

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, JULY 23, 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. [Proclamation: National Night Out](#)
 - B. Pool and Community Center Project
- 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. Parks & Recreation
 - B. Pierce County Regional Council
 1. [Draft VISION 2050 Discussion](#)
 - C. Public Safety, Courts
 - D. Street, Water, Sewer, and Storm Drain
 - E. Other Liaison Reports
- 7. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks
 - B. Approval of minutes:
[June 17, 2019 Study Session](#)
[June 25, 2019 Regular Meeting](#)
[July 1, 2019 Special Meeting](#)
[July 10, 2019 Special Meeting](#)
- 8. PUBLIC HEARING 7:15 P.M.**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. [Motion: Pool and Bathhouse Project Bid Award and Contract Approval](#)
 - B. [Resolution: August 13, 2019 Regular Council Meeting Location Change](#)
 - C. [Ordinance: Cumulative Reserve Transfer](#)
 - D. [Resolution: Adoption of Financial Policies](#)
 - E. [Resolution: Columbia Bank Contract Amendment #1](#)
- 11. CITY MANAGER COMMENTS**
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
- 15. ADJOURNMENT**

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

**PRESIDING OFFICER'S REPORT: National Night Out Proclamation
ITEM 4A.**

FROM: **John Cheesman, Police Chief**

RECOMMENDED MOTION: I move to authorize the Mayor's signature on a proclamation proclaiming August 6, 2019 as "National Night Out" in the City of Fircrest.

PROPOSAL: The Council is being asked to approve the National Night Out proclamation.

FISCAL IMPACT: None.

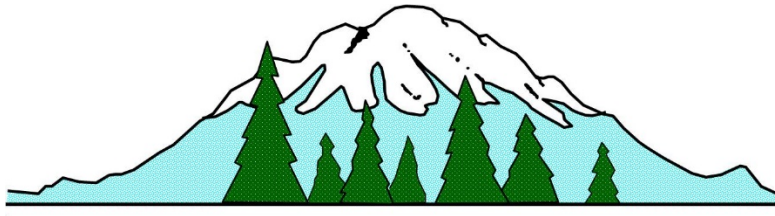
ADVANTAGE: Support of this program and cooperation with other cities and counties show solidarity of citizens standing against crime, illegal drugs, and violence. This sends out a strong message that this type of activity will not be tolerated in the City of Fircrest.

DISADVANTAGES: None known.

ALTERNATIVES: Not to participate.

HISTORY: The National Association of Town Watch (NATW) has asked the City to support the 36th annual National Night Out and to issue a proclamation in support of the program.

ATTACHMENT: [Proclamation](#)



THE CITY OF FIRCREST

Office of the Mayor **PROCLAMATION**

WHEREAS, *The National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug, and violence prevention program on August 6, 2019, called National Night Out; and*

WHEREAS, *the 36th Annual National Night Out provides a unique opportunity for the City of Fircrest to join forces with thousands of other communities across the country in promoting cooperative, police-community crime-fighting efforts; and*

WHEREAS, *Fircrest is unique in its ambience, closeness of neighbors, awareness of community, and cooperation and concern for each other; and*

WHEREAS, *the citizens of Fircrest play a vital role in assisting the Fircrest Police Department through joint crime and drug prevention programs; and*

WHEREAS, *it is essential that all citizens of Fircrest be aware of the importance of crime prevention programs and the impact their participation can have on reducing crime, illegal drugs, and violence in Fircrest; and*

WHEREAS, *the police-community partnerships and neighborhood safety and awareness and cooperation are important themes of the National Night Out Program.*

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS, of the City of Fircrest, do hereby proclaim August 6, 2019, as

National Night Out in the City of Fircrest, Washington, and urge all citizens to join the Fircrest Police Department and the National Association of Town Watch in participating in this important event.

Passed this 23rd day of July 2019

Hunter T. George, Mayor

VISION 2050 works to...



Provide opportunities for all. VISION 2050 is about the people of the region. However, residents have not benefited equally from recent economic development success, and long-time residents have been displaced by skyrocketing housing costs. VISION 2050 includes policies and actions to address current and past inequities, particularly among communities of color, people with low-incomes, and historically underserved communities, and ensure that all people have access to the resources and opportunities to improve their quality of life.



Increase housing choices and affordability. The region is experiencing a housing affordability crisis that requires coordinated efforts to expand housing options and create greater affordability. Housing affordability was the top concern for residents in a public opinion survey conducted for the plan. VISION 2050's housing policies respond to changing demographics and the need to diversify the region's housing supply, and identify coordinated strategies, policies, and actions to ensure that the region's housing needs are met, and residents can continue to live in their communities.



Sustain a strong economy. VISION 2050 calls for economic growth and opportunity that creates widespread prosperity and living-wage jobs throughout the region. Job creation throughout the region will result in a better balance of jobs and housing. The Regional Growth Strategy encourages more dispersed job growth, especially in Snohomish, Pierce, and Kitsap counties, to provide greater access to employment. This growth pattern seeks to ensure that people have the opportunity to work, live, and prosper in each community.



Significantly reduce greenhouse gas emissions. Climate change is an urgent environmental, economic, and equity threat being addressed at all levels, from the local to an international scale. The region plays a significant role in this global issue by reducing greenhouse gas emissions and can be a model of a more sustainable urban development. The draft plan states that the region will work with state, regional and local partners to act to reduce emissions and prepare for climate impacts.



Keep the region moving. People want convenient access to jobs, amenities, schools, and open spaces that make the region a great place to live. VISION 2050 lays out a foundation for completing regional transportation investments and future work to strengthen connections to and between our centers. The plan prioritizes transportation funding investments that support regional growth centers and manufacturing/industrial centers.



Restore the health of the Puget Sound. The region has made progress restoring the health of Puget Sound, but significant challenges remain. Orca and salmon populations are struggling and some shellfish are too contaminated to eat, which jeopardizes the environment and jobs. The draft VISION 2050 plan calls for a coordinated approach to watershed planning to restore the health of Puget Sound.



Protect a network of open space. A healthy natural environment is the foundation for the region's high quality of life and thriving economy. The draft VISION 2050 plan calls for PSRC to work with local governments, resource agencies, and tribes to conserve, restore, and steward the region's open space and natural environment. Policies and actions call for the region to protect natural areas and enhance the tree canopy through regional, collaborative approaches that leverage local, county, and stakeholder actions.



Grow in centers and near transit. In all parts of the region, growth in more compact, walkable, transit-served locations will help reduce environmental impacts, lessen congestion, and improve health outcomes while creating vibrant, attractive neighborhoods for people to live, work, and play. The draft VISION 2050 growth strategy calls for the region to grow in regional growth centers and near high-capacity transit. Focusing growth in these areas provides people with greater mobility options and increases access to jobs, schools, and services.



Act collaboratively and support local efforts. The central Puget Sound region is one of the fastest growing regions in the country. This fast rate of change and the intent to create a better, more welcoming, healthier region makes working collaboratively imperative. Achieving the aspirations of VISION 2050 cannot be accomplished through individual efforts alone. VISION 2050 calls for coordinated planning between cities, counties, agencies, tribes, and military installations.

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 1

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
19815	07/23/2019	07/23/2019	4298	AWC Employee Benefit	694.00 August 2019 Retired Medical
521 22 20 01	LEOFF I Medical Premium	001 000 521	General Fund	694.00	08/2019 Retired Medical
19846	07/23/2019	07/23/2019	3647	Agrishop, Inc	17.17 Repair Part For Stihl Line Trimmer
576 80 48 00	Rep & Maint - Parks	001 000 576	General Fund	17.17	Repair Part For Stihl Line Trimmer
19812	07/23/2019	07/23/2019	7418	Alarm Center Inc	247.28 Panic Button Installation At Rec Center
518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	247.28	Panic Button Installation At Rec Center
19861	07/23/2019	07/23/2019	7725	Alpha Pyrotechnics Inc.	5,700.00 Fun Days Fireworks Display
573 90 49 01	Community Events	001 000 573	General Fund	5,700.00	Fun Days Fireworks Display
19788	07/23/2019	07/23/2019	5895	Amundsen, John	67.00 Library Reimbursement 1 Year (Wendy)
572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement 1 Year (Wendy)
19813	07/23/2019	07/23/2019	4052	Auto Value, National Auto Parts Wareh	9.21 #55697D Rear Light Bulbs
548 65 48 06	O & M - Facilities	501 000 548	Equipment Ren	9.21	#55697D Rear Light Bulbs
19817	07/23/2019	07/23/2019	5428	Boers, Jeff	308.75 June 2019 Land Use Consulting (3.25 Hrs)
558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	308.75	06/2019 Land Use Consulting (3.25 Hrs)
19860	07/23/2019	07/23/2019	4293	CDW Government Inc	5,014.19 Office 365 Email Migration 2nd Half Payment
518 81 49 01	Software Licenses	001 000 518	General Fund	5,014.19	Office 365 Email Migration 2nd Half Payment
19805	07/12/2019	07/23/2019	1661	Calvary, Wayne	281.64 03-00230.3 - 501 REGENTS BLVD
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-70.99	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-62.76	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-147.89	
19875	07/23/2019	07/23/2019	3994	CenturyLink	1,327.22 Telecommunications July 2019
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	66.04	CH Prim 911 07/2019
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	66.04	CH Message 07/2019
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	66.04	CH Alarm 07/2019
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	448.79	Circuit Line / PRI Line 07/2019
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	141.56	DID 07/2019
521 22 42 00	Communication - Police	001 000 521	General Fund	136.83	Police BA Machine / Modem 07/2019
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	33.02	PW Alarm & Prim 911 07/2019
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	16.51	PW Fax 07/2019
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	33.01	PW Alarm & Prim 911 07/2019
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	33.50	PW DSL / Telemetry 07/2019

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 2

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	16.51	PW Fax 07/2019
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	33.02	PW Alarm & Prim 911 07/2019
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	33.49	PW DSL / Telemetry 07/2019
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	16.51	PW Fax 07/2019
542 30 42 00	Communication - Street	101 000 542	City Street Fun	33.01	PW Alarm & Prim 911 07/2019
542 30 42 00	Communication - Street	101 000 542	City Street Fun	16.51	PW Fax 07/2019
576 80 42 00	Communication - Parks	001 000 576	General Fund	66.03	REC Alarm 07/2019
576 80 42 00	Communication - Parks	001 000 576	General Fund	70.80	Parks Prim 911 07/2019
19816	07/23/2019 07/23/2019 4324	City Treasurer-City of Tacoma	55,403.25	Fire / EMS August 2019	
522 20 40 00	Tacoma Contract - Fire	001 000 522	General Fund	27,884.67	Fire 08/2019
522 20 41 00	Tacoma Contract - EMS	001 000 522	General Fund	27,518.58	EMS 08/2019
19867	07/23/2019 07/23/2019 4324	City Treasurer-City of Tacoma	2,203.97	Semi-Annual Streetlight Billing (Jul - Dec)	
542 63 48 02	Pole Attachment Charge	101 000 542	City Street Fun	2,203.97	Semi-Annual Streetlight Billing (Jul - Dec)
		Total City Treasurer-City of Tacoma	57,607.22		
19874	07/23/2019 07/23/2019 4322	City of Tacoma Washington	12,394.10	Power - Various Locations June 2019	
518 30 47 00	Public Utility Services - Ci	001 000 518	General Fund	595.07	Time/Temp & City Hall 06/2019
531 50 47 02	Public Utility Services/Bldg	415 000 531	Storm Drain	87.60	PW 06/2019
534 10 47 00	Utility Services/Building -	425 000 534	Water Fund (de	87.61	PW 06/2019
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	63.87	PW 06/2019
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	6,239.75	Surface Water, High / Low Tank, Wells 6, 7, 8 & 9, Well 4, Golf Course Tank, Weathervane Booster 06/2019
535 10 47 00	Utility Services/Building -	430 000 535	Sewer Fund (de	87.61	PW 06/2019
535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (de	1,510.16	Pump 1 & 3, Drake St, W Creek Lift, Commons Lift, Princeton Lift, Alameda Lift 06/2019
542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	City Street Fun	87.60	PW 06/2019
542 30 47 03	Electricity/Traffic Lights	101 000 542	City Street Fun	80.79	40th / Alameda, 400 Alameda, 300 Regents, 600 Regents 06/2019
542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fun	2,252.18	Street Lights, Emerson Lights 06/2019
548 65 47 00	Utilities ShopGarage	501 000 548	Equipment Ren	23.55	F&E Garage 06/2019
576 80 47 00	Public Utility Services - Pa	001 000 576	General Fund	1,278.31	Rec Center & Pavilion, Tot Lot 06/2019
19796	07/23/2019 07/23/2019 6685	Cleanstart LLC	630.48	Monthly Cleaning Services June 2019 (Partial)	
518 30 41 01	Contract Maintenance	001 000 518	General Fund	630.48	Monthly Cleaning 06/2019 (Partial)
19808	07/23/2019 07/23/2019 3565	Comfort Davies & Smith	11,577.50	June 2019	
515 41 41 01	City Attorney	001 000 515	General Fund	1,347.50	06/2019

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
515 41 41 03	City Prosecutor		001 000 515 General Fund	7,342.50	06/2019 Fircrest
515 41 41 03	City Prosecutor		001 000 515 General Fund	2,887.50	06/2019 Ruston
19863	07/23/2019	07/23/2019	8542 Consolidated Supply Co.	4,645.29	Parts For Whittier Park Irrigation System
594 34 63 01	Other Improvements Water		426 000 594 Water Improve	4,645.29	Parts For Whittier Park Irrigation System
19870	07/23/2019	07/23/2019	7 Coons, Chris	750.00	Fun Days 53rd Street Sound Entertainment
573 90 49 01	Community Events		001 000 573 General Fund	750.00	Fun Days 53rd Street Sound Entertainment
19823	07/23/2019	07/23/2019	3573 Copiers Northwest Inc	146.48	Copier Rental July 2019 And Usage June 2019 - Police
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	146.48	Rental 07/2019 & Usage 06/2019 - Police
19859	07/23/2019	07/23/2019	363 Corcoran, Colleen T	520.00	Reimbursement For Sound For Car Show (Unable To Have Check Ready Ahead Of Time)
573 90 49 01	Community Events		001 000 573 General Fund	520.00	Reimbursement For Sound For Car Show (Unable To Have Check Ready Ahead Of Time) - C. Corcoran
19807	07/23/2019	07/23/2019	7384 Costanti-Eacrett, Virginia	68.68	Mileage To CLJ Administration Training 4/10-4/11
512 50 43 00	Travel - Court		001 000 512 General Fund	68.68	Mileage To CLJ Administration Training 4/10-4/11 - G. Costanti-Eacrett
19855	07/16/2019	07/23/2019	7292 Cozine, Dan	27.03	02-00860.1 - 216 DEL MONTE AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-11.08	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-11.76	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-4.19	
19822	07/23/2019	07/23/2019	7118 D & B Roof & Home Services LLC	5,011.45	Roof Cleaning And Moss Treatment - City Hall, Rec Center And Public Works
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	631.93	Moss Treatment - REC
518 30 48 02	Rep & Maint - City Hall		001 000 518 General Fund	4,176.20	Roof Cleaning - CH
518 30 48 03	Rep & Maint - PW		001 000 518 General Fund	203.32	Moss Treatment - PW
19821	07/23/2019	07/23/2019	3588 Daily Journal Of Commerce	235.20	P#60 Pool Project Request For Bids
594 76 62 00	Buildings & Structures - Pa		001 000 576 General Fund	235.20	P#60 Pool Project Request For Bids
19841	07/23/2019	07/23/2019	7546 Daley, Ricardo	40.00	Refund Of Pee Wee Basketball Fee (Not Enough Players)
347 60 00 01	Youth Basketball Registrati		001 000 340 General Fund	-40.00	Refund Of Pee Wee Basketball Fee (Not Enough Players)

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 4

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
19862	07/23/2019	07/23/2019	3590	Datec Incorporated	401.14 Laptop Repair (Replace WWAN Modem) - C. Roberts
521 22 48 00	Rep & Maint - Police		001 000 521 General Fund	401.14	Laptop Repair (Replace WWAN Modem) - C. Roberts
19858	07/23/2019	07/23/2019	4310	Dept Of Revenue-EXCISE TAX	15,453.03 June 2019 Excise Taxes
521 22 49 01	Uniforms/Clothing/Laundr		001 000 521 General Fund	13.27	06/2019 Excise Taxes
531 50 44 00	Excise Tax - Storm		415 000 531 Storm Drain	1,256.28	06/2019 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	8.03	06/2019 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	8,708.89	06/2019 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	4,176.79	06/2019 Excise Taxes
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fun	11.34	06/2019 Excise Taxes
571 20 49 10	Adult Baseball		001 000 571 General Fund	48.26	06/2019 Excise Taxes
576 20 43 00	Excise Tax - Pool Revenue		001 000 576 General Fund	110.10	06/2019 Excise Taxes
576 20 43 00	Excise Tax - Pool Revenue		001 000 576 General Fund	1,120.07	06/2019 Excise Taxes
19842	07/23/2019	07/23/2019	8630	Dorsey, Antonio	40.00 Refund Of Pee Wee Basketball Fee (Not Enough Players)
347 60 00 01	Youth Basketball Registrati		001 000 340 General Fund	-40.00	Refund Of Pee Wee Basketball Fee (Not Enough Players)
19779	07/11/2019	07/23/2019	7193	Durrani, Amir	118.13 07-00046.8 - 1451 CHERRY AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-26.31	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-28.22	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-63.60	
19869	07/23/2019	07/23/2019	55	Elhard, Ken	1,750.00 Fun Days Blues Power Revue Entertainment
573 90 49 01	Community Events		001 000 573 General Fund	1,750.00	Fun Days Blues Power Revue Entertainment
19799	07/23/2019	07/23/2019	8340	Excel Electric of Tacoma	2,182.61 Replaced Bulbs And Ballasts In Gym
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	2,182.61	Replaced Bulbs & Ballasts In Gym
19849	07/23/2019	07/23/2019	8340	Excel Electric of Tacoma	167.05 Service Call For Pool
576 20 48 00	Rep & Maint - Pool		001 000 576 General Fund	167.05	Service Call For Pool
Total Excel Electric of Tacoma				2,349.66	
19798	07/23/2019	07/23/2019	8610	F & L Building Maintenance, LLC	3,200.00 July 2019 Janitorial Services
518 30 41 01	Contract Maintenance		001 000 518 General Fund	3,200.00	07/2019 Janitorial Services

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 5

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
19803	07/12/2019	07/23/2019	2676	Fellenberg, Maryanne C.	63.41 06-00110.0 - 1141 PARADISE PARKWAY
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-21.45	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	3.11	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-45.07	
19852	07/23/2019	07/23/2019	3639	Fircrest Swim Shop Inc	862.72 Lifeguard Swimsuits
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	862.72	Lifeguard Swimsuits
19778	07/11/2019	07/23/2019	7734	Gibson, Melanie	171.39 07-00295.1 - 122 MAPLE ST
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-38.17	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-40.94	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-92.28	
19794	07/23/2019	07/23/2019	3672	Guardian Security Inc	4.84 Padlock For Exterior Outlets - City Hall
	518 30 31 04	Oper Sup/CH	001 000 518 General Fund	4.84	Padlock For Exterior Outlets - CH
19792	07/23/2019	07/23/2019	1540	Haire, Sandra	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement 1 Year
19783	07/11/2019	07/23/2019	2211	Hansen, Phillip	114.04 04-02590.0 - 675 ELM TREE LANE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-28.34	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-29.62	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-56.08	
19784	07/11/2019	07/23/2019	1243	Harrison, James J.	30.94 01-02330.0 - 524 FARALLONE AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-14.64	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-6.90	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-9.40	
19786	07/11/2019	07/23/2019	1105	Hickey, Sean	30.40 01-00990.3 - 419 GOLDEN GATE AV
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-10.96	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-11.03	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-8.41	
19857	07/16/2019	07/23/2019	2756	Hilsman, Gordon	250.01 06-00895.2 - 1520 WEATHERVANE DR
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-64.09	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-64.90	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-121.02	
19829	07/23/2019	07/23/2019	3692	Home Depot Credit Services	219.11 Power Tool Batteries, Parts For Well #9
	518 30 31 00	Oper Sup/Facilities	001 000 518 General Fund	174.12	Power Tool Batteries

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	44.99	Parts For Well #9
19837	07/23/2019	07/23/2019	3692	Home Depot Credit Services	7.69 Wading Pool Repair Part
576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	7.69	Wading Pool Repair Part
Total Home Depot Credit Services				226.80	
19814	07/23/2019	07/23/2019	4131	Humane Society - Tacoma	597.92 July 2019 Boarding Contract
554 30 41 00	Animal Control	001 000 554	General Fund	597.92	07/2019 Boarding Contract
19780	07/11/2019	07/23/2019	6842	Judge, Diana	124.14 04-00110.7 - 801 SPRING ST
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-27.65	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-29.65	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-66.84	
19871	07/23/2019	07/23/2019	8640	Kim Archer	800.00 Fun Days Kim Archer Band Entertainment
573 90 49 01	Community Events	001 000 573	General Fund	800.00	Fun Days Kim Archer Band Entertainment
19844	07/23/2019	07/23/2019	8632	Kiss, Eugene	40.00 Refund Of Pee Wee Basketball Fee (Not Enough Players)
347 60 00 01	Youth Basketball Registrati	001 000 340	General Fund	-40.00	Refund Of Pee Wee Basketball Fee (Not Enough Players)
19856	07/16/2019	07/23/2019	1474	Knobloch, Yohana	239.41 02-01840.1 - 218 ALAMEDA AVE
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-61.82	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-65.42	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-112.17	
19781	07/11/2019	07/23/2019	8420	Lankenau, Jeremy	264.47 01-00060.2 - 2810 ORCHARD ST W
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-66.02	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-70.48	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-127.97	
19866	07/23/2019	07/23/2019	3776	Lemay Mobile Shredding	26.80 Shredding June 2019 - Public Works
531 50 49 00	Miscellaneous - Storm	415 000 531	Storm Drain	8.93	Shredding 06/2019 - PW
534 10 49 00	Miscellaneous - Water	425 000 534	Water Fund (de	8.93	Shredding 06/2019 - PW
535 10 49 00	Miscellaneous - Sewer	430 000 535	Sewer Fund (de	8.94	Shredding 06/2019 - PW
19836	07/23/2019	07/23/2019	3791	Lowe's Company-#338954	102.01 Supplies For Car Show
573 90 49 01	Community Events	001 000 573	General Fund	102.01	Supplies For Car Show

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
19790	07/23/2019	07/23/2019	167	Maier, Elizabeth	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	67.00 Library Reimbursement 1 Year
19843	07/23/2019	07/23/2019	8631	Marion, Alyssa	40.00 Refund Of Pee Wee Basketball Fee (Not Enough Players)
	347 60 00 01	Youth Basketball Registrati	001 000 340	General Fund	-40.00 Refund Of Pee Wee Basketball Fee (Not Enough Players)
19847	07/23/2019	07/23/2019	8634	McKenzie, Kate	10.00 Refund Of Overpayment For Fun Days Vendor Booth
	362 40 00 00	Space & Facility Rental	001 000 360	General Fund	-10.00 Refund Of Overpayment For Fun Days Vendor Booth
19865	07/23/2019	07/23/2019	5766	Multicare Cntr of Occupational Medicine	80.00 DOT Exam 6/17/19 At Allenmore
	531 50 20 01	Contract Benefits - Storm	415 000 531	Storm Drain	20.00 DOT Exam 6/17/19 At Allenmore
	534 10 20 01	Contract Benefits - Wtr Ad	425 000 534	Water Fund (de	20.00 DOT Exam 6/17/19 At Allenmore
	535 10 20 01	Contract Benefits - Swr Ad	430 000 535	Sewer Fund (de	20.00 DOT Exam 6/17/19 At Allenmore
	542 30 20 01	Contract Benefits - Street R	101 000 542	City Street Fun	20.00 DOT Exam 6/17/19 At Allenmore
19840	07/23/2019	07/23/2019	7304	Nakada, Kuma	40.00 Refund Of Pee Wee Basketball Fee (Not Enough Players)
	347 60 00 01	Youth Basketball Registrati	001 000 340	General Fund	-40.00 Refund Of Pee Wee Basketball Fee (Not Enough Players)
19845	07/23/2019	07/23/2019	8633	Odegard, Amy	100.00 Refund Rental Deposit Odegard 06/30/19
	586 00 00 00	Deposit Refunds	001 000 580	General Fund	100.00 Refund Rental Deposit Odegard 06/30/19
19850	07/23/2019	07/23/2019	3923	Orca Pacific Inc	2,778.05 Chlorine (575 Gallons) And Hydrochloric Acid For Pools
	576 20 31 01	Pool Supplies-Chemicals	001 000 576	General Fund	2,778.05 Chlorine (575 Gallons) And Hydrochloric Acid For Pools
19851	07/23/2019	07/23/2019	3923	Orca Pacific Inc	132.74 19" Ladder For Pool
	576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	132.74 19" Ladder For Pool
				Total Orca Pacific Inc	2,910.79
19872	07/23/2019	07/23/2019	3958	PC Budget & Finance - Jail	1,598.57 March 2019 Jail Services
	523 60 40 01	Jail	001 000 523	General Fund	1,598.57 03/2019 7 Bookings, 10 Daily Fees, 2 SIPS

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
19819	07/23/2019	07/23/2019	3957	PC Budget & Finance	661.53 Printing Services June 2019
	512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	661.53 Printing 06/2019 - Order Of Release, Judgment & Sentence, Infraction Order
19820	07/23/2019	07/23/2019	3957	PC Budget & Finance	204.00 June 2019 Auditor Recording Fees
	535 10 49 00	Miscellaneous - Sewer	430 000 535	Sewer Fund (de	204.00 06/2019 Recording Fees
Total PC Budget & Finance				865.53	
19826	07/23/2019	07/23/2019	8626	Pacific Office Automation Inc	75.00 Postage Meter Lease Origination Fee
	518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	75.00 Postage Meter Lease Origination Fee
19873	07/23/2019	07/23/2019	8626	Pacific Office Automation Inc	120.82 Postage Meter Rental July 2019
	518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	120.82 Meter Rental 07/2019
Total Pacific Office Automation Inc				195.82	
19833	07/23/2019	07/23/2019	5210	Perry, Kristi E	27.04 Reimbursement For Court Supplies
	512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	27.04 Reimbursement For Court Supplies - K. Perry
19868	07/23/2019	07/23/2019	8639	Petersen, Isaac	650.00 Fun Days Reptile Zoo Entertainment
	573 90 49 01	Community Events	001 000 573	General Fund	650.00 Fun Days Reptile Zoo Entertainment
19882	07/23/2019	07/23/2019	3955	Petrocard Systems Inc	736.41 Gas / Fuel July 2019
	548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	160.37 Parks 07/2019
	548 65 31 12	Street Gas	501 000 548	Equipment Ren	341.45 Street 07/2019
	548 65 31 13	Storm Gas	501 000 548	Equipment Ren	21.73 Storm 07/2019
	548 65 31 14	Wtr/Swr Gas	501 000 548	Equipment Ren	212.86 W / S 07/2019
19830	07/23/2019	07/23/2019	8627	Print Shop of Lakewood, Inc.	228.48 P#55 Capital Campaign Thank You Cards
	594 76 62 00	Buildings & Structures - Pa	001 000 576	General Fund	228.48 P#55 Capital Campaign Thank You Cards
19804	07/12/2019	07/23/2019	2675	Proost, Leon	360.92 06-00100.1 - 1144 PARADISE PARKWAY
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-85.39
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-87.19
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-188.34
19838	07/23/2019	07/23/2019	8628	Roetcisoender, Jaime	40.00 Refund Of Pee Wee Basketball Fee (Not Enough Players)

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
	347 60 00 01	Youth Basketball Registrati	001 000 340 General Fund	-40.00	Refund Of Pee Wee Basketball Fee (Not Enough Players)	
19782	07/11/2019	07/23/2019	6897	Rousseau, Bryan	49.39	02-00400.2 - 226 ELDORADO AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-16.01		
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-10.51		
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-22.87		
19793	07/23/2019	07/23/2019	4035	Sarco Supply	581.92	Janitorial Supplies - Public Works, City Hall, Public Safety Building, Rec And Pool
	518 30 31 01	Oper Sup/Rec Bldg	001 000 518 General Fund	214.86	Janitorial Supplies - Rec	
	518 30 31 01	Oper Sup/Rec Bldg	001 000 518 General Fund	34.56	Janitorial Supplies - Rec	
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518 General Fund	72.97	Janitorial Supplies - PSB	
	518 30 31 03	Oper Sup/PWF	001 000 518 General Fund	26.33	Janitorial Supplies - PW	
	518 30 31 04	Oper Sup/CH	001 000 518 General Fund	72.97	Janitorial Supplies - CH	
	576 20 31 02	Janitorial Supplies - Pool	001 000 576 General Fund	160.23	Janitorial Supplies - Pool	
19831	07/23/2019	07/23/2019	4035	Sarco Supply	76.70	Janitorial Supplies - Pool
	576 20 31 02	Janitorial Supplies - Pool	001 000 576 General Fund	76.70	Janitorial Supplies - Pool	
			Total Sarco Supply	658.62		
19787	07/23/2019	07/23/2019	8489	Schumacher, Derrick	67.00	Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement 1 Year	
19795	07/23/2019	07/23/2019	6088	Sentinel Pest Control Inc	192.33	Pest Control - Public Works July 2019
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	48.08	Pest Control - PW 07/2019	
	534 50 48 01	Rep & Maint - Water Main	425 000 534 Water Fund (de	48.08	Pest Control - PW 07/2019	
	535 50 48 00	Rep & Maint - Sewer Main	430 000 535 Sewer Fund (de	48.08	Pest Control - PW 07/2019	
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fun	48.09	Pest Control - PW 07/2019	
19811	07/23/2019	07/23/2019	6088	Sentinel Pest Control Inc	109.90	Pest Control - Rec Center July 2019
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	109.90	Pest Control - REC 07/2019	
			Total Sentinel Pest Control Inc	302.23		
19839	07/23/2019	07/23/2019	8629	Sinding, Margaret	40.00	Refund Of Pee Wee Basketball Fee (Not Enough Players)
	347 60 00 01	Youth Basketball Registrati	001 000 340 General Fund	-40.00	Refund Of Pee Wee Basketball Fee (Not Enough Players)	

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
19881	07/23/2019	07/23/2019	7308 SiteCrafting Inc	99.00	Monthly Hosting Cityoffircrest.net 7/15/19
	518 81 41 02	Web Design & Maintenanc	001 000 518 General Fund	99.00	Cityoffircrest.net 7/15/19
19800	07/23/2019	07/23/2019	4065 Smith, Alling, P.S.	125.00	Judge Pro Tempore 7/3/19 (2.5 Hrs)
	512 50 41 02	Prof Srvs - Pro Temp Judge	001 000 512 General Fund	125.00	Judge Pro Tempore 7/3/19 (2.5 Hrs)
19801	07/23/2019	07/23/2019	4065 Smith, Alling, P.S.	100.00	Judge Pro Tempore 7/5/19 (2 Hrs)
	512 50 41 02	Prof Srvs - Pro Temp Judge	001 000 512 General Fund	100.00	Judge Pro Tempore 7/5/19 (2 Hrs)
Total Smith, Alling, P.S.				225.00	
19802	07/23/2019	07/23/2019	5304 South Sound 911	26,397.50	3rd Quarter 2019 Communications / Core Technology Services
	521 22 41 02	Dispatching - Lesa	001 000 521 General Fund	19,807.50	3rd Quarter 2019
	521 22 41 05	IT Charges	001 000 521 General Fund	6,590.00	3rd Quarter 2019
19818	07/23/2019	07/23/2019	4084 Staples Business Advantage	108.02	SAA#1723 Clear Wall Magazine / Brochure Holder
	521 22 35 00	Small Tools & Equip - Poli	001 000 521 General Fund	108.02	SAA#1723 Clear Wall Magazine / Brochure Holder
19809	07/23/2019	07/23/2019	4328 Systems for Public Safety Inc	15,158.47	#68056D (2019) Emergency Equipment Installation
	594 21 64 00	Machinery & Equipment - I	001 000 521 General Fund	15,158.47	#68056D (2019) Emergency Equipment Installation
19810	07/23/2019	07/23/2019	4328 Systems for Public Safety Inc	15,679.09	#68055D (2019) Emergency Equipment Installation
	594 21 64 00	Machinery & Equipment - I	001 000 521 General Fund	15,679.09	#68055D (2019) Emergency Equipment Installation
Total Systems for Public Safety Inc				30,837.56	
19797	07/23/2019	07/23/2019	4120 Tacoma Daily Index	739.07	June 2019 Publications
	594 76 62 00	Buildings & Structures - Pa	001 000 576 General Fund	309.38	P#60 Pool Project Bid Adv.
	595 10 63 06	Project Eng - Alameda Reg	101 000 594 City Street Fun	429.69	P#57 Alameda Grind & Overlay Bid Adv.
19824	07/23/2019	07/23/2019	4133 Tacoma Rubber Stamp	32.19	Name Plates For New Planning Commission Members - Shirley Schultz / Karris Friend
	524 20 35 00	Small Tools & Equip - Bldg	001 000 524 General Fund	16.09	Name Plates For New Planning Commission Members - Shirley Schultz / Karris Friend

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019

Page: 11

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
	558 60 35 00	Small Tools & Equip - Plar	001 000 558 General Fund	16.10	Name Plates For New Planning Commission Members - Shirley Schultz / Karris Friend
19825	07/23/2019	07/23/2019	6749	Tri-Tec Communications Inc	114.30 Service Call - I / S
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	114.30	Service Call - I / S
19876	07/23/2019	07/23/2019	5934	US Bank, City Hall Account	81.19 City Hall Charges Through 7/12/19
	518 81 49 01	Software Licenses	001 000 518 General Fund	39.99	Software License
	558 60 31 00	Office & Oper Sup-Plan	001 000 558 General Fund	41.20	Signs For Planning
19835	07/23/2019	07/23/2019	8484	US Bank, Recreation Dept Account	2,527.20 Rec Charges Through 7/9/19
	571 10 31 01	Oper Supplies - Rec	001 000 571 General Fund	47.92	Replacement Basketball Nets
	571 10 31 02	Senior Supplies	001 000 571 General Fund	30.75	Senior Supplies
	571 10 31 03	Youth Supplies	001 000 571 General Fund	555.43	Day Camp Supplies
	573 90 49 01	Community Events	001 000 573 General Fund	1,893.10	Car Show And Fun Days Supplies
19789	07/23/2019	07/23/2019	8459	Vagias, David	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement 1 Year
19827	07/23/2019	07/23/2019	4188	Verizon Wireless LLC	1,031.53 July 2019 Shared Plan (23 Lines)
	513 10 42 00	Communication - Admin	001 000 513 General Fund	47.78	City Manager 07/2019
	518 30 42 00	Communication - Fac/Equi	001 000 518 General Fund	76.60	Maint. Supervisor & Custodian 07/2019
	521 22 42 00	Communication - Police	001 000 521 General Fund	382.24	Chief, 2 Sergeants And 5 Officers 07/2019
	524 20 42 00	Communications- Bldg	001 000 524 General Fund	23.89	B / P Admin 07/2019
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	93.62	PW Director, Crew & Air Card 07/2019
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	93.62	PW Director, Crew & Air Card 07/2019
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	93.62	PW Director, Crew & Air Card 07/2019
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	93.61	PW Director, Crew & Air Card 07/2019
	558 60 42 00	Communications - Planning	001 000 558 General Fund	23.89	B / P Admin 07/2019
	576 80 42 00	Communication - Parks	001 000 576 General Fund	102.66	Parks Director, Maint. Supervisor & Comm. Events Spec 07/2019
19828	07/23/2019	07/23/2019	4188	Verizon Wireless LLC	487.93 July 2019 Police Air Cards (11) And 1 Officer
	521 22 42 00	Communication - Police	001 000 521 General Fund	487.93	07/2019 Police Air Cards (11) & 1 Officer
Total Verizon Wireless LLC				1,519.46	
19785	07/11/2019	07/23/2019	2221	Waltier, Jill	49.46 04-02690.2 - 1037 FIR PARK LANE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-15.58	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-10.90	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-22.98	

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 12

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
19832	07/23/2019	07/23/2019	4108	Washington Tractor	1,857.73 #455 (2000) John Deere Mower Repair
548 65 48 11	O & M - Parks/Rec	501 000 548	Equipment Ren	1,857.73	
19864	07/23/2019	07/23/2019	4231	Water Mgmt Labs Inc	287.00 Coliform And Fluoride Testing June 2019
534 80 41 00	Water Testing	425 000 534	Water Fund (de	287.00	Coliform & Fluoride Testing 06/2019
19390	05/28/2019	07/23/2019	7040	Williams, Jesse	400.00 DJ For Hawaiian Pool Party 6/1/19
573 90 49 01	Community Events	001 000 573	General Fund	400.00	DJ For Hawaiian Pool Party 6/1/19
19854	07/23/2019	07/23/2019	4256	Winning Seasons	465.98 Staff Shirts (36) And Sweatshirts (4)
571 10 49 00	Miscellaneous - Rec	001 000 571	General Fund	224.20	Rec Staff Shirts (24)
576 80 49 00	Miscellaneous - Parks	001 000 576	General Fund	241.78	Parks Staff Shirts (12) & Sweatshirts (4)
19848	07/23/2019	07/23/2019	5286	Winsupply	196.77 Parts For Fircrest Park Irrigation
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	196.77	Parts For Fircrest Park Irrigation
19853	07/23/2019	07/23/2019	5286	Winsupply	483.41 Parts For Fircrest Park Irrigation
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	483.41	Parts For Fircrest Park Irrigation
Total Winsupply				680.18	
19834	07/23/2019	07/23/2019	2746	Worth Douglas F	67.00 Library Reimbursement 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement 1 Year
19791	07/23/2019	07/23/2019	4264	Wynne, Catherine	67.00 Library Reimbursement 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement 1 Year
19806	07/12/2019	07/23/2019	1663	Yanez, Dora	46.74 03-00250.0 - 513 REGENTS BLVD
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-14.21	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-12.85	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-19.68	

Report Total:

210,384.53

Fund

001 General Fund	172,123.98
101 City Street Fund	5,276.79
415 Storm Drain	2,136.75
425 Water Fund (department)	16,233.81

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/06/2019

Time: 12:35:29 Date: 07/19/2019
Page: 13

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
			426 Water Improvement Fund	4,645.29	
			430 Sewer Fund (department)	7,341.01	
			501 Equipment Rental Fund	2,626.90	

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

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

AGENDA MODIFICATIONS

There were none.

2020 BUDGET EXPECTATIONS DISCUSSION

City Manager Pingel requested feedback from Council regarding 2020 budget expectations beyond maintaining a status quo budget, the pool and bathhouse construction, completing the community center design, parks projects associated with the bond, and software upgrades. Viafore commented on his support for the water meter upgrade and requested staff to research grant opportunities to fund the water meter upgrade. Viafore requested staff to solicit interest from part-time employees on benefits to determine the need. Viafore requested funds for emphasis patrol, particularly for traffic and truck enforcement. Reynolds commented on her support for a cyber security audit to identify gaps, and data architecture maps. Pingel indicated the City was in the process of obtaining a high-level cyber security scan and would report back on the results. Wittner commented on his support for the emphasis patrols and water meter upgrades, looking for funding for an additional police officer and pedestrian crossing safety improvements, and hiring a custodian instead of contracting those services. Waltier commented on his support for pedestrian crossing safety improvements, water meter upgrade phased-in plan, and emphasis patrol, and requested an electronic reader board at Alice Peers Park. Surina requested to include usage on the water utility electronic bill and to take efforts to encourage customers to convert from paper to electronic utility billing and use those postage savings to survey residents on pertinent topics. Surina requested staff to research a facility assessment for the police station to determine costs and options and funding set aside for the start-up of civic groups. Surina inquired on the funding status of the Parks and Recreation storage shed; Pingel indicated it was sufficiently budgeted in this year's budget and that staff was currently reviewing options to fulfill the need. Surina requested funds to evaluate the bicycle lanes and tie into the greater bicycle system. Nixon inquired on the water meter upgrade; Public Works Director Wakefield briefed the Council on the Department's recommendation for advanced metering infrastructure and a phased-in replacement approach. Nixon requested more information on emphasis patrol and determining the need for an additional officer, and commented on his support for the water meter upgrade, part-time benefits, cyber security. George commented on his support of the councilmembers' requests, and requested funding for the recreation registration software. George requested staff to consider submitting a legislative capital budget request for the water meter upgrade and pedestrian crossing safety improvements and a federal grant application for the additional police officer. There was a brief discussion on the Facilities Department and custodial services. Viafore inquired if the City would consider purchasing the vacant 9-acre lot on Mildred Street to be eligible to apply for Brownfield grants. Reynolds recommended adding an analyst to staff in the future to assist the City.

ELECTRON WAY PARKING EVALUATION

Wakefield briefed the Council on the Electron Way parking evaluation and preferred channelization concept, which included reviewing opportunities for additional parking and traffic calming features along Electron Way adjacent to Fircrest Park. Wakefield indicated that the proposed concept would create approximately 17 additional parking stalls in front of the park and that the 45-degree angled parking with 9' wide parking stalls would allow for ease of access for drivers with expected high stall turnover rates. Wakefield stated that the proposed striping concept could be implemented without any major construction and be completed during 2019. Wakefield indicated this would be a \$30,000 project that could be completed via contract and that the maintenance would be done in-house. After a brief discussion on the parking concept, roundabouts, handicap parking, the need for additional parking, and maintenance costs, there was a general consensus to remove the two proposed parking stalls nearest Contra Costa Avenue, widen the parking stalls greater than the standard 9' x 18', and to initiate work now for completion later this year. Wakefield indicated he would return to Council at a later date with a modified concept and a plan to have the proposed parking completed in 2019.

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 7:22 P.M., seconded by Wittner. The Motion Carried (7-0).

Hunter T. George, Mayor

Jessica Nappi, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Hunter T. George called the regular meeting to order at 7:01 P.M. and led the Pledge of Allegiance. Councilmembers Shannon Reynolds, Brett Wittner, Denny Waltier, Blake Surina, and Jamie Nixon were present. George indicated Councilmember David M. Viafore had notified him that he would be late and was excused.

PRESIDING OFFICER'S REPORT

A. Legislative Delegation Session Report

George presented Senator O'Ban and Representatives Kilduff and Leavitt briefed who the Council on the 2019 legislative session report, which included topics on mental health and substance abuse disorder; Western State Hospital; public safety; homelessness; expansion of property tax exemptions; special education funding; health care billing; public infrastructure; supporting local community and school projects; supporting veterans, service members, and families; car tab tax reduction; medical and consumer debt; and workforce development.

Viafore arrived at 7:19 P.M.

Council thanked the legislative delegation for their support on the capital budget, which included \$1 million for the Fircrest pool and community center project. There was a brief discussion on the homestead exemption, the location of the new mental health facilities and their impacts to the nearby communities and schools, restructuring the state's tax system, tax reduction, and health care affordability. Council thanked O'Ban, Kilduff, and Leavitt for their report.

At the request of Waltier, the meeting recessed at 8:01 P.M. for a five-minute recess. The meeting reconvened at 8:06 P.M.

B. Resolution of Appreciation for Karen Patjens

George briefed the Council on Planning Commissioner Patjens' twenty years service to the Planning Commission and read the resolution of appreciation into the record. **Viafore MOVED to approve Resolution No. 1592, recognizing Karen Patjens for twenty years of dedicated service to the City of Fircrest Planning Commission; seconded by Nixon.** George invited councilmember comment; Viafore, Surina, and George thanked her for her service and commitment. George invited public comment; Planning and Building Administrator Stahlnecker commented on her appreciation of Patjens's contribution to the Planning Commission. Patjens thanked the City for the opportunity to serve and commented on her appreciation of the acknowledgements. **The Motion Carried (7-0).**

C. Community Center and Pool Project

City Manager Pingel reported on the community center and pool bids received on June 25, 2019, stating four bids were received and ranged from \$5.0 to \$5.6 million and that due diligence would be done before a staff recommendation would be brought before Council. Pingel indicated this item would be brought before Council for discussion at the July 9, 2019 regular meeting and for approval at the July 23, 2019 regular meeting. There was a brief discussion on process and next steps, documentation, and communicating to the public on the shortened swim season. Parks and Recreation Director Grover indicated August 18, 2019 has been communicated as the scheduled last date for the pool season. George reported that a grant

application was submitted with the Cheney Foundation and Pingel indicated he would include the Foundation's application process with the weekly update.

George read into the record a thank you note from Mary Lewis regarding the City's appearance and flower baskets, and commented on thank you note from Tacoma Public Utilities Regional Relations Manager, LaTasha Wortham. George reported that he and Pingel had recently met with Tacoma School District Executive Director of Planning & Construction and Transportation, Morris Aldridge, and Parametrix Project Manager, Jim Dugan, regarding the school district's bond package for February 2020. George indicated they were developing a list of projects and stated the replacement of Whittier Elementary School was on the proposed list. George indicated the proposed list would be presented to the school board in July 2019 and that the school district representatives would present to Council after the July 2019 school board meeting. Viafore requested staff to research what could be built on the existing site and ensure that the City's codes were reflective of the City's vision. Surina inquired if there were opportunities to partner with Tacoma on the field maintenance and improvements.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment; there were none.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks and Recreation

Waltier had no report to provide and commented on the recent Strawberry Feed event and swimming lessons. Grover reported that swimming lessons were nearly sold out and that there were 90 registrations for the swim team.

B. Pierce County Regional Council

Reynolds had no report to provide as Pierce County Regional Council meeting was canceled.

C. Public Safety, Courts

Surina reported on the safety glass installation, police presence at the community center, a July 10, 2019 workshop for the Police Department on carrying and administering Narcan, and police vehicle laptop replacements. Viafore commented on looking into whether the leftover safety glass could be used.

D. Street, Water, Sewer, and Storm Drain

Nixon reported that the bids for the Alameda Grind and Overlay project would be opened on June 28, 2019 and be brought before Council for an award on July 9, 2019. Nixon reported on the PSE work on Alameda Avenue and the status of the High Tank painting project, and stated that construction on the Farallone Avenue sewer connection project would begin late summer 2019. Nixon indicated that the water main projects on the 400 block of Summit Avenue and 600 block of Contra Costa Avenue would begin after July 4, 2019. Nixon indicated that the crack sealing, street painting and completion of LED conversion would be completed late summer. Nixon reported that the water use efficiency and consumer confidence report was included in the current recent utility bill. Nixon reported that as part of water conservation efforts, City services include landscape moisture readings for residents and that a water conservation booth would be included at the upcoming Fun Days event. There was a brief discussion on the LED conversion project and related cost savings, and Viafore requested staff to look into the road service at the 1200 block of Farallone Avenue.

E. Other Liaison Reports

Reynolds commented available grants through Pool Safety Grant Program, which provides local governments with assistance to help implement enforcement and education programs, with the goal of preventing drownings in pools.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 213204 through Voucher Check No. 213261 in the amount of \$302,433.52; approval of Payroll Check No. 13663 through Payroll Check No. 13668 in the amount of \$115,979.28; approval of the May 28, 2019 regular meeting minutes as corrected; and approval of the June 11, 2019 Regular meeting minutes. George briefed the Council on the corrections made to the May 28, 2019 regular meeting minutes. **Viafore MOVED to approve the Consent Calendar as corrected and as read; seconded by Wittner. The Motion Carried As Corrected and As Read (7-0).**

PUBLIC HEARING

None scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. Resolution: Fun Days Fireworks Display Agreement

Grover briefed the Council on a proposed resolution that would authorize an agreement with Alpha Pyrotechnics to provide a firework display for the City's July 20, 2019 Fun Days event. **Reynolds MOVED to adopt Resolution No. 1593, authorizing the City Manager to enter into agreement with Alpha Pyrotechnics for a firework display on July 20, 2019; seconded by Wittner.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

B. Resolution: National Night Out Fireworks Display Agreement

Police Chief Cheesman briefed the Council on a proposed resolution that would authorize an agreement with Alpha Pyrotechnics to provide a firework display for the City's August 6, 2019 National Night Out event. Cheesman indicated the cost of the fireworks display was \$6,700 and would be paid for with donated funds. **Reynolds MOVED to adopt Resolution No. 1594, authorizing the City Manager to execute an agreement with Alpha Pyrotechnics, for a fireworks display on August 6, 2019; seconded by Nixon.** George invited councilmember comment; Viafore inquired on the contract payment terms. Staff and City Attorney Smith confirmed payment was customarily made after the event. George invited public comment; none were provided. **The Motion Carried (7-0).**

C. Resolution: Pierce County Brine Agreement

Pingel briefed the Council on the proposed amendment to the memorandum of agreement between Pierce County and the City of Fircrest for the purchase of road supplies primarily brine used for deicing the roads, stating this amendment amends the agreement due to changes in Pierce County's compensation and billing procedures. **Reynolds MOVED to adopt Resolution No. 1595, authorizing the City Manager to execute a second amendment to the Memorandum of Agreement CC-91901 between Pierce County and the City of Fircrest; seconded by Wittner.** George invited councilmember comment; Nixon commented

on a concern from the Public Works Director regarding potential supply shortages at the county level. George invited public comment; none were provided. **The Motion Carried (7-0).**

CITY MANAGER COMMENTS

Pingel reported that the City was in process of transitioning to Office 365 and would send instructions to Council on the Office 365 Outlook web app for access. Pingel requested Council feedback regarding the Kokich Larry Anderson statues, stating Marilyn Kokich's preference was for the City to accept the baseball statue and place it in the park overlooking the baseball fields. After a brief discussion on the need to develop a policy on receiving donated art and decommissioning, there was a general consensus to accept the baseball statue. **Viafore MOVED to authorize the City Manager to receive a donated sculpture from the Kokich family; seconded by Reynolds.** George invited councilmember comment; Wittner inquired if the motion should specify the baseball statue. Viafore indicated that although staff was aware of Council's preference for the baseball statue, there was a possibility the baseball statue would not be available and so the Council would still prefer to accept a statue. Council requested staff to communicate on behalf of Council its appreciation of Kokich's generosity. George invited public comment; none were provided. **The Motion Carried (7-0).**

Viafore inquired on the status of the IT security scan; Pingel indicated the report would be completed within the next few weeks.

DEPARTMENT HEAD COMMENTS

None were provided.

COUNCILMEMBER COMMENTS

- Viafore thanked employees and management team for their City beautification efforts.
- Reynolds reported that she would be on vacation September 1-6, 2019.
- Wittner commented on the Strawberry Feed event.
- Waltier commented on the community sponsorship donation form included in the recent Town Topics issue and on the Regence Boulevard island status.
- Surina welcomed Waltier to his neighborhood.
- Nixon thanked the audience for their attendance and indicated he would be absent from the July 9, 2019 regular Council meeting.
- George requested councilmembers to provide staff notice of any upcoming meeting absences and vacation schedules, and reported that he would be absent from the July 9, 2019 regular Council meeting. George thanked the audience for their attendance.

EXECUTIVE SESSION

At 9:05 P.M., George reported that Council would take a three-minute recess and convene into Executive Session, not to exceed the hour of 9:50 P.M., to discuss the performance of a public employee pursuant to RCW 42.30.110. George noted that Pingel would be joining the Executive Session and that no further action would take place other than adjournment.

The Council reconvened into regular session at 9:26 P.M.

JUNE 25, 2019

FIRCREST CITY COUNCIL MEETING MINUTES – REGULAR 5

ADJOURNMENT

Wittner MOVED to adjourn the meeting at 9:26 P.M., seconded by Reynolds. The Motion Carried (7-0).

Hunter T. George, Mayor

Jessica Nappi, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Hunter T. George called the special meeting to order at 4:00 P.M. and led the pledge of allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Denny Waltier, and Jamie Nixon were present. Councilmember Blake Surina was absent.

AGENDA MODIFICATIONS

There were none.

FIRCREST COMMUNITY POOL AND BATHHOUSE PROJECT

City Manager Pingel reported on the Fircrest Community Pool and Bathhouse project, stating the project was advertised for bids on May 30, 2019, and bids were opened on June 25, 2019. Pingel indicated that after legal consultation, it was recommended that the City reject all bids for the project in order to clarify the bid instructions to bidders and then re-bid the project. Pingel stated RCW 35.23.352 provided the City the right to reject any and all bids for any or no reason. Pingel indicated that a 13-day bid advertisement timeline was required per RCW 35.23.352 and stated that should the Council approve the recommended resolution, the bid would be posted July 2, 2019 with a bid opening on July 17, 2019. Pingel indicated that there would be an opportunity to discuss the project and contract at the July 9, 2019 regular Council meeting and July 15, 2019 study session, and that a recommendation for project bid award and contract approval would be brought to Council for consideration for approval at the July 23, 2019 regular Council meeting. **Nixon MOVED to approve Resolution No. 1596, to reject all bids for the Fircrest Community Pool and Bathhouse project; seconded by Reynolds.** George invited councilmember comment; Waltier inquired if staff had received responses from bidders regarding the bid readvertisement. Pingel indicated he had not. Viafore inquired about the clarifications; Pingel indicated the bid document instructions would clarify what would be required from bidders regarding bid submittals. George commented on the timeline and indicated a special meeting could be called should it be needed. Waltier inquired if the bidders were aware that Council would be taking action to reject all bids; Pingel indicated the bidders had been notified after the July 1, 2019 special meeting had been called. Wittner inquired on the likelihood of not receiving bids; Pingel indicated there was an interest in the project and that should no bids be submitted, the City would need to extend the bid date. George invited public comment; none were provided. **The Motion Carried (6-0 with Surina absent).**

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 4:08 P.M., seconded by Nixon. The Motion Carried (6-0 with Surina absent).

Hunter T. George, Mayor

Jessica Nappi, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Hunter T. George called the special meeting to order at 4:30 P.M. and led the pledge of allegiance. Councilmembers Shannon Reynolds, Brett Wittner, Denny Waltier, and Blake Surina were present. Councilmember David M. Viafore and Jamie Nixon were absent and excused.

APPROVAL OF VOUCHERS AND PAYROLL CHECKS

Reynolds MOVED to approve Voucher Check No. 213262 through Voucher Check No. 213335 in the amount of \$284,829.58 and Payroll Check No. 13681 through Payroll Check No. 13685 in the amount of 126,378.42; seconded by Wittner. George invited councilmember comment; Waltier inquired if the voucher report were the corrected version; City Manager Pingel confirmed. George invited public comment; none were provided. **The Motion Carried (5-0 with Viafore and Nixon absent).**

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 4:31 P.M., seconded by Wittner. **The Motion Carried (5-0 with Viafore and Nixon absent).**

Hunter T. George, Mayor

Jessica Nappi, City Clerk

NEW BUSINESS: Pool and Bathhouse Project Bid Award and Contract Approval
ITEM 10A.

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION:

BASE BID ONLY: I move the City Council authorize the City Manager to award the contract for the Pool and Bathhouse project to Kassel & Associates, Inc. for \$5,491,703 plus a contingency amount of \$499,700 for a total of \$5,991,403 to prepare and execute the required contract documents, and to give the “Notice to Proceed” to commence construction of the project.

BASE BID + PARKING ALTERNATE: I move the City Council authorize the City Manager to award the contract for the Pool and Bathhouse project to Kassel & Associates, Inc. for \$5,542,257 plus a contingency amount of \$504,300 for a total of \$6,046,557 to prepare and execute the required contract documents, and to give the “Notice to Proceed” to commence construction of the project.

PROPOSAL: It is proposed that the City of Fircrest award the contract for the Pool and Bathhouse project to Kassel & Associates, Inc. By this action, the Council gives authorization to prepare and execute contract documents, and give the low bidder a “Notice to Proceed” with the work detailed in the plans and specifications. The amounts in the recommendations above include sales tax.

FISCAL IMPACT: Three (3) bids were received, which ranged from \$4,997,000 to \$5,135,000 for the base bid before sales tax. The engineer’s estimate for base bid is \$5,220,000.

ADVANTAGE: This bid is within the budget amount for this project. The low bidder is responsive and comes recommended to do this project.

DISADVANTAGES: None identified.

ALTERNATIVES: Three (3) alternate bid items were included in the bid. Bid Alternate 1 was for the cost for the angle-in parking adjacent to the pool. Bid Alternate 2 was for the cost reduction for using cyclone fencing instead of metal picket fencing. Bid Alternate 3 was for the cost of linoleum flooring in the party room. The low bidder also had the lowest alternate bid items other than bid alternate 2 where deductions were all within a few hundred dollars of each other. City staff propose 2 potential motions, though others could also be possible. Whereas the alternate for parking is the most significant and one that should be decided on as early as possible. City staff recommend including the parking alternate bid at \$46,000 in the bid award. The parking needs to get done regardless of whether it is done by the contractor as a part of the project or done separately. We made it an alternate in case it was going to have a more significant impact on the cost, in which case the City would have the option of completing the parking separate from this project. At \$46,000, it is unlikely the City could get the parking done for less than that doing the work separate from this project. Even including the parking alternate in the bid award, the award is less than the architect’s estimate.

HISTORY: This project includes demolition of existing locker rooms and pump house, existing utilities and paving, clearing and grubbing of site. New work includes 4,700 square foot bathhouse and two pools with surrounding pool decks, grading, paving, sidewalks, retaining walls, and other work. The project was initially bid on June 25, 2019, however, the City Council rejected all bids and re-bid the project. The re-bid was done July 17, 2019. All 3 bidders were responsive.

ATTACHMENTS: [Certified Bid Tabulation and Bidder’s Checklist](#)
[Recommendation Letter](#)

City of Fircrest
Pool and Bathhouse Project
Bid Tab

7/17/2019

Bid Items

			Construction Enterprises & Contractors, Inc.	Lincoln Construction, Inc.	Kassel & Associates, Inc.
Item #	Item Description	Unit	Total	Total	Total
1	Base Bid	LS	\$5,000,800.00	\$5,135,000.00	\$4,997,000.00

SUBTOTAL	\$5,000,800.00	SUBTOTAL	\$5,135,000.00	SUBTOTAL	\$4,997,000.00
SALES TAX (9.9%)	\$495,079.00	SALES TAX (9.9%)	\$508,365.00	SALES TAX (9.9%)	\$494,703.00
GRAND TOTAL	\$5,495,879.00	GRAND TOTAL	\$5,643,365.00	GRAND TOTAL	\$5,491,703.00

Alternate Bid Items

			Construction Enterprises & Contractors, Inc.	Lincoln Construction, Inc.	Kassel & Associates, Inc.
Item #	Item Description	Unit	Total	Total	Total
1	ADD Alternate - Diagonal Parking at Contra Costa	LS	\$58,100.00	\$60,000.00	\$46,000.00
2	Chainlink fencing DEDUCT in lieu of metal picket fencing	LS	(\$12,416.00)	(\$12,500.00)	(\$12,000.00)
3	Party Room lineoem flooring in lieu of polished concrete finish	LS	\$2,820.00	\$4,000.00	\$500.00

Alternate Bid Items

			Construction Enterprises & Contractors, Inc.	Lincoln Construction, Inc.	Kassel & Associates, Inc.
Item #	Item Description	Unit	Total	Total	Total
1	Excavate and Remove Unstable Soils	UP	\$3,150.00	\$55.00	\$34.00
2	Import and place structural fill	UP	\$3,075.00	\$65.00	\$33.00

Subcontractor Listing

			Construction Enterprises & Contractors, Inc.	Lincoln Construction, Inc.	Kassel & Associates, Inc.
	Item Description				
	Swimming Pool		The Pool Company	CEM Aquatics	The Pool Company
	Mechanical		Capital Heating and Cooling	Capital Heating and Cooling	Capital Heating and Cooling
	Plumbing		Kelly Mechanical Inc.	DM Kelly	Sound Plumbing LLC
	Electrical		BES Electrical Services	BES Electrical Services	BES Electrical Services
	Shotcrete		The Pool Company	CEM Aquatics	The Pool Company

BIDDER'S CHECK LIST

- A. PROPOSAL SIGNATURE SHEET
- B. BID BOND
- C. NON-COLLUSION AFFIDAVIT
- D. SUBCONTRACTOR LISTING
- E. CONTRACTOR STATEMENT OF QUALIFICATIONS
- F. SUPPLEMENTAL BIDDER QUALIFICATIONS
- G. ACKNOWLEDGMENT OF ADDENDA 1-4

Remarks

[illegible]

Recommendation

To: Fircrest City Council
From: Scott Pingel
Date: July 18, 2019
Re: Pool and Bathhouse Project Bid Award Recommendation

Honorable Mayor and City Councilmembers,

Three (3) bids were received and reviewed for the Fircrest Pool and Bathhouse project. A Bid Tab was prepared and a copy is attached. The low bid was submitted by Kassel & Associates Inc. with a base of \$4,997,000 (\$5,491,703 with sales tax) with the following bid alternates:

- ADD alternate 1 for angle-in parking adjacent to the pool \$46,000
- DEDUCT alternate 2 for cyclone fencing -\$12,000
- ADD alternate for linoleum flooring in party room \$500

The company included the correct forms and bond. Their experience and references have been reviewed and indicate that they are capable of completing the work.

Therefore, staff recommends that the contract be awarded to Kassel & Associates Inc.

NEW BUSINESS: August 13, 2019 Regular Council Meeting Location Change
ITEM 10B.

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, designating the location of the August 13, 2019 City Council regular meeting at the Roy H. Murphy Community Center, 555 Contra Costa Avenue, Fircrest, Washington.

PROPOSAL: The Council is being asked to adopt the proposed resolution, which would authorize the change of location of the August 13, 2019 City Council regular meeting to the Community Center. This would comply with Fircrest Municipal Code Sections 2.12.20, which requires setting the meeting and that a resolution be adopted to change the location of the Council meeting when it is not held in City Hall.

FISCAL IMPACT: None identified.

ADVANTAGE: Enables the City Council to achieve a wider range of public contact.

DISADVANTAGES: Audio recording of the meeting will not be available at the Community Center.

ALTERNATIVES: Hold the meeting at City Hall.

HISTORY: Occasionally, the City Council has held special and public meetings at the Community Center to make it easy for the community to take part and help stimulate dialogue in non-traditional meeting places.

ATTACHMENT: [Resolution](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, DESIGNATING THE LOCATION OF
THE AUGUST 13, 2019 CITY COUNCIL REGULAR MEETING AT THE
ROY H. MURPHY COMMUNITY CENTER, 555 CONTRA COSTA
AVENUE, FIRCREST, WASHINGTON.**

WHEREAS, it is the desire of the City Council of the City of Fircrest to hold the City Council's August 13, 2019 regular council meeting at the Roy H. Murphy Community Center; and

WHEREAS, Fircrest Municipal Code 2.12.020 (Place of regular or special meeting – Open to public) provides for the City Council to hold meetings at a location other than the Fircrest City Hall by adopting a resolution at least ten (10) days in advance of the meeting to be held. Now, Therefore,

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

Section 1. Pursuant to Fircrest Municipal Code 2.12.020, the Fircrest City Council determines that the regular meeting scheduled to be held August 13, 2019 will be located at the Roy H. Murphy Community Center, 555 Contra Costa Avenue, Fircrest, Washington, starting at 7:00 P.M.

Section 2. A copy of this resolution shall be posted at all public posting places in the City as required by law.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 23rd day of July 2019.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

NEW BUSINESS: Cumulative Reserve Transfer
ITEM 10C.

FROM: Colleen Corcoran, Finance Director

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, transferring \$250,000 from the General Fund, Undesignated Fund Balance to the Cumulative Reserve Fund (General Fund Portion).

PROPOSAL: The Council is being asked to adopt the proposed ordinance authorizing the transfer of \$250,000 General Fund Undesignated Fund to Cumulative Reserve Fund (General Fund portion).

FISCAL IMPACT: This money will be held in the Cumulative Reserve Fund rather than the General Fund. The Cumulative Reserve Fund (General Fund portion) will increase to \$3,250,000.

ADVANTAGE: Transfer into or out of Cumulative Reserves requires an ordinance with a super majority vote of the Council. The funds will generate interest revenue for the General Fund.

DISADVANTAGES: General Fund Ending Fund Balance will be decreased. General Fund will not have the funds readily available for use.

ALTERNATIVES: Do not transfer the money and leave it in the General Fund.

HISTORY: The last transfer was in 2014 when Council authorized a transfer of \$500,000 from General Fund Undesignated Fund Balance to Cumulative Reserve Fund (General Fund portion) to increase reserves for emergencies. At the April 9th Council meeting, Council authorized a Budget Amendment to move \$250,000 from the General Fund to the Cumulative Reserve Fund (General Fund portion) using the excess fund balance from 2018. This will allow funds to be set aside to fund the Pool/Community Center project if needed.

ATTACHMENT: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
TRANSFERRING \$250,000 FROM THE GENERAL FUND TO THE
CUMULATIVE RESERVE FUND (GENERAL FUND PORTION).**

WHEREAS, as included in the 2019 Budget, the Fircrest City Council authorizes a transfer of \$250,000 from the General Fund Undesignated Fund Balance to Cumulative Reserve Fund (General Fund portion) to establish a reserve for emergencies. Now, Therefore,

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

Section 1. Transfer of Funds: \$250,000 of General Fund, Undesignated Fund Balance to be transferred to the Cumulative Reserve Fund (General Fund portion).

Section 2. Publication and Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the city. This ordinance shall be effective five (5) days after such publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,
at a regular meeting thereof this 23rd day of July 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: Adoption of Financial Policies
ITEM 10D.**

FROM: Colleen Corcoran, Finance Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, adopting financial policies for the City of Fircrest.

PROPOSAL: The Council is being asked to adopt the proposed resolution, which would adopt financial policies for the City of Fircrest.

FISCAL IMPACT: Written financial policies will help during the bond rating process, thus potentially lowering our interest rate when issuing bonds.

ADVANTAGE: Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

HISTORY: A draft financial policy was reviewed at the study session on July 15, 2019. Council made some recommended changes. A red line version of the policy is attached. These policies are consistent with what we are currently doing but are being adopted at this time as written policies to provide continuity for elected officials and staff. City staff are not recommending any changes to current policies or procedures with this policy. Per the emails from our Bond Underwriter, Jim Nelson, we need an overall financial policy to prepare to present to bond rating agencies. As you saw from the emails with Jim Nelson, S&P Global considered Dupont's policy to be strong and robust. We have modeled our policy after Dupont's while staying true to how we operate. Jim also expressed that an updated or formal financial policy is a key factor from a rating agency perspective.

ATTACHMENTS: [Resolution Financial Policies](#)
[Financial Policies \(tracked changes\)](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, ADOPTING FINANCIAL POLICIES FOR
THE CITY OF FIRCREST.**

WHEREAS, it is beneficial for the City of Fircrest to have written and adopted City financial policies; and

WHEREAS, written financial policies assist the elected officials and staff in the financial management of the City as well as saving time and energy when discussing financial matters, engender public confidence, and provide continuity over time as elected officials and staff members change; and

WHEREAS, written financial policies will help during bond rating processes, thus potentially lowering the City's interest rate when issuing bonds. Now, Therefore

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

Section 1. The City Council hereby adopts the Financial Policies, which are attached hereto and incorporated herein by this reference.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of July 2019.

APPROVED:

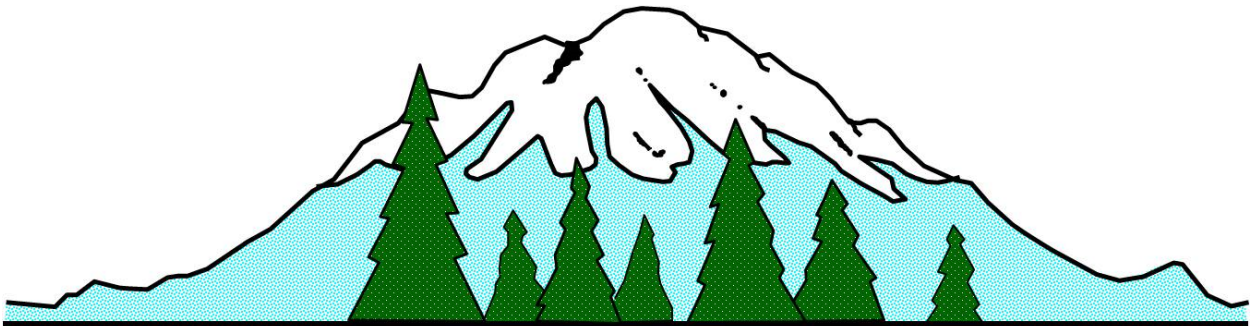
Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney



THE CITY OF FIRCREST

Financial Policies

Resolution No. _____

Approved _____, 2019

Effective _____, 2019

Table of Contents

Statement of Purpose	1
Financial Goals	1
Financial Policies	1
I. General Policies	2
II. Revenue Policies	2
A. General Revenues.....	2
B. Fees and Charges.....	3
C. Grants and Gifts.....	3
III. Expenditure Policies	4
IV. Operating Budget Policies	5
V. Capital Management Policies	6
A. Capital Facilities Plan	6
B. Capital Asset Management	6
VI. Accounting Policies.....	7
VII. Debt Policies	7
VIII. Cash Management and Investment Policies	8
IX. Reserve Policies	9
A. Cumulative Reserve (created by Ordinance No. 956)	9
B. General Fund	9
C. Enterprise Funds.....	9
D. Equipment Rental & Replacement Fund	9
E. Additional Reserves.....	9

City of Fircrest

Financial Policies

Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document serve as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

Financial Goals

The City of Fircrest's financial goals seek to:

- Ensure the financial integrity of the City.
- Manage the financial assets in a sound and prudent manner.
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate decisions that affect the City on a long-term basis.
 - Managers as they implement policy on a day-to-day basis.
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens.
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities.

Financial Policies

Fircrest's financial policies address the following major areas:

- | | |
|-------------------------------------|--|
| I. General Policies | VI. Accounting Policy |
| II. Revenue Policies | VII. Debt Policy |
| III. Expenditure Policies | VIII. Cash Management/Investment Policy |
| IV. Operating Budget Policy | IX. Reserve Policy |
| V. Capital Management Policy | |

I. General Policies

1. The City Council shall adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The City Manager shall develop administrative policies and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

II. Revenue Policies

Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

A. General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All non-restricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.
5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised, and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

B. Fees and Charges

1. Enterprise and Internal Service operations will be self-supporting.
2. The City will maximize the use of service users' charges in lieu of ad valorem (property) taxes and subsidies from other City funds, for services that can be identified and where costs are directly related to the level of service provided.
 - a. Charges for providing utility services should be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements. Grants and Real Estate Excise Taxes (REET) may be utilized to leverage City funds to help reduce user fee increases.
 - b. User charges should fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
 - c. Park recreation programs should strive to be funded by a users' charge. User charges shall consider the cost of comparable services where practical.
 - d. Other reimbursable work performed by the City (labor, meals, contracted services, equipment and other indirect expenses) shall be billed at actual or estimated actual cost.
 - e. Charges for services should accurately reflect the actual or estimated cost of providing a specific service. The cost of providing specific services will be recalculated periodically, and the fee adjusted accordingly. The City will maintain a current schedule of fees and charges, showing when the fees were last reviewed and/or recalculated. Fees, charges, and utility rates will be reviewed every year during the budget process at a minimum.
 - f. The City will consider market rates and charges levied by other municipalities and comparable services for like services in establishing rates, fees, and charges.
 - g. Certain fees, such as rental fees, will be based upon market conditions and are not subject to the limitations of cost recovery.

C. Grants and Gifts

1. Grant funding for programs or items which address the City's current priorities and policy objectives should be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund on-going programs.
2. Before accepting any grant, the City shall thoroughly consider the implications in terms of ongoing obligations that will be required in connection with acceptance of said grant.
3. All grants and other federal and state funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gifts and donations shall be managed and expended in accordance with the City's Donation Policy (Ordinance No. 1633) and the wishes and instructions of the donor.

III. Expenditure Policies

Identify priority services, establish appropriate service levels, and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of services.

1. The City will strive to adopt an annual General Fund budget in which current expenditures do not exceed current projected revenues. Capital expenditures may be funded from one-time revenues or Ending Fund Balance.
2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
3. The City will take corrective actions if at any time during the fiscal year expenditure and revenue re-estimates are such that an operating deficit is projected at year-end. Corrective actions can include a hiring freeze, expenditure reductions, or fee increases. The City Council may approve a short-term interfund loan or use of one-time revenue sources to address temporary gaps in cash flow, although this will be avoided if possible.
4. Long-term debt or bond financing shall not be used to finance current operating expenditures unless approved by voters.
5. The City shall assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.
7. All compensation planning and collective bargaining will focus on the total cost of compensation which includes direct salary, health care benefits, pension contributions, and other benefits which are a cost to the City.
8. Periodic comparisons of service delivery will be made to ensure that quality services are provided to our citizens at the most competitive and economical cost. Privatization and contracting with other governmental agencies will be evaluated as alternatives to service delivery where appropriate. Programs that are determined to be inefficient and/or ineffective shall be reduced in scope or eliminated.
9. Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefiting entity by user fees.
10. The City will make every effort to maximize any discounts offered by creditors/vendors. Staff will also use competitive bidding per the Purchasing Policy to attain the best possible price on goods and services.

IV. Operating Budget Policies

1. The City Council will adopt and maintain a balanced annual operating budget.
2. The City will strive to adopt a budget where current annual operating revenues will be equal to or greater than current operating expenditures.
3. Balanced revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, contractual obligations, and capital improvements. The forecast will encompass five (5) years and will be updated annually.
4. In the event a balanced budget is not attainable, and the cause of the imbalance is expected to last for no more than one year, the planned use of reserves to balance the budget is permitted. If a budget shortfall is expected to continue beyond one year, the planned use of reserves must be developed as part of a corresponding strategic financial plan to close the gap through revenue increases or expenditure decreases.
5. Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy and will be available for capital expenditures and/or "one-time" only General Fund expenditures.
6. The City will provide for adequate maintenance and the orderly replacement of capital assets and equipment. Fleet and equipment replacement will be accomplished using a "rental" rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for the replacement of the vehicles and equipment.
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8. The City Manager shall annually present to the City Council a proposed operating budget at the second Council meeting in September or sooner. The City Council must adopt by ordinance a final balanced budget no later than December 31 of each year.
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10. Budget control and accountability is maintained at the departmental level.
11. In no case may total expenditures of a fund exceed that which is appropriated by the City Council without a budget amendment. Amendments to the budget are approved by the City Council.

V. Capital Management Policies

Review and monitor the state of the City's capital equipment and infrastructure, setting priorities for its replacement and renovation based on needs, funding alternatives, and availability of resources.

A. Capital Facilities Plan

1. The City will develop a Capital Facilities Plan (CFP) as defined and required by RCW 36.70A.070 which is consistent with the City Comprehensive Plan. The plan shall be for a period of six (6) years.
2. The CFP will include all projects to maintain public capital facilities required to maintain service levels at standards established by the City Council. It may also include for consideration such other projects as requested by the City Council.
3. The CFP will provide details on each capital project plan including estimated costs, sources of financing and a full description of the project.
4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually, and a report will be presented by the City Manager or his/her designee, to the City Council.

B. Capital Asset Management

1. The City will maintain its capital assets at a level adequate to protect the City's capital investments and to minimize future maintenance and replacement costs.
2. The budget will provide for adequate maintenance and orderly replacement of capital assets from current revenues where possible.
3. The capitalization threshold used in determining if a given asset qualifies for capitalization is \$1,000 per item with a useful life of over one year. All capital assets shall have a City of Fircrest property tag affixed to it when placed into service.
4. Minor equipment that falls below the \$1,000 threshold but is subject to shrinkage shall have a City of Fircrest property tag affixed to it when placed into City service and will be accounted for on the "Small and Attractive" inventory list.
5. The Finance Department will conduct an annual physical count/inspection of all capital assets.
6. Adequate insurance will be maintained on all capital assets consistent with the results of the annual physical count/inspection.

VI. Accounting Policies

Comply with prevailing federal, state, and local statutes and regulations. Conform to a comprehensive basis of accounting in compliance with Washington State statutes and with generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA) where applicable.

1. The City uses the cash basis of accounting which is a departure from generally accepted accounting principles (GAAP).
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3. Quarterly budget reports showing the status of revenues and expenditures will be prepared and presented to Council in a timely manner and made available for public inspection.
4. Electronic financial systems will be maintained to monitor revenues, expenditures, and program performance on an ongoing basis.
5. The Annual Financial Report will be prepared and submitted to the State Auditor's Office no later than 150 days from the end of the preceding fiscal year.
6. The Annual Financial Report will be prepared on a cash basis of accounting that demonstrates compliance with Washington State statutes and the BARS manual prescribed by the State Auditor, which is a comprehensive basis of accounting other than generally accepted accounting principles. The report will provide full disclosure of all financial activities and related matters.
7. An annual audit shall be performed by the Washington State Auditor's Office, which will issue an official opinion on the annual financial statements, along with a report on accountability for public resources and compliance with state laws and regulations and its own policies and procedures.
8. The City's budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units, and as a communications device for all significant budgetary issues, trends and resources.

VII. Debt Policies

Establish guidelines for debt financing that will provide needed capital equipment and infrastructure improvements while minimizing the impact of debt payments on current revenues.

1. The City will not use long-term debt to pay for current operations. The use of bonds or certificates of participation will only be considered for significant capital and infrastructure improvements.
2. The term of the debt shall never extend beyond the useful life of the improvements to be financed.
3. General obligation debt will not be used for self-supporting enterprise activity.
4. The general policy of the City is to fund general-purpose public improvements and capital projects that cannot be financed from current revenues with voter approved general obligation debt. Non-voter approved debt may be utilized when a dedicated revenue source can be identified to pay debt service expenses.
5. The general policy of the City is to establish debt repayment schedules that use level annual principal and interest payments.
6. Interest earnings on bond proceeds will be limited to:
 - a. funding the improvements specified in the authorizing bond ordinance, or
 - b. payment of debt service on the bonds.

7. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
8. The City will use the most prudent methods of acquiring capital outlay items, including the use of lease-purchase agreements. In no case will the City lease- purchase equipment whose useful life is less than the term of the lease.
9. The City will maintain its bond rating at the highest level fiscally prudent, so that future borrowing costs are minimized and access to the credit market is preserved. The City will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.

VIII. Cash Management and Investment Policies

Manage and invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.

1. Cash and Investment programs will be maintained in accordance with the City's Investment Policy (Resolution #480) that ensures that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.
2. Currently the Local Government Investment Pool (LGIP), which is an investment vehicle maintained by the State Treasurer's Office to help local governmental entities achieve higher rates of return by pooling local funds for economies of scale, and federal bonds are the investment vehicles used for the City.
3. The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
4. Monthly reports will be prepared and distributed to all departments and the City Council showing cash position, and year-to-date budgeted and actual expenditures.
5. The City will conduct annual reviews of its internal controls and cash handling procedures.
6. Internal controls will be tested on a quarterly basis at a minimum.

IX. Reserve Policies

Maintain the reserves and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

A. Cumulative Reserve (created by Ordinance No. 956)

1. The City's goal shall be to maintain a Cumulative Reserve Fund as established by Ordinance No. 956.
2. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations occurring in the fiscal year or one-time revenue losses.
3. Contributions will be budgeted from fund resources as available to establish and maintain reserve levels.
4. All expenditures drawn from the reserve account shall require prior Council approval by ordinance.

B. General Fund

1. The City's goal shall be to maintain a General Fund ending fund balance of at least three (3) months of the General Fund adopted operating expenditures.

C. Enterprise Funds

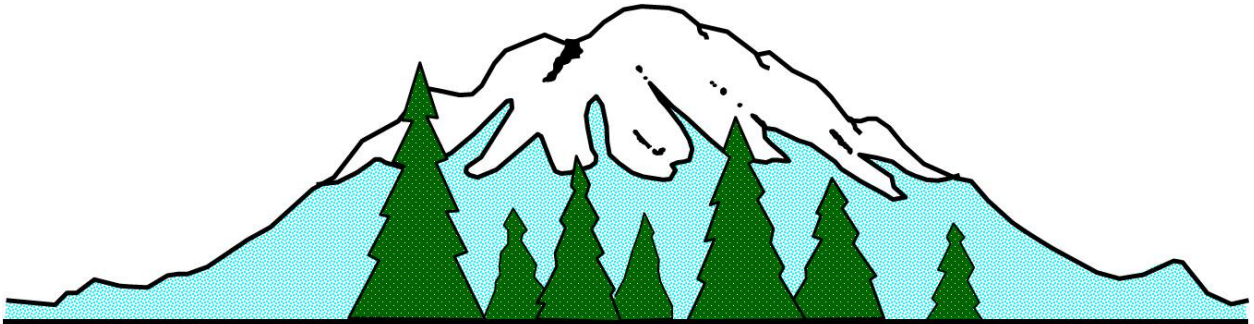
1. The City's Enterprise Funds goal will be to maintain reserves equal to at least three (3) months of their adopted operating expenditures.

D. Equipment Rental & Replacement Fund

1. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
2. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

E. Additional Reserves

1. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.



THE CITY OF FIRCREST

Financial Policies (Tracked Changes)

Resolution No. _____

Approved _____, 2019

Effective _____, 2019

Table of Contents

Statement of Purpose	1
Financial Goals	1
Financial Policies	1
I. General Policies	2
II. Revenue Policies	2
A. General Revenues	2
B. Fees and Charges	3
C. Grants and Gifts	3
III. Expenditure Policies	4
IV. Operating Budget Policies	5
V. Capital Management Policies	6
A. Capital Facilities Plan	6
B. Capital Asset Management	6
VI. Accounting Policies	7
VII. Debt Policies	7
VIII. Cash Management and Investment Policies	8
IX. Reserve Policies	9
A. Cumulative Reserve (created by Ordinance No. 956)	9
B. General Fund	9
C. Enterprise Funds	9
D. Equipment Rental & Replacement Fund	9
E. Additional Reserves	9

City of Fircrest

Financial Policies

Statement of Purpose

The financial integrity of our City government is of utmost importance. To discuss, write, and adopt a set of financial policies is a key element to maintaining this integrity. Our City has evolved with a variety of financial policies that can be found in many different sources including: City Council Resolutions and Ordinances; Budget documents; and Capital Improvement Programs. The set of policies within this document serve as a central reference point of the most important of our policies, which are critical to the continued financial health of our local government.

Written, adopted financial policies have many benefits, such as assisting the elected officials and staff in the financial management of the City, saving time and energy when discussing financial matters, engendering public confidence, and providing continuity over time as elected officials and staff members change. While these policies will be amended periodically, they will provide the foundation and framework for many of the issues and decisions facing the City. They will promote sound financial management and assist in the City's stability, efficiency, and effectiveness.

Financial Goals

The City of Fircrest's financial goals seek to:

- Ensure the financial integrity of the City.
- Manage the financial assets in a sound and prudent manner.
- Improve financial information for decision makers at all levels:
 - Policy makers as they contemplate decisions that affect the City on a long-term basis.
 - Managers as they implement policy on a day-to-day basis.
- Maintain and further develop programs to ensure the long-term ability to pay all costs necessary to provide the level and quality of service required by the citizens.
- Maintain a spirit of openness and transparency while being fully accountable to the public for the City's fiscal activities.

Financial Policies

Fircrest's financial policies address the following major areas:

- | | |
|-------------------------------------|--|
| I. General Policies | VI. Accounting Policy |
| II. Revenue Policies | VII. Debt Policy |
| III. Expenditure Policies | VIII. Cash Management/Investment Policy |
| IV. Operating Budget Policy | IX. Reserve Policy |
| V. Capital Management Policy | |

I. General Policies

1. The City Council ~~may~~ shall adopt resolutions or ordinances to set financial policies to assure the financial strength and accountability of the City.
2. The City Manager shall develop administrative policies and general procedures for implementing the City Council's financial policies.
3. All City Departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and programs will be developed to reflect current policy directives, projected resources, and future service requirements.
4. To attract and retain employees necessary for providing high quality services, the City shall establish and maintain a competitive compensation and benefit package with the public and private sectors.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis, and support favorable legislation at the state and federal level.
6. Initiate, encourage, and participate in economic development efforts to create job opportunities and strengthen the local economy.
7. The City will strive to maintain fair and equitable relationships with its contractors and suppliers.

II. Revenue Policies

Design, maintain, and administer a revenue system that will assure a reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

A. General Revenues

1. Current expenditures will be funded by current revenues. The City will try to maintain a diversified and stable revenue system to protect programs from short-term fluctuations in any single source.
2. Budgeted revenues will be estimated conservatively using accepted standards and estimates provided by the state, other governmental agencies or reliable economic forecasters when available.
3. General Fund and other unrestricted revenues will not be earmarked for specific purposes, activities or services unless otherwise authorized by City Council or required by law, or generally accepted accounting practices (GAAP). All non-restricted revenues will be deposited into the General Fund and appropriated by the budget process.
4. If revenues from "one-time" or limited duration sources are used to balance the City's annual operating budget, it is to be fully disclosed and explained at the time the budget is presented. It is the City's goal to not rely on these types of revenues to balance the operating budget.
5. The City will not use deficit financing and borrowing to support on-going operations in the case of long-term (greater than one year) revenue downturns. Revenue forecasts will be revised, and expenses will be reduced to conform to the revised long-term revenue forecast or revenue increases will be considered.
6. The City will follow an aggressive and professional policy of collecting revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection, such as imposing penalties, collection and late charges, may be used.

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 - a. Charges for providing utility services ~~shall~~ should be sufficient to finance all operating, capital outlay, and debt service expenses of the City's enterprise funds, including operating contingency, planned capital improvements, and reserve requirements. Grants and Real Estate Excise Taxes (REET) may be utilized to leverage City funds to help reduce user fee increases.
 - b. User charges ~~shall~~ should fund 100% of the direct cost of development review and building activities. User charges include, but are not limited to, land use, engineering inspection, building permit and building inspection fees.
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2. Department Directors are responsible for managing their budgets within the total appropriation for their department.
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4. Long-term debt or bond financing shall not be used to finance current operating expenditures [unless approved by voters.](#)
5. The City ~~will~~[shall](#) assess funds for services provided internally by other funds. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund.
6. Emphasis will be placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity. The City will hire additional staff only after the need for such positions has been demonstrated and documented.
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4. The City will finance only those capital improvements that are consistent with the adopted CFP and City priorities. All capital improvement operating and maintenance costs will be included in operating budget forecasts.
5. A status review of the CFP will be conducted annually, and a report will be presented by the [Public Works Director-City Manager](#) or his/her designee, to the City Council.

B. Capital Asset Management

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Manage and invest the City's operating cash to ensure its legality, safety, provide for necessary liquidity, avoid imprudent risk, and optimize yield.

1. Cash and Investment programs will be maintained in accordance with the City's Investment Policy (Resolution #480) that ensures that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal, in that order.
2. Currently the Local Government Investment Pool (LGIP), which is an investment vehicle maintained by the State Treasurer's Office to help local governmental entities achieve higher rates of return by pooling local funds for economies of scale, and federal bonds are the investment vehicles used for the City.
3. The City will maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.
4. Monthly reports will be prepared and distributed to all departments and the City Council showing cash position, and year-to-date budgeted and actual expenditures.
5. The City will conduct annual reviews of its internal controls and cash handling procedures.
6. Internal controls will be tested on a quarterly basis at a minimum.

IX. Reserve Policies

Maintain the reserves and ending fund balances of the various operating funds at levels sufficient to protect the City's credit as well as its financial position from emergencies.

1. At each fiscal year end the remaining dollars left in each fund that are undesignated and unencumbered constitute available reserves of the City.
2. The City will include all fund balances in the annual budget.

A. Cumulative Reserve (created by Ordinance No. 956)

1. The City's goal shall be to maintain a Cumulative Reserve Fund as established by Ordinance No. 956.
2. The reserve is defined as an emergency or cash flow reserve to fund one-time, emergency, or unanticipated expenditure requirements or offset unanticipated revenues fluctuations occurring in the fiscal year or one-time revenue losses.
3. Contributions will be budgeted from fund resources as available to establish and maintain reserve levels.
4. All expenditures drawn from the reserve account shall require prior Council approval by ordinance.

B. General Fund

1. The City's goal shall be to maintain a General Fund ending fund balance of at least three (3) months of the General Fund adopted operating expenditures.

C. Enterprise Funds

1. The City's Enterprise Funds goal will be to maintain reserves equal to at least three (3) months of their adopted operating expenditures.

D. Equipment Rental & Replacement Fund

1. Sufficient reserves will be maintained to provide for the scheduled replacement of City vehicles and capital equipment at the end of their useful lives.
2. Contributions will be made through assessments to the operating departments and maintained on a per asset basis.

E. Additional Reserves

1. Additional reserve accounts may be created by the City Council to be set aside for specific purposes or special projects, for known significant future expenditures, or as general operational reserves.

NEW BUSINESS: Columbia Bank Contract Amendment #1
ITEM 10E.

FROM: Colleen Corcoran, Finance Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment #1 to the May 24, 2016 Banking Services Agreement with Columbia Bank to provide uninterrupted banking service to the City.

PROPOSAL: The Council is being asked to adopt the proposed resolution, which would authorize the City Manager to execute amendment #1 to the May 24, 2016 banking services agreement with Columbia Bank.

FISCAL IMPACT: Columbia Bank has agreed to waive fees if the City maintains a minimum monthly ledger balance of \$500,000 with an earned service credit of 2.48%. Past service charges ranged between \$250 to \$300 per month.

ADVANTAGE: No interruptions in banking services.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

HISTORY: The City entered into an agreement with Columbia Bank in July 2001. The bank has been continuously and satisfactorily providing banking services to the City.

ATTACHMENTS: [Resolution](#)
[Amendment #1](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER
TO EXECUTE AMENDMENT #1 TO THE AGREEMENT WITH
COLUMBIA BANK TO PROVIDE BANKING SERVICES AND
AUTHORIZING THE CITY MANAGER TO SIGN THE AMENDMENT
FOR SUCH SERVICES.**

WHEREAS, the City of Fircrest has contracted with Columbia Bank for banking services since July 1, 2001; and

WHEREAS, the City determined in the past that Columbia Bank met all the requirements detailed in the Request for Proposal in 2001 and has been able to provide all necessary services in the most cost-effective manner since that time; and

WHEREAS, Columbia Bank is agreeable to continuing to provide banking services under the terms and conditions of the May 24, 2016 Banking Service Agreement as amended by Amendment #1. Now, Therefore,

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

Section 1. The City Manager is hereby authorized and directed to execute Amendment #1 with Columbia Bank to provide banking services at the terms and conditions of the May 24, 2016 Agreement and as amended by Amendment #1.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of July 2019.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jessica Nappi, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

AMENDMENT #1
BANKING SERVICES CONTRACT

THIS AGREEMENT made this 1st day of August 2019 by and between City of Fircrest, hereinafter called "Customer", and COLUMBIA BANK, a corporation, hereinafter called "Bank" to modify the Banking Services Contract dated May 24, 2016. All other terms and conditions of the Contract shall remain in force, except for the following agreed upon conditions.

- The account analysis earnings credit rate ("ECR") shall be established at the Bank standard ECR plus 2.21% on the first day of each account analysis period.
- The General Account minimum target balance shall be reduced to \$500,000.00 if the ECR is less than 3.50%. The following are thresholds for the future establishment of the minimum target balance:
 - The target balance shall be at least \$500,000 if the ECR is less than 3.50%.
 - The target balance shall be at least \$250,000 if the ECR is 3.50% or higher.
- The account analysis charges shall remain the same as of the July 2019 account analysis statement. If new services are provided, they shall be subject to the then current fee.

The following documentation are attached in support of the Agreement:

- Banking Services Contract dated May 24, 2016.

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

CUSTOMER
City of Fircrest

COLUMBIA BANK
Government Banking

By:

Name

Title

By:

Dan Icasiano

Name

Senior Vice President

Title

**City of Fircrest, Washington
Columbia Bank
Banking Services Contract**

May 24, 2016

I. CONTRACT TERMS

A. CONTRACT PERIOD

Columbia Bank shall be designated as the City's depository commencing July 1, 2016. The Banking Services Contract shall remain in effect for three years and thereafter will automatically renew for consecutive one year terms each year unless written notice of non-renewal is provided by either party to the other 90 days prior to the expiration of the current term.

B. CANCELLATION OF CONTRACT

The City or Columbia Bank reserves the right to cancel any agreement at any time upon ninety (90) days written notice of its intent to terminate the agreement. A decision to terminate the depository contract during the initial three years of the contract may NOT be as a result of profitability or non-profitability by either party.

II. DESCRIPTION OF OPERATING SYSTEM

The City of Fircrest currently maintains three (3) checking accounts. The main (General) checking account performs as the major operating account and receives all City revenues. Disbursements from this account are made by checks, ACH and/or wire transfers.

III. REQUIRED BANKING SERVICES

The following categories are the basic package of required banking services:

A. DEPOSITORY

Columbia Bank will furnish the City with a checking account into which deposits will normally be made once a day. Collections are primarily made in checks, ACH and currency. Disbursements from the main account will be mainly through checks and ACH with a small number of wire transfers. The daily net usable balance of funds after allowing for uncollected funds shall receive interest. If the balance should drop into a deficit position, a line-of-credit will be established at a proposed rate based on a percentage of prime.

B. ADDITIONAL SMALL CHECKING ACCOUNTS AS NEEDED

Columbia Bank will provide the City with additional low volume special purpose checking accounts as the need arises. Such accounts will be provided with personalized

and pre-numbered checks and deposit slips at no additional charge. Charges per the attached "Service Charge Calculation Agreement" associated with these accounts are to be included in the total account analysis, with earnings credit given for collected balances. No charges will be made directly to any of these special accounts.

C. ELECTRONIC FUNDS TRANSFER

The Finance Department will initiate wire transfers in person. Columbia Bank will waive the fee for all wires. Incoming wires shall be posted to the City's account within one hour of being received by the bank. When there are both transfers in and transfers out during the same day, they will be treated as if occurring simultaneously, precluding any consideration of daylight overdrafts.

D. ACCOUNT MAINTENANCE.

1. Deposits

Deposits accepted and/or received by 5:00 p.m., will be credited to the account on that same day.

2. Statements

Monthly Statements showing the activity of the City's account(s) will be provided for each checking account.

Every month Columbia Bank will also provide the City with an account analysis statement that calculates the charges based on the procedures listed in Section IV Compensation.

3. Resource Personnel

The banking institution shall maintain personnel in both the Fircrest branch and main office who are available during normal working hours to answer questions pertaining to transactions and shall be familiar with the City's account(s) and the Banking Services Contract.

4. Insufficient Funds

Deposited checks returned for insufficient funds shall be automatically presented for collection a second time.

E. PRINTING

Columbia Bank will provide checks and deposit slips for the two (2) small checking accounts. Checks shall be printed in conformity with City specifications at no cost to the City.

F. LINE OF CREDIT

A line of credit shall be established to protect the City in the event of an overdraft. Cost shall be determined as a percentage of prime. Any documents necessary to implement a line of credit will be initiated by the City as appropriate.

G. CASHIER'S CHECKS

Columbia Bank will provide cashier's checks for use of City business by City employees at no cost to the City or its employees.

H. PAYROLL DIRECT DEPOSIT TO CHECKING ACCOUNTS

The City uses a payroll direct deposit program for its employees. These items are transmitted to Columbia Bank. Funds shall be available to employees at their respective banks at the time of opening on the date of payment.

I. RETAINAGE ESCROW

Per Washington State law, the City is occasionally required to place retainage fees from public improvement construction projects in escrow with a bank or trust company. Columbia Bank will provide this service if required.

IV. COMPENSATION

The attached "Service Charge Calculation Agreement" contains a comprehensive list of service prices and is considered all-inclusive and the prices shown on the list shall be incorporated into the agreement and will be effective for the duration of the Banking Services Contract.

Every month Columbia Bank will provide the City with an account analysis statement that calculates the charges based on the following procedures:

1. Columbia Bank will compute the actual cost to service the account based on the transaction volumes and the actual services provided per the "Service Charge Calculation Agreement".
2. Columbia Bank will compute the average collected funds balance and calculate an earnings credit allowance equal to the Washington State LGIP current rate.
3. Columbia Bank will compute the difference between the account service charge in #1 above and in the earnings credit allowance computed in #2 above.
4. If the charges exceed the credit, Columbia Bank shall waive the excess charges each month if a minimum Average Ledger Balance of \$900,000 is maintained in the City's General Account.

5. Any service charge resulting from the monthly analyses where an Average Ledger Balance of \$900,000 is not maintained will not be assessed until the annual settlement date of January 15th.

6. The charges calculated in this section shall be the sole compensation to the bank for account services provided.

7. The bank agrees to abide by the service charges submitted in its proposal for a minimum period of three years. Any changes after three years must be agreed upon by both the City and Columbia Bank by a written addendum to this Banking Service Contract.

The undersigned, a banking institution maintaining branch offices within the city limits of the City Of Fircrest, Washington, and the City of Fircrest, agrees to the terms of this banking services agreement beginning July 1, 2016, as per specifications and exhibits attached.

CITY OF FIRCREST

BY: Rick Rosenblatt

NAME: Rick Rosenblatt

TITLE: City Manager

ADDRESS: 115 Ramsdell Street
Fircrest WA 98466

COLUMBIA BANK

BY: David Ragan

NAME: David Ragan

TITLE: AVP, Treasury Mgmt Officer

ADDRESS: 1301 A Street
Tacoma WA 98402

APPROVED AS TO FORM:

BY: Michael B. Smith
City Attorney

ATTEST:

BY: Lisa Keely
City Clerk

SERVICE CHARGE CALCULATION AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2016 by and between the CITY OF FIRCREST and COLUMBIA BANK.

Each month, when a minimum Average Ledger Balance of \$900,000 is maintained in the city's General Account, that month's Analysis charges will be waived. If an Average Ledger Balance of \$900,000 is not maintained, the bank shall execute the default exception pricing as described below.

The settlement of applicable charges is annual. Every month the bank will provide the City of Fircrest with an account analysis statement that calculates the exception pricing described below. Any service charge resulting from the monthly analyses, where an Average Ledger Balance of \$900,000 is not maintained, will not be assessed until the annual settlement, January 15th.

This agreement may be terminated by either party upon ninety (90) days written notice.

Transaction Type	Default Exception Pricing
Deposit Assessment	\$0.00/\$1000 Avg Ledger Balance
Items Deposited (Local or On Us)	\$0.10 each
Deposits/Credits	\$0.35 each
Preauthorized ACH Cr/Dr	\$0.14 each
Check	\$0.18 each
Cash Deposited	\$0.10 per \$100
Deposit Item Return	\$10.00 each
Premium Online Banking	\$25.00 per month
ACH Validator	\$25.00 per month
ACH Batches	\$7.50 per batch
ACH Per Item	\$0.14 each
Maintenance Fee	\$15.00 per month
Online Stop Payments	\$25.00 each
Outgoing Domestic Wires (Initiated via Branch)	\$0.00 each
Safe Deposit Box	\$0.00 each
Earnings Credit Rate	= WA State LGIP rate

CITY OF FIRCREST

BY

Rick Rosenblatt
NAME RICK ROSENBLATT
TITLE CITY MANAGER
ADDRESS 115 Ramsdell St.
Fircrest, WA 98466

COLUMBIA BANK

BY

David Ragan
NAME David Ragan
TITLE VP, Treasury Mgmt Officer
ADDRESS 1301 A Street
Tacoma, WA 98402

APPROVED AS TO FORM:

BY

Michael B. Smith
City Attorney

ATTEST:

BY

Lisa Keely
City Clerk