending and administrative expenses thus, at a minimum, maintaining its purchasing power. The Long-Term Pool seeks to outperform its benchmarks over full market cycles (for measurement purposes: five years). Because the Long-Term Pool contains higher equity exposure it correspondingly entails greater year-over-year volatility.

8. **Socially Responsive Investment (SRI) Pool (for endowed funds):**

The primary objective is the same as the Long-Term Investment Pool, while at the same time taking a holistic approach into responsive investing with a diversified allocation in region, market cap, economic inputs as well as SRI considerations. While there is no absolute delineations within many SRI mandates, the following are general descriptions of the broad areas of emphasis:

- Environmental issues: Environmental screening is associated with the practice of considering environmental and energy matters as a metric of corporate performance.
- Corporate Governance issues: Positive corporate governance considers the short and long-term impact of Board decisions on the shareholders of the firm.
- Social Issues: Social screening is associated with the practice of considering relationships with stakeholders such as employees, customers, communities and governments as a metric of corporate performance.
- Negative screening: Investment managers in this portfolio will make best efforts to avoid investing in companies that are involved in: meaningful revenue from manufacture or production of alcohol products, tobacco products, GMO foods, weaponry, gaming activities, pornography, or engage in animal testing or any form of stem cell research.

The SRI Pool is not intended for shorter term funds that cannot tolerate a potential loss of principal. The SRI Pool is appropriate for long-term endowment funds.

9. ADMINISTRATIVE AND INVESTMENT FEES:

The fund shall be assessed an annual administrative fee and a fee to cover investment consultant and custodian expenses. The amounts of such annual fees shall be the amounts assessed to similar funds held by the Community Foundation based upon its administrative fee schedule in effect at the time the annual fee is assessed and the amount of investment consultant and custodian fees paid to outside parties.

10. DISTRIBUTIONS:

On endowed funds, distributions from the fund are governed by the Community Foundation's spending policy. The Community Foundation reserves the right to change the spending policy from time to time at its discretion within the parameters established by law. The current spending policy may be found online at: www.gtcf.org. For donor-advised funds, the Donor Advisor may recommend distributions to qualified charitable organizations for qualified charitable uses; the recommendation shall be submitted in writing to the Community Foundation. It is recognized that distributions must be in furtherance of the Community Foundation's charitable purpose, as defined in Section 1.170 A-9(e)(11) of the Internal Revenue Service Regulations, and that final control over distributions resides with the Community Foundation through its Board of Directors.

11. INACTIVE DONOR-ADVISED FUNDS:

In order for the Community Foundation to carry out its mandate to distribute charitable dollars into the community, the Community Foundation periodically monitors fund activity. If the donor-advisor has not made a grant recommendation for a two year period, the Community Foundation will contact the advisor(s) to discuss a mutually agreed upon distribution plan to be implemented within a one-year timeframe. If the donor-advisor has not made a grant recommendation within a three year period, the Community Foundation will have the option to allocate the amount available for spending from the fund to unrestricted use.

12. VARIANCE POWER:

The Community Foundation may modify any recommendation or condition on distribution from a fund for any specified charitable purpose or to any specified charitable organization if, in the sole judgment of the Community Foundation, such recommendation or condition becomes unnecessary, incapable of fulfillment, or inconsistent with the charitable needs of the community. Whenever possible, the Community Foundation will confer with the donor or the donor's representative before the fund is modified and stay as close as possible to the original intent of the donor.

If the Community Foundation ceases to be a qualified charitable organization, or if the Community Foundation proceeds to dissolve, the assets of the fund shall after payment or making provision for payment of any liabilities properly chargeable to the fund, be distributed to _____ to be used exclusively for charitable purposes. If the _____ is not a qualified charitable organization, said assets shall be distributed in such a manner and to such an organization in the Pierce County community as satisfies the requirements of a qualified charitable organization and serves purposes similar to those of the original underlying donor intent.

13. ADDITIONS TO THE FUND:

Gifts may be added to the fund at any time by the donor. Other donors may also contribute to any fund types, excluding agency funds.

14. FINANCIAL REPORTS:

The Community Foundation shall provide a financial status report at least annually.

15. INVESTMENT OF ASSETS:

Assets contributed to funds established at the Community Foundation will be managed in accordance with the Community Foundation's "Investment Policy Statements." All outside investment managers shall be provided with a copy of and must agree to adhere to the Community Foundation's "Investment Policy Statements" as a condition of continued service in such capacity, and the Community Foundation reserves the right to replace any outside investment manager in its sole discretion. Minimum fund values are

**INVESTMENT OF ASSETS (CONTINUED):**

required for outside investment. For more information about the requirements for using an outside investment manager, contact the Community Foundation's Philanthropic Services Department.

16. SUCCESSOR ADVISORS:

Once a successor advisor to a donor-advised fund becomes the primary advisor, they in turn can appoint their own successor advisors. There is no limit to the number of times an advisor can appoint a successor advisor for active funds.

17. DEFINITIONS AND CONSTRUCTION:

As used in the Agreement, a "qualified charitable organization" means an organization described in Section 501(c)(3), which is not a private foundation under Section 509(a) of the Internal Revenue Code of 1986.

It is intended that the fund shall be a component fund of the Community Foundation and that nothing in this Agreement shall affect the status of the Community Foundation as an entity which is a qualified charitable organization. This Agreement shall be interpreted in the manner which is consistent with the foregoing intention and so as to conform to the requirements of the Internal Revenue Code and any regulations issued pursuant thereto applicable to the status of the Community Foundation as a charitable foundation.

CITY OF FIRCREST CAPITAL CAMPAIGN FUND (DRAFT)

Fund Addendum

It is hereby understood that the purpose of the Fund is to support the City of Fircrest (CoF) in their fund- raising goal to raise \$5 million to build a community center and swimming pool. Greater Tacoma Community Foundation (GTCF) is pleased to partner with (CoF) on this important work. This addendum is meant to clearly outline partner roles to ensure a successful relationship.

Greater Tacoma Community Foundation agrees to:

- Receive and acknowledge charitable donations
- Issue quarterly fund reports to the CoF's point of contact
- Provide donation and donor contact information to CoF for communication and recognition purposes as needed
- Distribute payments to CoF for the purpose of building a community center and swimming pool within the CoF, based on distribution requests provided by CoF
- Distribute payments to CoF for the purpose of fundraising expenses for the community center and swimming pool, based on distribution requests provided by CoF
- In the event that fundraising goals are not met and donor refunds are requested, GTCF will do so minus agreed administrative fees, fundraising costs, and any additional fees to process refunds

The City of Fircrest agrees to:

- Appoint one point of contact; Scott Pingel, at the time of this agreement
- Ensure all fundraising efforts abide by GTCF's Donor Initiated Fundraising Guidelines
- Be responsible for monitoring pledges (including tracking of pledges and collection efforts)
- CoF will educate donors that fundraising expenses are included in project costs and taken from fundraising donations
- In the event that fundraising goals are not met and donor refunds are requested, CoF will communicate with donors first to explain that GTCF is processing refunds minus administrative and fundraising costs

Greater Tacoma Community Foundation will not be responsible for any debts incurred by the projects, nor will GTCF release any funds in amounts greater than the current balance of the Fund at any time.

The Fund will be assessed an administrative fee of 1.75% of market value (1/4 of the fee is deducted on a quarterly basis) plus any banking and investment management fees. However, the administrative fee may be renegotiated at any time to cover costs associated with the number of transactions and level of staff involvement.

Please sign indicating your understanding and acceptance of the above Addendum.

Scott Pingel, City Manager
City of Fircrest

Date

Kathi Littmann, President & CEO
Greater Tacoma Community Foundation

Date

City of Fircrest

Why use a 501-C3?

Trust (Real or Perceived is the same)

While most donors won't admit that they might lack "trust" of the City accepting, handling and processing a gift to the project, they will be somewhat suspicious. They will (quietly) wonder if the City has the "status" (501-C3) to accept donations and they will wonder if the IRS-acknowledgement letter they receive will be legitimate to use for their tax records. They will be unaware of a "loophole" that allows the City to take donations.

Staying in your lane of expertise

Most donors will understand the purpose and the role of city government, and no doubt they trust the City staff to do the work they are experts in delivering. Donors expect 501C-3's to process/manage donations. They assume that the competency will prevail with the experts that "do this kind of business" as their core mission.

Reputation/Competency

Greater Tacoma Community Foundation (GTCF) has been around since 1981, (38 years) and has a stellar reputation for handling/managing donors. They are perceived as efficient (500 funds with over \$100 million dollar in assets) and experts in handling the donor's money...which is a critical piece in a donor's comfort/trust level in giving money to a cause.

City will manage relationships & processes; if pledges are made

If a donor chooses a multi-year pledge option, then the City will "take over" that pledge-reminder process. However, when payments are made, the donor will receive an acknowledgement letter from GTCF, which again gives the donor comfort for their tax-deduction gift.