

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, AUGUST 27, 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. Metro Parks Tacoma/Tacoma Community College Field Development Update
 - B. [Bond Market Discussion by Jim Nelson \(D.A. Davidson\)](#)
 - C. [Civil Service Commissioner Appointment](#)
 - D. 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
 - 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: [August 13, 2019 Regular Meeting](#)
 - C. [Liquor License Renewals](#): [OMG Food Market](#)
[Pint Defiance](#)
[Viafore's](#)
- 8. PUBLIC HEARING 7:15 P.M.**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. [Six-Month Financial Review](#)
 - B. [Motion: Whittier Sprinkler Project Close-Out](#)
 - C. [Motion: Tank Painting Site Project Close-Out](#)
- 11. CITY MANAGER COMMENTS**
 - A. [Pierce Transit Bylaws Proposed Changes](#)
- 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

Source: The Bond Buyer

Bond Buyer 20-Year General Obligation Index* (10 year history) *As of August 9, 2019*



City of Fircrest - Voted Bonds - 20 Year Financing (Hybrid)
As of August 13, 2019

Option 1: Fund 8.5MM in 2019 and 5.0MM in 2021, 4.5% & 2.5% AV growth

<i>Estimated Tax Levy Rate of 66 cents per \$1,000 of Assessed Value</i>				
<i>Home value of:</i>	200,000	300,000	400,000	500,000
<i>Annual Tax Increase (1):</i>	132.00	198.00	264.00	330.00
<i>Monthly Tax Increase (1):</i>	11.00	16.50	22.00	27.50

Option 2: Fund 9.0MM in 2019 and 4.5MM in 2021, 4.5% & 2.5% AV growth

<i>Estimated Tax Levy Rate of 60 cents per \$1,000 of Assessed Value</i>				
<i>Home value of:</i>	200,000	300,000	400,000	500,000
<i>Annual Tax Increase (1):</i>	132.00	198.00	264.00	330.00
<i>Monthly Tax Increase (1):</i>	11.00	16.50	22.00	27.50

Option 3: Fund 9.5MM in 2019 and 4.0MM in 2021, 4.5% & 2.5% AV growth

<i>Estimated Tax Levy Rate of 67 cents per \$1,000 of Assessed Value</i>				
<i>Home value of:</i>	200,000	300,000	400,000	500,000
<i>Annual Tax Increase (1):</i>	132.00	198.00	264.00	330.00
<i>Monthly Tax Increase (1):</i>	11.00	16.50	22.00	27.50

Will follow up on August 19 with the information

Option 4: Fund 13.5MM in 2019 and 0.0MM in 2021, 4.5% & 2.5% AV growth

<i>Estimated Tax Levy Rate of 63 cents per \$1,000 of Assessed Value</i>				
<i>Home value of:</i>	200,000	300,000	400,000	500,000
<i>Annual Tax Increase (1):</i>	0.00	0.00	0.00	0.00
<i>Monthly Tax Increase (1):</i>	0.00	0.00	0.00	0.00

Assumptions:

1. Net Borrowing Cost (i.e., All In TIC%) is preliminary and subject to change.
Assumes an interest rate increase of 0.50% for the 2019 Bond and 1.00% for the 2nd series.
2. Assumes Assessed Value growth of 4.5% thru 2025, then 2.5% per year.
3. Assumes a rating of AA- from S&P Global Ratings Group.

City of Fircrest, Washington
\$ _____ *, Unlimited Tax General Obligation Bonds, 2019
{draft} Schedule of Events (As of August 1, 2019)

CITY: City of Fircrest (City Council meets: 2nd & 4th Tuesday 7:00 PM, 3rd Monday is study session 6:00 PM)
DAD: Underwriter (Jim Nelson of D.A. Davidson)
BC: Bond Counsel (Stacie Amasaki of Foster Pepper PLLC)

Date	Event	Participants
completed	Updated Financial Management Policies approved by Council on 7-23	CITY
completed	Send information request to the City	DAD/BC
August 9	City completes the requested information and sends to BC	CITY
August 22	Send draft schedule & distribution list for review and comments	DAD
September 6	Distribute 1 st draft of Bond Ordinance for review and comments	BC
September 9	Distribute 1 st draft Prelim. Official Statmt ("POS") review/comments	BC
September 10	Comments due on 1 st draft of Bond Ordinance	ALL
September 11	Comments due on 1 st draft of POS	ALL
September 12	Distribute 2 nd draft of Bond Ordinance for review and comments	BC
September 16	Comments due on 2 nd draft of Bond Ordinance	ALL
September 16	Distribute 2 nd draft of POS for review and comments	DAD
September 16	Send information to Standard & Poor's (S&P) (i.e., draft POS, draft Ordinance, last 3 Audits, recent Budget, Financial Policy, etc.)	DAD
September 18	Comments due on 2 nd draft of POS	ALL
September 24	Possible 1st reading of the Bond Ordinance for the City Council	CITY
September 25	Distribute draft Rating Presentation	DAD
September 27	_____ AM, Practice/Rehearsal conference call (90 min.)	CITY, DAD
September 27	_____ PM, Due Diligence conf. call with City (45 min)	CITY, BC, DAD
September 30	_____ AM, Rating conf. call with City & S&P (90 min.)	CITY, DAD
October 1	Distribute POS ("rating applied for") to potential investors	DAD
October 8	Approval of Bond Ordinance at City Council Meeting	CITY
October 9	Receive rating grade from S&P	DAD, CITY
October 15	Review market conditions/ pre-pricing call @ 1:30 pm	DAD, CITY
October 16	Bond Order Period – sign purchase contract	DAD, CITY, BC
October 30	Bond Closing and distribution of proceeds	ALL

*Preliminary and subject to change

Fixed Income Capital Markets

Columbia Center • 701 5th Avenue, Suite 4050 • Seattle, WA 98104 • (206) 389-4062 • 1-888-389-8001
 jnelson@dadco.com

Preliminary Structure:

Par is \$_____*

Bank-Qualified, Tax-Exempt, financed over 20 or 21-years, Level Levy with assumed 4.5% Assessed Value growth thru 2025, then assume AV growth of 2.5% thereafter.

S&P Global Ratings

The 1st series of Bonds will fund a deposit of \$_____ into the Construction Fund

Dated and Delivered October 30, 2019

First Interest Payment June 1, 2020

First Principal Payment December 1, 2020

Last Principal Payment December 1, 2039

Call Date December 1, 2029

Parameters for the Bond Ordinance:

Par amount will not exceed \$10,000,000?

Purchase price is 95% to 135%

True Interest Cost percent will not exceed 5.00%

Coupon Interest Rate will not exceed 5.50%

The Bonds will mature within 25 years of the issuance date. (Per the ballot title.)

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jnelson@dadco.com

City of Fircrest, Washington
Unlimited Tax General Obligation Bonds, 2019

Distribution List

Issuer:

City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466

Mr. Scott Pingel
City Manager

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E-mail: spingel@cityoffircrest.net

Mr. Hunter George
Mayor

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E-mail: hgeorge@cityoffircrest.net

Ms. Colleen Corcoran
Finance Director

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E-mail: ccorcoran@cityoffircrest.net

Mr. Jeff Grover
Parks and Recreation Director

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E-mail: jgrover@cityoffircrest.net

Underwriter:

D.A. Davidson & Co.
Columbia Center
701 5th Avenue, Suite 4050
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1111 Third Avenue
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Paying Agent/Registrar:

U.S. Bank National Association
1420 5th Avenue, 7th Floor,
PD-WA-T7CT
Seattle, WA 98101

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Ms. Carolyn Morrison, CCTS, VP

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Rating Agency:

S&P Global Ratings
One California Street, 31st Floor
San Francisco, CA 94111

**PRESIDING OFFICER'S REPORT Civil Service Commissioner Appointment
ITEM 4C.**

FROM: **Scott Pingel, City Manager**

RECOMMENDED MOTION: **I move to appoint John Bechtoldt to the Civil Service Commission filling the term ending April 1, 2020.**

PROPOSAL: The Council is being asked to appoint John Bechtoldt to the Civil Service Commission to fill the seat vacated by Dominique Jinhong. This appointment would be through the end of Ms. Jinhong's term, which ends April 1, 2020.

FISCAL IMPACT: None.

ADVANTAGE: This appointment makes the Civil Service Commission whole again, which is critical as we prepare to establish a new lateral list and hire new officers.

DISADVANTAGES: None identified.

ALTERNATIVES: Not fill the vacancy on the Civil Service Commission.

HISTORY: The City has been advertising for a Civil Service Commissioner since early June 2019. By the middle of July, no candidates had applied for the position so the City Manager started to seek those that might be a good fit for the position. After receiving a few referrals, the City Manager reached out to Mr. Bechtoldt to see if he would be willing and able to fill the vacancy, and he turned out to be a great find. Mr. Bechtoldt has lived in Fircrest for 40 years. He is a former CEO of TAPCO. He has been a citizen member of various oral boards over the years for testing and hiring new police officers. He was also on the oral board when Chief Cheesman was promoted to Police Chief.

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 08/27/2019

Time: 12:00:43 Date: 08/23/2019
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Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
20148	08/21/2019	08/27/2019	6904	A R C Architects Inc	10,107.50 P#54 Professional Services Through 7/25/19
	594 76 62 00	Buildings & Structures - Pa	001 000 576	General Fund	10,107.50 P#54 Prof. Services Through 7/25/19
20162	08/21/2019	08/27/2019	4298	AWC Employee Benefit	694.00 September 2019 Retired Medical
	521 22 20 01	LEOFF I Medical Premium	001 000 521	General Fund	694.00 09/2019 Retired Medical
20109	08/20/2019	08/27/2019	7418	Alarm Center Inc	163.48 Service Call - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	163.48 Service Call - CH
20121	08/20/2019	08/27/2019	3705	Alpine Products Inc	1,071.68 Yellow Traffic Paint
	542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fun	1,071.68 Yellow Traffic Paint
20122	08/20/2019	08/27/2019	3705	Alpine Products Inc	638.22 Street Stencils (Quantity 6)
	542 30 35 00	Small Tools & Equip-St Re	101 000 542	City Street Fun	638.22 Street Stencils (Quantity 6)
Total Alpine Products Inc				1,709.90	
20152	08/21/2019	08/27/2019	8694	Anitelu Falemei Taimi	133.00 Tongan Interpreting (2 Hrs)
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	General Fund	133.00 Tongan Interpreting (2 Hrs)
20123	08/20/2019	08/27/2019	3933	Asphalt Patch System	3,009.45 Street Patching - 1059 Bel Air, 630 Maywood
	542 30 48 01	Rep & Maint - Street Maint	101 000 542	City Street Fun	3,009.45 Street Patching - 1059 Bel Air, 630 Maywood
20124	08/20/2019	08/27/2019	3933	Asphalt Patch System	2,953.34 Water Patching - 313 Eldorado, 521 Monterey, 1426 Rainier
	534 50 48 01	Rep & Maint - Water Main	425 000 534	Water Fund (de	2,953.34 Water Patching - 313 Eldorado, 521 Monterey, 1426 Rainier
20125	08/20/2019	08/27/2019	3933	Asphalt Patch System	3,491.46 Sewer Patching - 1021 Broadview, 61st Ave & 45th St Ct
	535 50 48 00	Rep & Maint - Sewer Main	430 000 535	Sewer Fund (de	3,491.46 Sewer Patching - 1021 Broadview, 61st Ave & 45th St Ct
Total Asphalt Patch System				9,454.25	
20078	08/20/2019	08/27/2019	1601	Baker, Thomas	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	67.00 Library Reimbursement 1 Year
20128	08/20/2019	08/27/2019	4221	Big John's Trophies Inc	92.02 "Meritorious Award" Plaque - R. Deal

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	521 22 49 00	Miscellaneous - Police	001 000 521 General Fund	92.02	"Meritorious Award" Plaque - R. Deal
20067	08/20/2019	08/27/2019	6018 Canon Financial Services Inc	159.51	Police Copier / Fax July 2019
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	159.51	Police Copier / Fax 07/2019
20068	08/20/2019	08/27/2019	6018 Canon Financial Services Inc	159.51	Police Copier / Fax August 2019
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	159.51	Police Copier / Fax 08/2019
20165	08/21/2019	08/27/2019	6018 Canon Financial Services Inc	563.79	Copier Rental August 2019 - City Hall, Court, Parks / Rec, Public Works
	512 50 45 00	Oper Rentals - Copier - Co	001 000 512 General Fund	140.95	Court 08/2019
	518 10 45 00	Oper Rentals - Copier - No	001 000 518 General Fund	140.95	City Hall 08/2019
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531 Storm Drain	35.23	PW 08/2019
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534 Water Fund (de	35.24	PW 08/2019
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535 Sewer Fund (de	35.24	PW 08/2019
	542 30 45 00	Oper Rentals - Copier - Str	101 000 542 City Street Fun	35.24	PW 08/2019
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571 General Fund	126.85	Rec 08/2019
	576 80 45 00	Oper Rentals - Copier - Par	001 000 576 General Fund	14.09	Parks 08/2019
Total Canon Financial Services Inc				882.81	
20149	08/21/2019	08/27/2019	3054 Cantoni, Michelle	11.83	07-00175.2 - 1540 TWINBERRY AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-5.16	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-4.35	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-2.32	
20145	08/21/2019	08/27/2019	3994 CenturyLink	1,364.29	Telecommunications August 2019
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	68.98	CH Prim 911 08/2019
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	68.98	CH Message 08/2019
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	68.98	CH Alarm 08/2019
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	448.79	Circuit Line / PRI Line 08/2019
	518 10 42 00	Communication - Non Dep	001 000 518 General Fund	149.14	DID 08/2019
	521 22 42 00	Communication - Police	001 000 521 General Fund	142.72	Police BA Machine / Modem 08/2019
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	34.49	PW Alarm & Prim 911 08/2019
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	17.25	PW Fax 08/2019
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	34.49	PW Alarm & Prim 911 08/2019
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	33.49	PW DSL / Telemetry 08/2019
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	17.25	PW Fax 08/2019
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	34.49	PW Alarm & Prim 911 08/2019
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	33.50	PW DSL / Telemetry 08/2019
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	17.25	PW Fax 08/2019

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
542 30 42 00	Communication - Street		101 000 542 City Street Fun	34.50	PW Alarm & Prim 911 08/2019
542 30 42 00	Communication - Street		101 000 542 City Street Fun	17.25	PW Fax 08/2019
576 80 42 00	Communication - Parks		001 000 576 General Fund	68.98	REC Alarm 08/2019
576 80 42 00	Communication - Parks		001 000 576 General Fund	73.76	Parks Prim 911 08/2019
20065	08/20/2019	08/27/2019	5805	CenturyLink	42.14 Long Distance Access & Usage August 2019
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	42.14	Long Distance 08/2019
20116	08/20/2019	08/27/2019	7088	Certified Laboratories	381.02 Cleaner For Street Signs
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fun	381.02	Cleaner For Street Signs
20087	08/20/2019	08/27/2019	4324	City Treasurer-City of Tacoma	55,403.25 Fire / EMS September 2019
522 20 40 00	Tacoma Contract - Fire		001 000 522 General Fund	27,884.67	Fire 09/2019
522 20 41 00	Tacoma Contract - EMS		001 000 522 General Fund	27,518.58	EMS 09/2019
20127	08/20/2019	08/27/2019	4318	City of Fircrest Treasurer	11,730.75 August 2019 Interfund
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	825.95	08/2019 Interfund
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	417.34	08/2019 Interfund
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	4.12	08/2019 Interfund
534 10 47 00	Utility Services/Building -		425 000 534 Water Fund (de	417.34	08/2019 Interfund
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	525.86	08/2019 Interfund
534 80 47 03	Public Utility Services/Met		425 000 534 Water Fund (de	9.61	08/2019 Interfund
535 10 47 00	Utility Services/Building -		430 000 535 Sewer Fund (de	417.34	08/2019 Interfund
535 80 47 04	Public Utility Services/Met		430 000 535 Sewer Fund (de	9.61	08/2019 Interfund
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	417.35	08/2019 Interfund
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	4.11	08/2019 Interfund
542 80 47 00	Public Utility Services-St E		101 000 542 City Street Fun	286.03	08/2019 Interfund
548 65 47 00	Utilities ShopGarage		501 000 548 Equipment Ren	34.50	08/2019 Interfund
576 20 47 00	Public Utility Services - Po		001 000 576 General Fund	713.09	08/2019 Interfund
576 80 47 00	Public Utility Services - Pa		001 000 576 General Fund	7,648.50	08/2019 Interfund
20161	08/21/2019	08/27/2019	4322	City of Tacoma Washington	12,093.65 Power - Various Locations August 2019
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	589.12	City Hall 08/2019
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	109.08	PW 08/2019
534 10 47 00	Utility Services/Building -		425 000 534 Water Fund (de	109.07	PW 08/2019
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	5,414.37	Wells 4, 6, 7, 8, 8, Golf Course Tank 08/2019
535 10 47 00	Utility Services/Building -		430 000 535 Sewer Fund (de	109.08	PW 08/2019
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	1,138.05	Pump #3, Drake L/S, Pump #1, Estate Place Pump, Princeton L/S, Alameda L/S 08/2019
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	109.07	PW 08/2019
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fun	49.75	40th / Alameda, 400 Alameda 08/2019

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542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fun	2,241.03	Street Lights 08/2019
548 65 47 00	Utilities ShopGarage	501 000 548	Equipment Ren	24.03	F&E Garage 08/2019
576 80 47 00	Public Utility Services - Pa	001 000 576	General Fund	2,201.00	Rec Center, Pavilion, Tot Lot, Garage, Whittier Park 08/2019
20096	08/20/2019	08/27/2019	3565	Comfort Davies & Smith	12,810.00 July 2019
515 41 41 01	City Attorney	001 000 515	General Fund	1,295.00	07/2019
515 41 41 03	City Prosecutor	001 000 515	General Fund	8,662.50	Fircrest 07/2019
515 41 41 03	City Prosecutor	001 000 515	General Fund	2,852.50	Ruston 07/2019
20126	08/20/2019	08/27/2019	8542	Consolidated Supply Co.	815.37 4" Hymax For Stock (Quantity 4)
534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	815.37	4" Hymax For Stock (Quantity 4)
20069	08/20/2019	08/27/2019	3573	Copiers Northwest Inc	101.72 Copier Usage 07/14/19 - 08/13/19 Police
521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	101.72	Usage 07/14/19 - 08/13/19 Police
20093	08/20/2019	08/27/2019	7227	Correct Equipment Inc	139.57 Parts For Well Repair
534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	139.57	Parts For Well Repair
20142	08/21/2019	08/27/2019	4714	D & M Embroidery	215.40 Silk Screen NNO Shirts (Quantity 98)
521 22 49 05	Reimbursable Programs	001 000 521	General Fund	215.40	Silk Screen NNO Shirts (Quantity 98)
20094	08/20/2019	08/27/2019	3589	Databar Inc	1,137.39 Town Topics August 2019
518 10 49 01	Town Topics/Citizen Comr	001 000 518	General Fund	1,137.39	Town Topics 08/2019
20141	08/21/2019	08/27/2019	3589	Databar Inc	2,161.84 August 2019 UB Statements And Postage
518 10 49 01	Town Topics/Citizen Comr	001 000 518	General Fund	72.91	Insert Town Topics 08/2019
531 50 42 01	Postage - Storm	415 000 531	Storm Drain	264.40	UB Postage 08/2019
531 50 49 06	Mailing Service - Storm	415 000 531	Storm Drain	431.91	UB Statements 08/2019
534 10 42 01	Postage - Water	425 000 534	Water Fund (de	264.40	UB Postage 08/2019
534 10 49 06	Mailing Service - Water	425 000 534	Water Fund (de	431.91	UB Statements 08/2019
535 10 42 02	Postage - Sewer	430 000 535	Sewer Fund (de	264.40	UB Postage 08/2019
535 10 49 05	Mailing Service - Sewer	430 000 535	Sewer Fund (de	431.91	UB Statements 08/2019
Total Databar Inc				3,299.23	
20072	08/20/2019	08/27/2019	8271	Davis, Lindsay M	28.52 Reimbursement For Wellness BBQ Supplies
517 90 31 01	Health Program - Supplies	001 000 517	General Fund	28.52	Reimbursement For Wellness BBQ Supplies - L. Davis
20140	08/21/2019	08/27/2019	4310	Dept Of Revenue-EXCISE TAX	1,920.40 July 2019 Excise Taxes

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531 50 44 00	Excise Tax - Storm	415 000	531 Storm Drain	19.08	07/2019 Excise Taxes
534 10 44 00	Excise Tax - Water	425 000	534 Water Fund (de	26.73	07/2019 Excise Taxes
535 10 44 00	Excise Tax - Sewer	430 000	535 Sewer Fund (de	65.38	07/2019 Excise Taxes
571 20 43 00	Excise Tax - Participation I	001 000	571 General Fund	83.55	07/2019 Excise Taxes
576 20 43 00	Excise Tax - Pool Revenue	001 000	576 General Fund	14.40	07/2019 Excise Taxes
576 20 43 00	Excise Tax - Pool Revenue	001 000	576 General Fund	1,711.26	07/2019 Excise Taxes
20100	08/20/2019 08/27/2019 8610		F & L Building Maintenance, LLC	3,744.00	August 2019 Janitorial Services Plus Additional Rec Cleaning July & August
518 30 41 01	Contract Maintenance	001 000	518 General Fund	3,744.00	08/2019 Janitorial Services Plus Additional Rec Cleaning July & August
20133	08/20/2019 08/27/2019 3636		Ferguson Waterworks, #1539	873.24	Parts For Meter Relocation At 1428 Rainier Dr
534 50 31 01	Oper Supplies - Water Mai	425 000	534 Water Fund (de	873.24	Parts For Meter Relocation At 1428 Rainier Dr
20084	08/20/2019 08/27/2019 2317		Fischer, Karen	67.00	Library Reimbursement 1 Year
572 21 49 00	Library Services	001 000	572 General Fund	67.00	Library Reimbursement 1 Year
20060	08/12/2019 08/27/2019 7107		Gilbert, Jack	374.98	05-02340.4 - 1030 BROADVIEW DR
343 10 00 00	Storm Drain Fees & Charge	415 000	340 Storm Drain	-101.36	
343 40 00 00	Sale Of Water	425 000	340 Water Fund (de	-85.10	
343 50 00 00	Sewer Revenues	430 000	340 Sewer Fund (de	-188.52	
20066	08/20/2019 08/27/2019 6774		Greenleaf Landscaping 1 Inc	4,252.06	Monthly Landscape Service August 2019
518 30 41 01	Contract Maintenance	001 000	518 General Fund	3,146.52	Monthly Landscape Service 08/2019
542 80 49 03	Beautification Services (co	101 000	542 City Street Fun	1,105.54	Monthly Landscape Service 08/2019
20150	08/21/2019 08/27/2019 6774		Greenleaf Landscaping 1 Inc	1,593.55	Hedge Trimming - Public Safety Building
518 30 48 04	Rep & Maint - PSB	001 000	518 General Fund	1,593.55	Hedge Trimming - PSB
			Total Greenleaf Landscaping 1 Inc	5,845.61	
20082	08/20/2019 08/27/2019 2456		Hamilton, Craig	67.00	Library Reimbursement 1 Year
572 21 49 00	Library Services	001 000	572 General Fund	67.00	Library Reimbursement 1 Year
20059	08/12/2019 08/27/2019 8299		Hansen, Michael	31.94	07-00068.8 - 110 BIRCH ST
343 10 00 00	Storm Drain Fees & Charge	415 000	340 Storm Drain	-7.11	
343 40 00 00	Sale Of Water	425 000	340 Water Fund (de	-7.63	
343 50 00 00	Sewer Revenues	430 000	340 Sewer Fund (de	-17.20	

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20131	08/20/2019	08/27/2019	3690	Holroyd Co Inc	1,992.18 P#59 Summit Ave Water Main Crushed Rock
594 34 63 01	Other Improvements Water	426 000 594	Water Improve	1,992.18	P#59 Summit Ave Water Main Crushed Rock
20155	08/21/2019	08/27/2019	3692	Home Depot Credit Services	7.16 5 Gallon Buckets
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fun	7.16	5 Gallon Buckets
20156	08/21/2019	08/27/2019	3692	Home Depot Credit Services	16.00 Supplies For Garbage Fence - City Hall
518 30 31 04	Oper Sup/CH	001 000 518	General Fund	16.00	Supplies For Garbage Fence - City Hall
20157	08/21/2019	08/27/2019	3692	Home Depot Credit Services	47.36 Water Supplies
534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	47.36	Water Supplies
Total Home Depot Credit Services				70.52	
20086	08/20/2019	08/27/2019	4131	Humane Society - Tacoma	597.92 August 2019 Boarding Contract
554 30 41 00	Animal Control	001 000 554	General Fund	597.92	Boarding Contract 08/2019
20144	08/21/2019	08/27/2019	1328	Jacobson, Carolyn E	51.63 02-00440.0 - 134 ELDORADO AVE
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-12.07	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-12.94	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-26.62	
20088	08/20/2019	08/27/2019	3751	KPG, PS	916.50 Prof. Engineering Services Through 7/25/19 - Electron Way Parking Review
542 30 41 00	Prof Svcs - Street	101 000 542	City Street Fun	916.50	Prof. Engineering Services Through 7/25/19 - Electron Way Parking Review
20114	08/20/2019	08/27/2019	3751	KPG, PS	1,556.50 P#57 Alameda Grind & Overlay Eng. Services Through 7/25/19
595 10 63 06	Project Eng - Alameda Reg	101 000 594	City Street Fun	1,556.50	P#57 Alameda Grind & Overlay Eng. Services Through 7/25/19
Total KPG, PS				2,473.00	
20081	08/20/2019	08/27/2019	1379	Keister, Jerry	67.00 Library Reimbursement 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement 1 Year
20143	08/21/2019	08/27/2019	2483	Kokich, Vincent	58.34 05-01920.0 - 1018 CORONA DR
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-12.99	

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343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-13.94	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-31.41	
20167	08/21/2019	08/27/2019	6883	L.N. Curtis & Sons	482.63 Load Bearing Vest - V. Celis
521 22 49 01	Uniforms/Clothing/Laundr		001 000 521 General Fund	-40.11	Earpiece Returned - J. Villamor
521 22 49 04	CJF Programs		001 000 521 General Fund	522.74	Load Bearing Vest - V. Celis
20080	08/20/2019	08/27/2019	7337	Larsen, Roman A	67.00 Library Reimbursement 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement 1 Year
20113	08/20/2019	08/27/2019	8600	Legacy Tapping, Inc	3,275.02 6 X 6 Hot Tap For New Water Main On Farallone / Summit
594 34 63 01	Other Improvements Water		426 000 594 Water Improve	3,275.02	6 X 6 Hot Tap For New Water Main On Farallone / Summit
20158	08/21/2019	08/27/2019	3791	Lowe's Company-#338954	65.24 Parks Supplies
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	65.24	Parks Supplies
20159	08/21/2019	08/27/2019	3791	Lowe's Company-#338954	6.48 Painting Supplies - City Hall
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	6.48	Painting Supplies - CH
20160	08/21/2019	08/27/2019	3791	Lowe's Company-#338954	155.99 SAA #1731 14" Cut - Off Saw Blade
534 80 35 00	Small Tools & Equip - Wat		425 000 534 Water Fund (de	155.99	SAA #1731 14" Cut - Off Saw Blade
			Total Lowe's Company-#338954	227.71	
20129	08/20/2019	08/27/2019	318	Maenhout, Sherry L	38.88 Reimbursement - Step Stool And Notebooks
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	38.88	Reimbursement - Step Stool And Notebooks - S. Maenhout
20135	08/20/2019	08/27/2019	8584	Malagon, Ixtlaccihuatl	120.00 Spanish Interpreting (2 Hrs)
512 50 41 03	Prof Srvs - Interpreter		001 000 512 General Fund	120.00	Spanish Interpreting (2 Hrs) 8Z1071769
20147	08/21/2019	08/27/2019	8572	Matson, Todd	131.54 04-00450.3 - 804 RAMSDELL ST
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-29.30	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-31.42	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-70.82	
20130	08/20/2019	08/27/2019	6639	McClain's Soil Supply	209.38 Top Soil For Yard Repairs
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	209.38	Top Soil For Yard Repairs

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20083	08/20/2019	08/27/2019	2491	Neufeld*, Brian	67.00 Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement 1 Year
20119	08/20/2019	08/27/2019	3910	Office Depot	113.64 P#55 Capital Campaign Office Supplies
	594 76 62 00	Buildings & Structures - Pa	001 000 576 General Fund	113.64	P#55 Capital Campaign Office Supplies
20154	08/21/2019	08/27/2019	3910	Office Depot	48.45 Rec Supplies
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	48.45	Rec Supplies
Total Office Depot				162.09	
20092	08/20/2019	08/27/2019	3923	Orca Pacific Inc	589.34 Chlorine For Wells (165 Gallons)
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (de	589.34	Chlorine For Wells (165 Gallons)
20108	08/20/2019	08/27/2019	3923	Orca Pacific Inc	3,687.25 Chlorine For Pools (950 Gallons)
	576 20 31 01	Pool Supplies-Chemicals	001 000 576 General Fund	3,687.25	Chlorine For Pools (950 Gallons)
Total Orca Pacific Inc				4,276.59	
20111	08/20/2019	08/27/2019	3957	PC Budget & Finance	445.11 2nd Quarter 2019 Liquor Tax
	566 66 49 00	Substance Abuse Fee	001 000 566 General Fund	445.11	2nd Qtr 2019 Liquor Tax
20117	08/20/2019	08/27/2019	3957	PC Budget & Finance	11,035.10 2019 Specialized Services - Major Incident Detective And Forensics, SWAT
	521 22 41 00	Prof. Services/Consulting	001 000 521 General Fund	11,035.10	2019 Specialized Services - Major Incident Detective And Forensics, SWAT
Total PC Budget & Finance				11,480.21	
20099	08/20/2019	08/27/2019	3961	PCRCD, LLC dba LRI-HV	330.00 Dump Fees - Street Sweeping
	531 50 47 01	Dumping Fees - Storm	415 000 531 Storm Drain	330.00	Dump Fees - Street Sweeping
20105	08/20/2019	08/27/2019	8687	Park, Sue	100.00 Refund Swim Team Fees - Unable To Participate
	347 30 00 02	Swim Team Fees	001 000 340 General Fund	-100.00	Refund Swim Team Fees - Unable To Participate
20091	08/20/2019	08/27/2019	3942	Partner Construction Products Inc	1,923.25 Crack Sealing Machine Rental
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fun	1,923.25	Crack Sealing Machine Rental
20146	08/21/2019	08/27/2019	3955	Petrocard Systems Inc	403.58 Gas / Fuel August 2019

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548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	61.11	Parks 08/2019
548 65 31 12	Street Gas	501 000 548	Equipment Ren	112.54	Street 08/2019
548 65 31 13	Storm Gas	501 000 548	Equipment Ren	29.38	Storm 08/2019
548 65 31 14	Wtr/Swr Gas	501 000 548	Equipment Ren	200.55	W / S 08/2019
20136	08/20/2019	08/27/2019	3956	Petty Cash-Corcoran	101.64 Petty Cash 8/27/19
518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	7.85	Postage
571 10 31 01	Oper Supplies - Rec	001 000 571	General Fund	19.27	Rec Supplies
571 10 31 02	Senior Supplies	001 000 571	General Fund	42.59	Senior Trip Supplies
571 10 31 03	Youth Supplies	001 000 571	General Fund	7.75	Youth Supplies
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	24.18	Parks Supplies
20085	08/20/2019	08/27/2019	7839	Pingel, Scott	50.00 Reimbursement For Meals - WCMA Summer Conference
513 10 43 00	Travel - Admin	001 000 513	General Fund	50.00	Reimbursement For Meals - WCMA Summer Conference - S. Pingel
20153	08/21/2019	08/27/2019	3971	Pitney Bowes Inc Supplies	124.23 Red Ink Cartridge
518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	124.23	Red Ink Cartridge
20058	08/12/2019	08/27/2019	8196	Porter, Jeremy	58.19 06-00300.1 - 1219 PALM DR
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-12.96	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-13.90	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-31.33	
20139	08/20/2019	08/27/2019	3989	Puget Sound Regional Council	2,145.00 2020 Membership Dues (07/01/19 - 06/30/20)
511 60 49 02	Dues, Memberships, Subsc	001 000 511	General Fund	2,145.00	2020 Membership Dues (07/01/19 - 06/30/20)
20115	08/20/2019	08/27/2019	337	Roberts, Christopher	1,194.00 Tuition Reimbursement CJA / 374 - C. Roberts
521 22 49 02	Reg & Tuition - Police	001 000 521	General Fund	1,194.00	Tuition Reimbursement CJA / 374 - C. Roberts
20120	08/20/2019	08/27/2019	337	Roberts, Christopher	15.00 Lunch Reimbursement - Firearms Training
521 22 43 00	Travel - Police	001 000 521	General Fund	15.00	
			Total Roberts, Christopher	1,209.00	
20073	08/20/2019	08/27/2019	4035	Sarco Supply	86.32 Janitorial Supplies - Public Safety Building
518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	86.32	Janitorial Supplies - PSB
20074	08/20/2019	08/27/2019	4035	Sarco Supply	60.17 Janitorial Supplies - City Hall

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518 30 31 04	Oper Sup/CH		001 000 518 General Fund	60.17	Janitorial Supplies - CH
20075	08/20/2019	08/27/2019	4035 Sarco Supply	582.89	Janitorial Supplies - Rec
518 30 31 01	Oper Sup/Rec Bldg		001 000 518 General Fund	582.89	Janitorial Supplies - Rec
20076	08/20/2019	08/27/2019	4035 Sarco Supply	199.20	Janitorial Supplies - Public Works
518 30 31 03	Oper Sup/PWF		001 000 518 General Fund	199.20	Janitorial Supplies - PW
20077	08/20/2019	08/27/2019	4035 Sarco Supply	153.40	Janitorial Supplies - Rec
518 30 31 01	Oper Sup/Rec Bldg		001 000 518 General Fund	153.40	Janitorial Supplies - Rec
Total Sarco Supply				1,081.98	
20070	08/20/2019	08/27/2019	7308 SiteCrafting Inc	99.00	Monthly Hosting Cityoffircrest.net 08/15/19
518 81 41 02	Web Design & Maintenanc		001 000 518 General Fund	99.00	Cityoffircrest.net 08/15/19
20095	08/20/2019	08/27/2019	8597 South Tacoma Glass Specialists	7,056.47	Bulletproof Glass Installation - Public Safety Building
594 18 62 00	Building & Structures-Faci		001 000 518 General Fund	7,056.47	Bulletproof Glass Installation - Public Safety Building
20071	08/20/2019	08/27/2019	4084 Staples Business Advantage	119.51	Supplies - Police, Rec And Central
518 10 34 01	Central Office Supplies		001 000 518 General Fund	63.32	Central Supplies
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	43.46	Police Supplies
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	12.73	Rec Supplies
20134	08/20/2019	08/27/2019	4087 Star Rentals	92.57	Equipment Rentals For NNO
521 22 49 05	Reimbursable Programs		001 000 521 General Fund	92.57	Equipment Rentals For NNO
20102	08/20/2019	08/27/2019	4120 Tacoma Daily Index	152.97	July 2019 Publishing
594 76 62 00	Buildings & Structures - Pa		001 000 576 General Fund	152.97	P#60 Request For Bids
20110	08/20/2019	08/27/2019	4120 Tacoma Daily Index	67.03	July 2019 Publishing
511 60 41 01	Advertising - Legislative		001 000 511 General Fund	67.03	Notice Of 8/13 Meeting Location Change, Ordinance 1641 Passed
Total Tacoma Daily Index				220.00	
20138	08/20/2019	08/27/2019	4135 Tacoma Screw Products Inc	169.36	SAA #1730 116" Ratchet And Other Tools

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534 80 35 00	Small Tools & Equip - Wat	425 000 534	Water Fund (de	169.36	SAA #1730 116" Ratchet And Other Tools
20163	08/21/2019	08/27/2019	4139	229.74	Charges Through 8/19/19
513 10 43 00	Travel - Admin	001 000 513	General Fund	218.56	Lodging For WCMA Conference - S. Pingel
518 81 41 02	Web Design & Maintenanc	001 000 518	General Fund	11.18	Fircrestcommunitycenter.org Domain Registration
20079	08/20/2019	08/27/2019	8686	67.00	Library Reimbursement 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement 1 Year
20164	08/21/2019	08/27/2019	5934	1,659.00	City Hall Charges Through 8/19/19
521 22 43 00	Travel - Police	001 000 521	General Fund	100.00	Good To Go - Added Funds To Account
594 48 64 12	Street - ERR Capital	501 000 548	Equipment Ren	389.75	TPU Disconnect / Reconnect Fee (2nd)
594 48 64 13	Storm - ERR Capital	501 000 548	Equipment Ren	389.75	TPU Disconnect / Reconnect Fee (2nd)
594 48 64 14	Water/Sewer - ERR Capita	501 000 548	Equipment Ren	779.50	TPU Disconnect / Reconnect Fee (2nd)
20101	08/20/2019	08/27/2019	8484	994.67	Rec Charges Through 08/02/19
573 90 49 01	Community Events	001 000 573	General Fund	963.91	Car Show Plaques, Fun Days Sound, Pool Party Supplies, Entertainment For Concert 8/01/19
576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	30.76	Lifeguard Fanny Packs
20118	08/20/2019	08/27/2019	4169	545.10	Maintenance Software Renewal (06/30/19 - 06/30/20)
518 81 49 01	Software Licenses	001 000 518	General Fund	545.10	Maintenance Software Renewal (06/30/19 - 06/30/20)
20106	08/20/2019	08/27/2019	5128	511.80	Portable Restrooms - Car Show
573 90 49 01	Community Events	001 000 573	General Fund	511.80	Portable Restrooms - Car Show
20166	08/21/2019	08/27/2019	5128	474.25	Portable Restrooms - NNO
521 22 49 05	Reimbursable Programs	001 000 521	General Fund	474.25	Portable Restrooms - NNO
			Total United Site Services	986.05	
20132	08/20/2019	08/27/2019	4177	454.41	#44204D (2003) Replaced Alternator
548 65 48 14	O & M - Wtr/Swr	501 000 548	Equipment Ren	454.41	#44204D (2003) Replaced Alternator
20103	08/20/2019	08/27/2019	4178	1,023.95	Drop Box Fees - Parks Yard Waste And Street Sweeping
531 50 47 01	Dumping Fees - Storm	415 000 531	Storm Drain	358.40	Drop Box Fees - Street Sweeping
573 90 49 01	Community Events	001 000 573	General Fund	665.55	Drop Box Fees - Parks Yard Waste

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20168	08/21/2019	08/27/2019	4178	University Place Refuse Inc	263.81 Drop Box For Street Sweeping
531 50 47 01	Dumping Fees - Storm	415 000 531	Storm Drain	263.81	Drop Box For Street Sweeping
Total University Place Refuse Inc				1,287.76	
20089	08/20/2019	08/27/2019	4180	Utilities Underground	72.38 Locates July 2019
534 10 49 00	Miscellaneous - Water	425 000 534	Water Fund (de	36.19	Locates 07/2019
535 10 49 00	Miscellaneous - Sewer	430 000 535	Sewer Fund (de	36.19	Locates 07/2019
20170	08/23/2019	08/27/2019	6641	Valentine, Monica	170.40 06-02250.2 - 1592 ESTATE PLACE
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-52.37	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-118.03	
20097	08/20/2019	08/27/2019	4188	Verizon Wireless LLC	1,034.29 August 2019 Shared Plan (23 Lines)
513 10 42 00	Communication - Admin	001 000 513	General Fund	47.78	City Manager 08/2019
518 30 42 00	Communication - Fac/Equi	001 000 518	General Fund	76.60	Maint. Supervisor & Custodian 08/219
521 22 42 00	Communication - Police	001 000 521	General Fund	382.24	Chief, 2 Sergeants & 5 Officers 08/2019
524 20 42 00	Communications- Bldg	001 000 524	General Fund	23.89	B / P Admin 08/2019
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	93.62	PW Director, Crew & Air Card 08/2019
534 10 42 00	Communication - Water	425 000 534	Water Fund (de	93.62	PW Director, Crew & Air Card 08/2019
535 10 42 01	Communication - Sewer	430 000 535	Sewer Fund (de	93.62	PW Director, Crew & Air Card 08/2019
542 30 42 00	Communication - Street	101 000 542	City Street Fun	93.61	PW Director, Crew & Air Card 08/2019
558 60 42 00	Communications - Planning	001 000 558	General Fund	23.89	B / P Admin 08/2019
576 80 42 00	Communication - Parks	001 000 576	General Fund	105.42	Parks Director, Maint. Super & Comm. Events Spec 08/2019
20098	08/20/2019	08/27/2019	4188	Verizon Wireless LLC	487.93 August 2019 Police Air Cards (11) And 1 Officer
521 22 42 00	Communication - Police	001 000 521	General Fund	487.93	08/2019 Police Air Cards (11) & 1 Officer
Total Verizon Wireless LLC				1,522.22	
20090	08/20/2019	08/27/2019	339	Villamor, John	18.70 Radio Batteries For NNO
521 22 49 05	Reimbursable Programs	001 000 521	General Fund	18.70	Radio Batteries For NNO
20137	08/20/2019	08/27/2019	4231	Water Mgmt Labs Inc	287.00 Coliform And Fluoride Testing July 2019
534 80 41 00	Water Testing	425 000 534	Water Fund (de	287.00	Coliform & Fluoride 07/2019
20104	08/20/2019	08/27/2019	4243	Western Wash Umpire Assn	1,371.65 Mens Softball Umpire (39 Games)
571 20 41 02	Umpires - Adult Baseball	001 000 571	General Fund	1,371.65	Mens Softball Umpire (39 Games)

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20151	08/21/2019	08/27/2019	4246 Whistle Workwear	115.70	Work Boots - T. Piercy
531	50	20	01 Contract Benefits - Storm	415	000 531 Storm Drain
534	10	20	01 Contract Benefits - Wtr Ad	425	000 534 Water Fund (de
535	10	20	01 Contract Benefits - Swr Ad	430	000 535 Sewer Fund (de
542	30	20	01 Contract Benefits - Street R	101	000 542 City Street Fun

Report Total: 185,579.07

Fund

001 General Fund	140,688.77
101 City Street Fund	13,926.18
415 Storm Drain	2,588.60
425 Water Fund (department)	13,940.10
426 Water Improvement Fund	5,267.20
430 Sewer Fund (department)	6,692.70
501 Equipment Rental Fund	2,475.52

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Hunter T. George called the regular meeting to order at 7:00 P.M. at the Roy H. Murphy Community Center, 555 Contra Costa Avenue, and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Denny Waltier, Blake Surina, and Jamie Nixon were present.

PRESIDING OFFICER'S REPORT**A. Pool and Community Center Project**

City Manager Pingel reported that a pool pre-construction meeting would take place August 16, 2019 and that a notice to proceed would be issued at that time. Pingel confirmed that a demolition permit was issued to Kassel and Associates and that they had obtained a business license. George reported on the Names Family Foundation donation would be announced during the August 17, 2019 Pool Celebration event and that the event would recognize the impact the pool has had on the community.

Linda Kay Briggs briefed the Council on the capital campaign efforts, stating the Capital Campaign team was developing a list of potential donors, a brochure, community center and pool schematic design packets, pledge forms, gift approach scripts, naming opportunity options, and Council and staff campaign. Viafore inquired if the pool would be named after the Edwards family due to their donation; Pingel indicated the Edwards Foundation had not requested to do so but that the City would approach the foundation to determine their interest. Viafore inquired if the community center would be continued to be named after Roy H. Murphy; George confirmed it would be the intent to do so. Reynolds inquired if donors could name multiple project naming options; Pingel confirmed that would be a possibility and ideal. Surina commented on including heritage opportunities such as photos and/or plaques displaying famous Fircrest athletes in the locker rooms. George and Briggs commented that project naming options would help incentivize donors and aid the City in reaching its fundraising goal. Reynolds inquired if the City would accept donations from groups and organizations; Briggs confirmed the City would. Briggs reported on the Cheney Foundation grant application, stating it was declined due to the foundation typically not granting funds to government entities but instead to non-profit organizations and grass roots efforts that deal with community challenges.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment; there were none.

COMMITTEE, COMMISSION, AND LIAISON REPORTS**A. Administration**

Reynolds reported on the opening of Chick-fil-A and that Nixon, as the alternate delegate, and Planning and Building Administrator Stahlnecker would be attending the August 15, 2019 Pierce County Regional Council meeting.

B. Environment, Planning and Building

Wittner reported that there would be proper security in place and police presence for the Chick-fil-A “first 100” campout promotion. Wittner reported there would be three planning issues on the August study session for discussion and would be absent from that meeting. Wittner reported that there was no news regarding on the Eaton property. Viafore requested

staff to inquire with the City of University Place to obtain any development news for the Narrows Plaza center in University Place.

Reynolds departed at 7:30 P.M. and returned at 7:33 P.M.

C. Finance, IT, Facilities

Viafore reported that the painting project at City Hall was underway and that the City Hall carpets would be replaced soon. Viafore reported that the City would host a sale of surplus city items on August 17, 2019 and inquired how it would be advertised; Finance Director Corcoran indicated it would be advertised on the website on August 14, 2019 and signage would be posted. Viafore reported that the generator transfer switch replacement was still in progress at the Public Works facility; Pingel reported on the interim solution, stating that the transfer switch would be bypassed until a new breaker box was received and installed and that if power was lost, the generator would be bypassed and not turn on.

Waltier departed at 7:33 P.M. and returned at 7:34 P.M.

D. Other Liaison Reports

George reported on the mayor's forum on affordable housing, stating he would be attending the August 14, 2019 meeting and report back to Council.

CONSENT CALENDAR

George requested the City Manager read the Consent Calendar as follows: approval of Voucher No. 213422 through Voucher Check No. 213539 in the amount of \$457,047.00; approval of Payroll Check No. 13692 through Payroll Check No. 13695 in the amount of \$7,967.90; approval of Payroll Check No. 13696 through Payroll Check No. 13701 in the amount of \$93,150.73; approval of Payroll Check No. 13702 through Payroll Check No. 13706 in the amount of \$130,045.16; approval of the July 1, 2019 Special meeting minutes; approval of the July 10, 2019 Special meeting minutes; approval of the July 15, 2019 Study Session minutes; and approval of the July 23, 2019 Regular meeting minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Waltier.** Viafore inquired if the voting record of the abstention for the August 13, 2019 Regular Council Meeting Location Change agenda item in the July 23, 2019 regular meeting minutes was a Scribner's error; City Attorney Smith confirmed it could be a Scribner's error as the abstention should be registered as an affirmative vote and that the final vote be 5-2. **The Motion Carried (7-0).**

PUBLIC HEARING

None scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. Materials Testing and Special Inspection Services Contract

Pingel briefed the Council on a proposed contract for materials testing and special inspections services for the Pool and Bathhouse project, stating this would be for things such as concrete, shotcrete, structural steel, rebar, connections, etc. **Reynolds MOVED to adopt Resolution No. 1601, authorizing the City Manager to execute a contract for materials testing and**

special inspection services for Fircrest Pool and Bathhouse project with Materials Testing & Consulting, Inc.; seconded by Nixon. George invited councilmember comment; Viafore inquired if the names of the bidders could be disclosed to Council as part of the agenda summary and if there were any limitations to the total cost. Pingel indicated he would include the names of the bidders in future agenda summaries and stated the contractor would charge the City for actual work performed and that no work would be performed beyond the cost estimate without prior authorization from the City if anticipated costs exceeded the budget estimate for services of \$17,152. George invited public comment; none were provided. **The Motion Carried (7-0).**

B. Project Inspection and Reporting Services Contract

Pingel briefed the Council on a proposed contract for project inspection and reporting services for the Pool and Bathhouse project, stating Parametrix would act as the City's onsite project manager and help ensure the construction team stays on time and on budget. Viafore inquired on the estimated completion date; Pingel indicated June 12, 2019. **Reynolds MOVED to adopt Resolution No. 1602, authorizing the City Manager to execute a contract for project inspection and reporting services for the Fircrest Pool and Bathhouse project with Parametrix; seconded by Surina.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

C. Geotechnical Services Contract

Pingel briefed the Council on the proposed contract for geotechnical services for the Pool and Bathhouse project, stating this would provide geotechnical construction observation services to ensure soils and fill are sound along with building foundation elements that would be built on the soils and fill. Pingel stated he anticipated there would be a contract amendment for services changing depending on what was discovered after breaking ground. Waltier inquired about mitigation options; Pingel indicated there were and those options depended on the circumstances. Surina inquired on the previous geotechnical work; Pingel stated the same company performed the geotechnical survey and soils report, and noted that the circumstances would be unknown until the ground was broken. **Reynolds MOVED to adopt Resolution No. 1603, authorizing the City Manager to execute a contract for geotechnical services for the Fircrest Pool and Bathhouse project with GeoEngineers, Inc.; seconded by Surina.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

D. Department of Commerce Grant Contract

Pingel briefed the Council on the proposed grant contract with the Department of Commerce for the \$750,000 secured through 2018 State Supplemental Capital Budget. **Reynolds MOVED to adopt Resolution No. 1604, authorizing the City Manager to execute a grant contract with the Washington Department of Commerce for \$750,000 for the Fircrest Community Pool project as approved by the Washington State Legislature through the State Capital Budget; seconded by Surina.** George invited councilmember comment; Viafore inquired on the actual grant amount to be dispersed of \$727,500.00. Pingel indicated the administration fee from the Department of Commerce was deducted from the \$750,000 award, and stated that there would be a maximum administration of \$30,000 for the \$1,000,000 award for the Community Center. George invited public comment; none were provided. **The Motion Carried (7-0).**

E. Farallone Avenue Sanitary Sewer Connection Project Contract

Pingel briefed the Council on the proposed contract for the Farallone Avenue Sanitary Sewer Connection project to Pape & Sons Contractors, LLC, stating the low bid, Pape & Sons was the low bid, and that Pape & Sons has also done prior projects with the City and those projects were successful. **Reynolds MOVED the City Council authorize the City Manager to award the contract for the Farallone Avenue Sanitary Sewer Connection project to Pape & Sons Contractors, LLC for \$106,212.58 plus a contingency amount of \$10,000.00 for a total of \$116,212.58 to prepare and execute the required contract documents, and to give the “Notice to Proceed” to commence construction of the project; seconded by Nixon.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

CITY MANAGER COMMENTS

Pingel reported that the Electron Way angle-in parking paint project would occur at the end of August 2019 and information to the public would be posted soon. George emphasized the importance of communicating to the public regarding this project.

Pingel reported on the latest information from bond counsel, stating bond counsel recommended \$9 or \$9.5 million on the first issuance of the bond due to interest rates dropping. Pingel indicated that a \$9 or \$9.5 million bond issue for phase one and a \$4 or \$4.5 million for phase two would reduce the impact to property owners to a \$0.66 per thousand on assessed value. Surina inquired of the costs to resubmit for the second issuance of the bonds were included in the estimates; Pingel confirmed they were. Viafore commented on his concerns, recommending staying on course with the first issuance of \$8.5 million. George commented that the City was on track to meet fundraising goals and not need the entire \$13.5 million bond issuance, and stated that if the first issuance of bonds was \$8.5 million, there would be a good chance the second issuance would be less than the anticipated needed amount. Pingel stated current rates would result in \$0.66 per thousand on assessed value regardless whether the first issuance was \$8.5, \$9, or \$9.5 million, that economic forecasts anticipated higher rates during the second bond issuance, and clarified the higher rates would not be higher than original projections. Surina recommended maximizing the first issuance of bonds to lock in on the lower rates and commented that the fundraising efforts plus City contributions could reduce the necessity for the second issuance. Reynolds commented on the need for more information in order to make an informed decision on risk aversions and cost benefit analysis. Pingel indicated bond counsel would provide more numbers to help Council make an informed decision.

Pingel reported that AT&T requested the City to consider new terms for the lease agreement on the Hight Tank and requested feedback on their request for a 25-year lease at a reduced monthly rent payment. Viafore recommended issuing a notice to them stating the City would be interested in negotiating the terms and include the discussion of moving the location of their antennas to increase the visibility of the City’s logo. There was a brief discussion on the City’s stance, alternate options, and market rates.

Pingel reported that he would be bringing a Civil Service Commissioner appointment for Council consideration at the August 27, 2019 regular meeting.

Pingel reported that the City would be receiving two of the Marilyn Kokich sculptures on August 26, 2019 and be stored at City Hall until a more suitable place could be found.

Surina inquired about the status of the Civil Service lateral eligibility list; Chief Cheesman indicated interviews would be held on August 30, 2019 and that the Civil Service Commission would certify the list in September.

DEPARTMENT HEAD COMMENTS

- Police Chief Cheesman reported on the opening of Chick-fil-A and police presence for the opening and Chick-fil-A “first 100” campout promotion. Cheesman reported on the police efforts regarding a tent at Orchard and Emerson streets.

COUNCILMEMBER COMMENTS

- Viafore commented on his concerns regarding the proposed changes to the Pierce Transit Bylaws and requested input from the City Manager for the next meeting. Viafore requested the City Manager to transmit a letter to Tacoma Community College regarding the City’s concerns for increased traffic associated with the school’s proposed developments. George stated he would ask the Metro Park project manager to speak to the Council regarding the project. Waltier commented on his support for continuing to express the City’s concerns to Tacoma Community College. Viafore commented on his concerns about the traffic signal at Regents Boulevard and 67th Avenue W not operating properly, and requested staff to contact the City of University Place.
- Reynolds commented on her appreciation of the Kokich sculptures and requested the City to express its gratitude in a formal way.
- Wittner thanked the audience for their attendance and Cheesman for the National Night Out event. Wittner requested additional trash receptacles for the National Night Event.
- Waltier commented on the Vanguard pricing glitch.
- Viafore commented on University Place’s efforts to accept applications for a councilmember pro tempore due to councilmember Ken Grassi’s extended absence.
- Surina commented on his appreciation for the National Night Out event.
- Nixon provided no comment.
- George commented on his appreciation for the National Night Out event, and there was a brief discussion on Chick-fil-A impact to the City’s revenues and local job opportunities.

EXECUTIVE SESSION

None scheduled.

ADJOURNMENT

Waltier MOVED to adjourn the meeting at 8:28 P.M., seconded by Wittner. The Motion Carried (7-0).

Hunter T. George, Mayor

Jessica Nappi, City Clerk

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 08/06/2019

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST
(BY ZIP CODE) FOR EXPIRATION DATE OF 20191130

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. VIAFORE'S ITALIAN DELICATESSEN	VIAFORE'S 604 REGENTS BLVD FIRCREST WA 98466 0000	355916	GROCERY STORE - BEER/WINE
2. TITLOW ASSOCIATES LLC	PINT DEFIANCE 2049 MILDRED ST W FIRCREST WA 98466 6133	089097	TAVERN - BEER/WINE OFF PREMISES
3. ORCHARD MARKET GROUP LLC	OMG FOOD MART 4040 ORCHARD ST W STE 118 FIRCREST WA 98466 6610	421187	GROCERY STORE - BEER/WINE



**Washington State
Liquor and Cannabis Board**

P.O. Box 43098, Olympia WA 98504-3098, (360) 664-1600
www.liq.wa.gov Fax #: (360) 753-2710

CITY OF FIRCREST

AUG 12 2019

RECEIVED

August 06, 2019

Dear Local Authority:

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

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

1) Objection to License Renewal

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

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

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

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

2) Status of License While Objection Pending

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

3) Procedure Following Licensing Division Receipt of Objection

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

4) Procedure if Board Does Not Renew License

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

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

5) Procedure if Board Renews License Over Your Objection

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

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

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10



LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name: Orchard Market Group LLC
Establishment Name: OMG Food Market
Address: 2049 Mildred Street W
License Number: 421187
Request Received: 8/6/2019
Expiration Date: 11/30/2019

Department Comments

Finance

No concerns.

Planning and Building

No concerns.

Police

We have had no issues with the service of alcohol at OMG Food Market.

Colleen Corcoran

Director Signature

8/15/2019

Date

Angelie Stahlnecker

Director Signature

8/16/2019

Date

John Cheesman

Director Signature

8/16/2019

Date



LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name:	Titlow Associates LLC
Establishment Name:	Pint Defiance
Address:	2049 Mildred Street W
License Number:	089097
Request Received:	8/6/2019
Expiration Date:	11/30/2019

Department Comments

Finance

No concerns.

Planning and Building

No concerns.

Police

No concerns.

Colleen Corcoran

Director Signature

8/15/2019

Date

Angelie Stahlnecker

Director Signature

8/16/2019

Date

John Cheesman

Director Signature

8/16/2019

Date



LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name:	Viafore's Italian Delicatessen
Establishment Name:	Viafore's
Address:	604 Regents Boulevard
License Number:	355916
Request Received:	8/6/2019
Expiration Date:	11/30/2019

Department Comments

Finance

No concerns.

Planning and Building

No concerns.

Police

We have had no issues with the service of alcohol at Viafore's Italian Delicatessen.

Colleen Corcoran

Director Signature

8/15/2019

Date

Angelie Stahlnecker

Director Signature

8/16/2019

Date

John Cheesman

Director Signature

8/16/2019

Date

NEW BUSINESS: **Six-Month Financial Review**
ITEM 10A.

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: **None. This item is for informational purposes only.**

PROPOSAL: None.

FISCAL IMPACT: None.

ADVANTAGE: Provides a review to the Council and citizens of the City's financial status as of June 30, 2019.

DISADVANTAGES: None identified.

ALTERNATIVES: None.

HISTORY: This is a report to Council and public of the financial status as of June 30, 2019.

ATTACHMENT: [2nd Quarter 2019 Financial Report](#)

Memo

To: Mayor and Councilmembers
 From: Colleen Corcoran, Finance Director
 CC: Scott Pingel, City Manager
 Date: August 27, 2019
 Re: 2nd QTR 2019 Financial Report

This report is based on the 2nd Quarter Financial reports as of June 30, 2019.

There are several charts attached. Please refer to each as they are discussed.

GENERAL FUND REVENUES

General Fund Revenues for the 2nd Quarter of 2019 are close to anticipated.

General Fund Revenue Pie Chart (Figure A): This chart shows the year to date (YTD) revenue collected in the General Fund by category. Total General Fund revenue is 55.7% of budget. At the end of the 2nd Quarter we should be at 50%. Keep in mind that property tax, as discussed below, is due twice per year and as you can see from the chart taxes make up half of General Fund Revenue. We received the about half of our budgeted revenue in May and will not receive another substantial amount until November. This is also a reason we need to keep money in reserve for cash flow purposes.

Total General Fund Revenue Chart (Figure B-1): This chart shows how total General Fund revenue compares to previous years. The total line for 2019 is as of 6/30/19.

Total Taxes Chart (Figure B-2): This category consists of General and EMS Property taxes, Zoo tax, Retail Sales & Use tax, Local Criminal Justice, Gas, Garbage, Cable, Telephone, Water, Sewer, Storm Drain and Gambling tax.

- The largest lines in the taxes category include General Property Tax, Retail Sales Tax, Gas Utility Tax and Telephone Tax.
- Looking at the General Property Tax Chart (Figure B-3) you will see large amounts in May and November. Property tax is due to Pierce County on April 30th for the 1st half taxes and October 31st for the 2nd half taxes. The City receives the revenue the following month. Due to the passage of I-747 property taxes can only increase by 1% per year plus new construction.
- The Retail Sales Tax Chart (Figure B-4): shows how sales taxes have been received since 2016. Retail Sales Tax for the 2nd Qtr is at 56% of estimated.
- The Gas Utility Tax (Figure B-5) and Telephone Tax (Figure B-6) charts: show how these revenues have been received since 2016. Telephone tax has been decreasing over the years as people disconnect their land lines.

Total Licenses & Permits chart (Figure B-7): This category consists of Business Licenses, Building, Mechanical, Plumbing, Excavate, and Sign Permits and Investigation Fees.

Total Intergovernmental Revenue chart (Figure B-8): This consists of revenue received from other government agencies and includes City Assistance, Criminal Justice Programs, DUI, Liquor Excise Tax and Liquor Board Profits.

Total Other Services & Charges chart (Figure B-9): This category consists of Passport Fees, Planning Permits, Site Development, Plan Checking Fees, Swimming Pool Revenue and Recreation Fees. Instructor Based Revenue is based on revenue collected. The City collects the fee for classes taught by outside instructors and pays the instructors a percentage of the amount collected. There is an increase in the summer months when the pool is open. Also included in this category is the contract fees received from the City of Ruston for running their court. In May we received payment for January through April fee. In June we received payment for May and June. They are now sending monthly payments.

Total Fines & Forfeits chart (Figure B-10): This category consists of revenue received from the Court, Investigative Fund Assessments and DUI Investment Fund Assessments.

Total Miscellaneous Revenue chart (Figure B-11): Total Miscellaneous Revenue consists of Interest, Space & Facilities Rentals, Donations, and other miscellaneous revenues. The large changes from month to month occur when interest revenue is received from interest payments on bonds, as well as quarterly payments received from Tacoma. As of 6/30/19 we have three active bonds that receive bi-yearly interest payments.

GENERAL FUND EXPENDITURES

If you look at the General Fund Expenditures Spreadsheet Figure C-1), the General Fund Actual to Budget Chart (Figure C-2) and the Expenditures by Department Chart (Figure C-3) you can see the total expenditure for each department and how it compares to the budgeted amounts along with the percentage spent through June. The total spent as of 6/30/19 was \$3,257,851 or 46.6% of the total General Fund Budget. At the end of the 2nd Quarter we should be at 50% or less.

OPERATING REVENUE TO EXPENDITURES COMPARISON

The Actual Revenue Over/(Under) Expenditures chart (Figure D) shows the effect on ending fund balance (EFB). When revenues exceed expenditures Ending Fund Balance is increased and vice versa.

General Fund: If we look at the second quarter 2019 General Fund operating revenue of \$3,232,626 compared to the second quarter operating expenditures of \$2,584,977 we see that operating revenue is \$647,649 more than expenditures. When including capital and non-revenues and expenditures the EFB at the end of the 2nd Quarter decreased by \$14,426. Remember that in May and November we will be receiving a large amount for property taxes.

Other Funds: Also included on the Actual Revenue Over/(Under) Expenditures chart (Figure D) is a comparison for the Street, Storm, Storm Capital, Water, Water Capital, Sewer, Sewer Capital, ERR, and REET Funds.

AVAILABLE CASH BALANCES

The Available Cash Balance per Fund (Figure E) spreadsheet shows the current available cash per fund after bond investments, reserves for cash flow and dedicated reserves are met. This amount is needed for cash flow, future capital costs, emergencies and unexpected expenditures not included in the adopted budget.

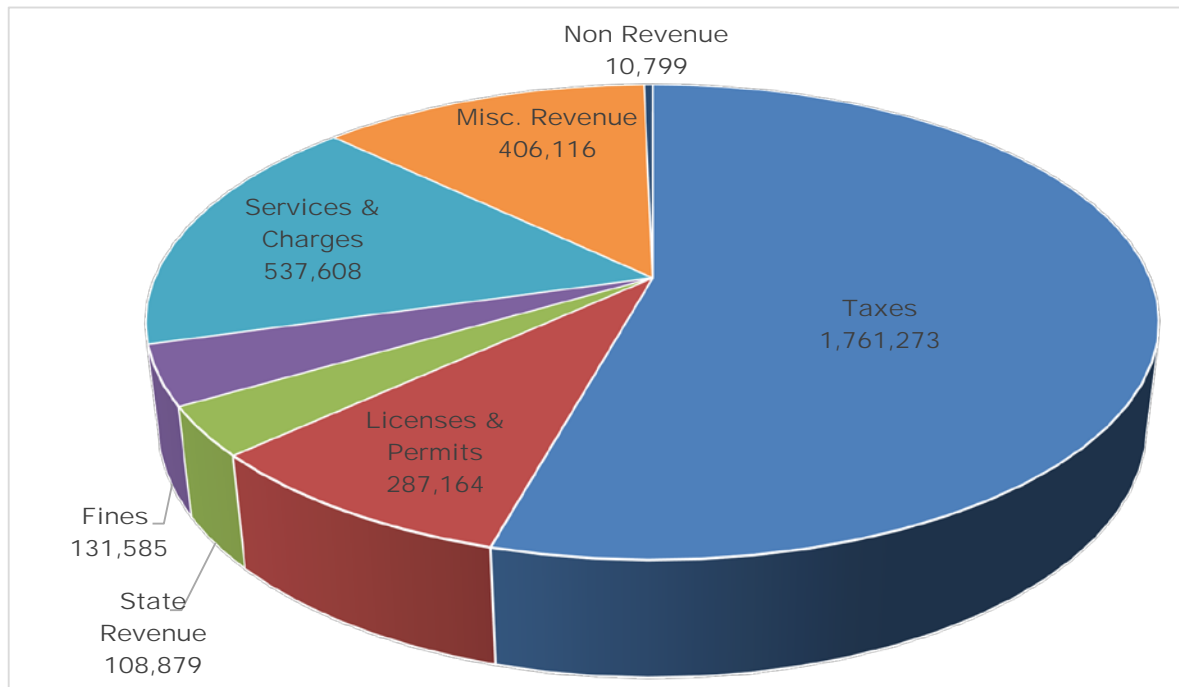
CONCLUSION

The above information should be used as a tool for making financial decisions for the future of the City. The trend for the past several years is continuing; revenues are remaining flat or decreasing while expenditures are increasing. The City has been very conservative during the past budgeting processes.

With future capital projects anticipated, the City will need to continue to evaluate its financial condition very carefully.

This report along with line item details can be found at the City of Fircrest's website at cityoffircrest.net.

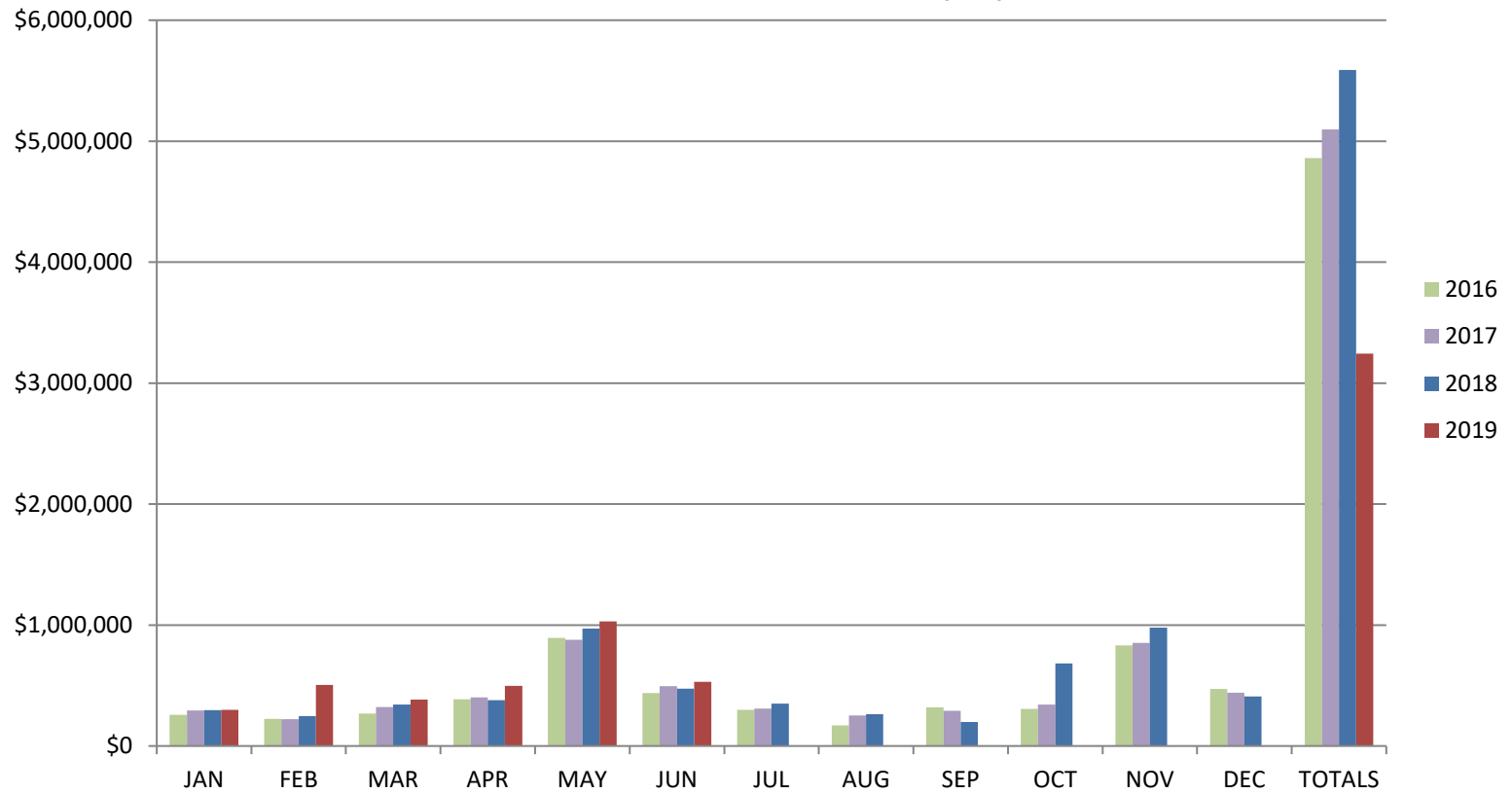
City of Fircrest
Figure A
General Fund Revenue as of June 30, 2019

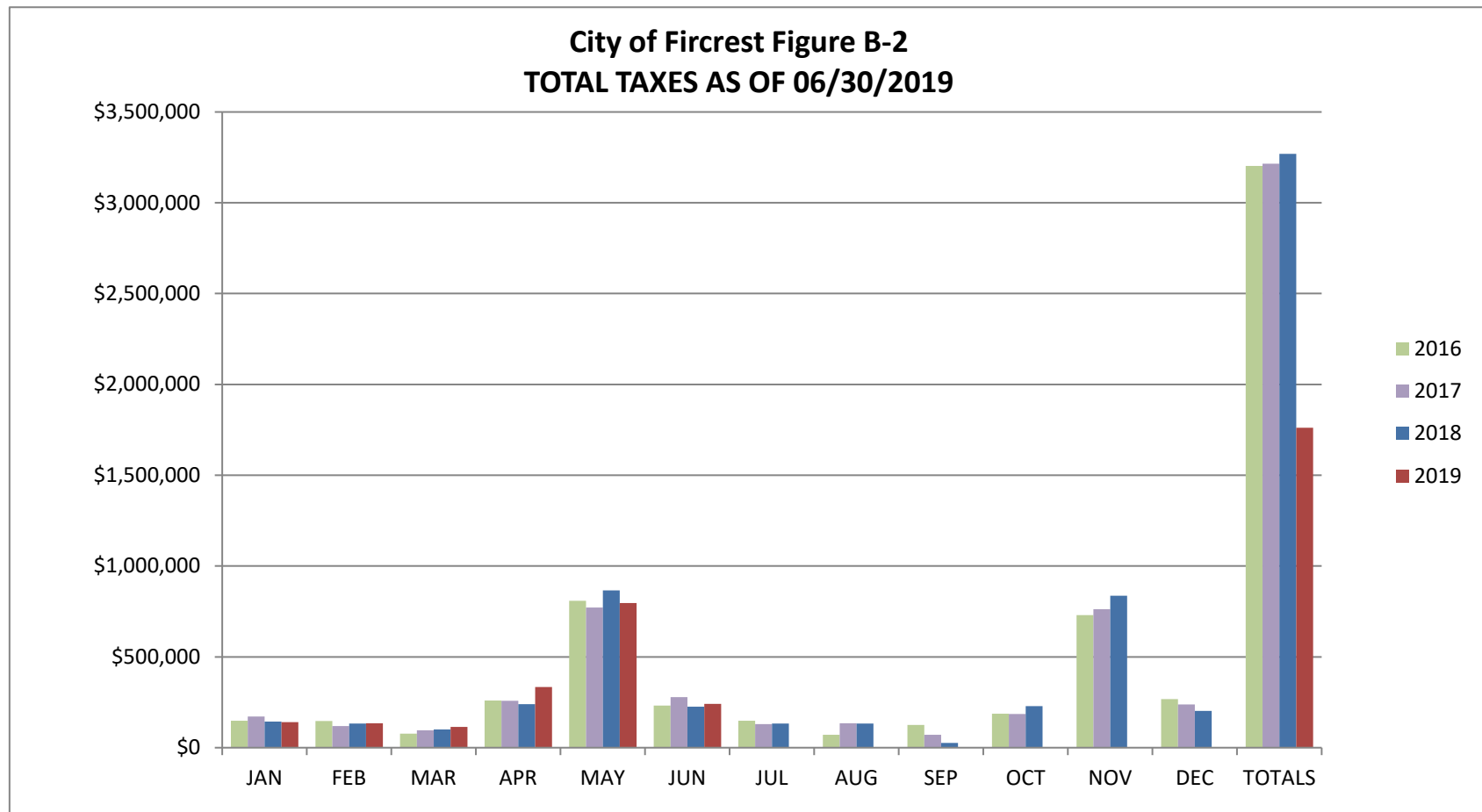


	<u>YTD 3/31/2019</u>	<u>Budget</u>	<u>%</u>
Taxes	1,761,273	3,290,650	53.5%
Licenses & Permits	287,164	565,625	50.8%
State Revenue	108,879	230,640	47.2%
Fines & Forfeits	131,585	226,500	58.1%
Serv & Charges	537,608	1,021,121	52.6%
Misc. Revenue	406,116	490,385	82.8%
Non Revenue	<u>10,799</u>	<u>0</u>	<u>0.0%</u>
TOTAL GEN FUND REV	3,243,425	5,824,921	55.7%

Figure A

City of Fircrest Figure B-1
TOTAL GENERAL FUND REVENUE AS OF 06/30/2019

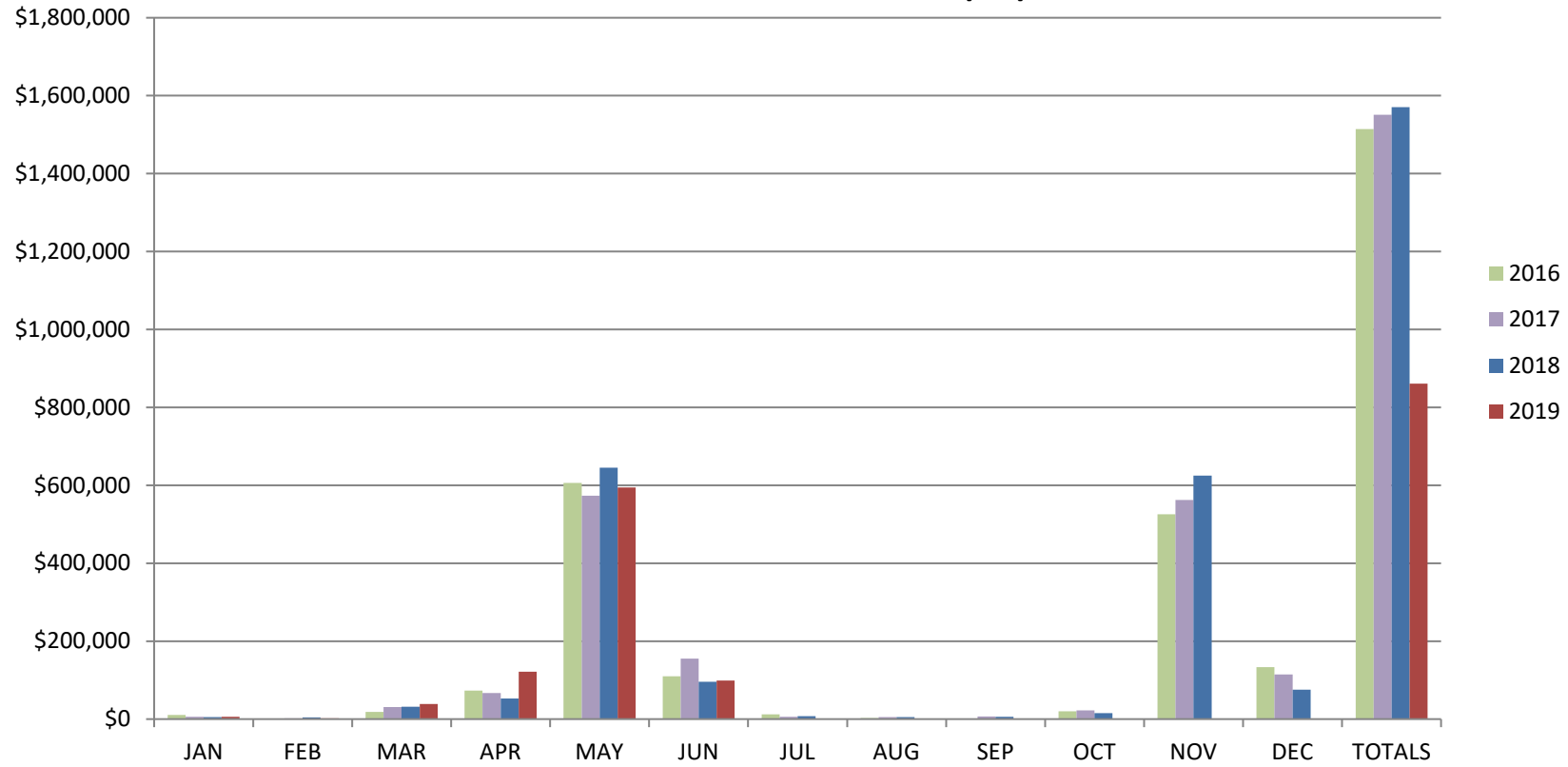




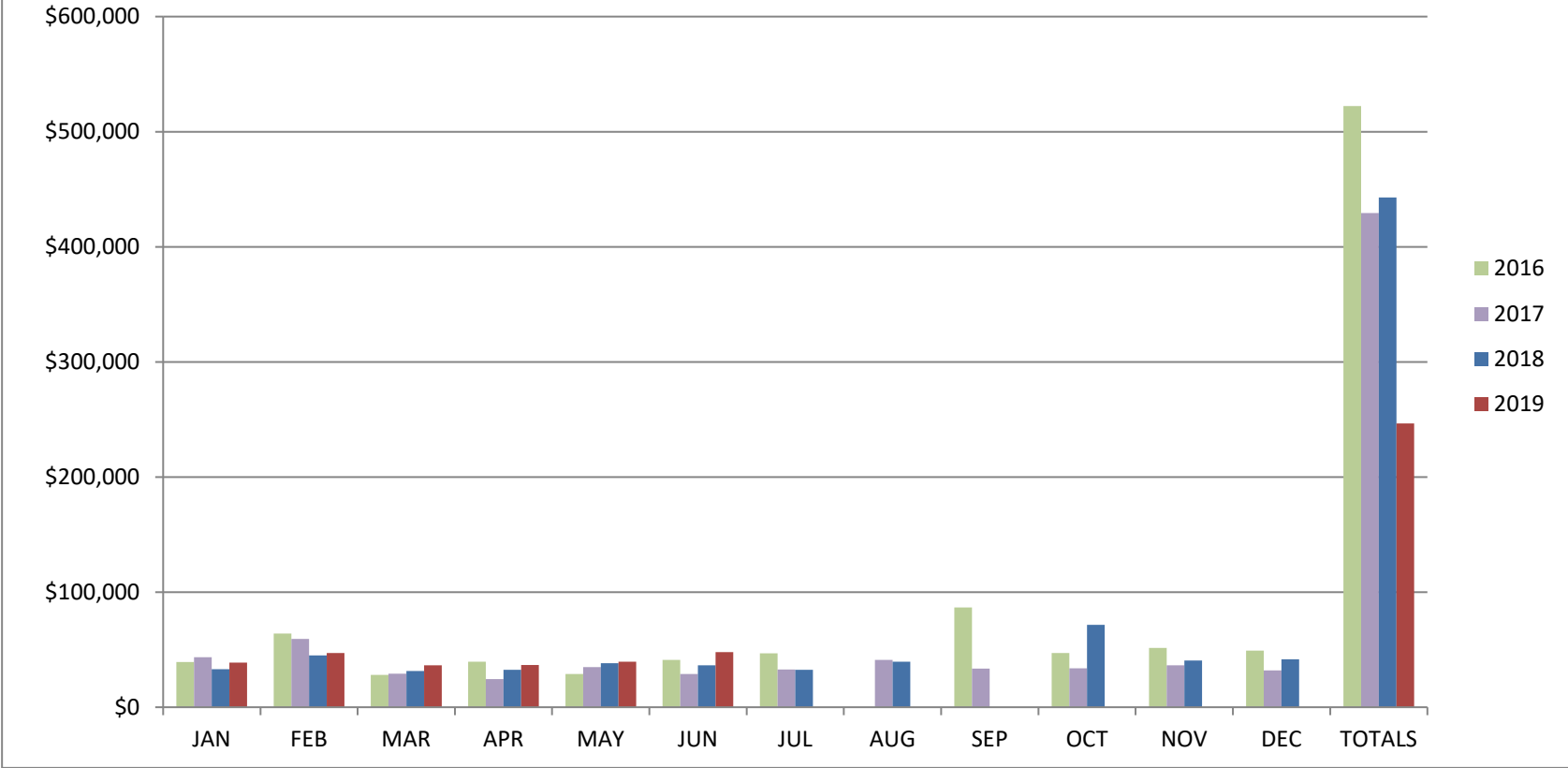
Taxes include General Property, EMS, Retail Sales and Use, Zoo, Local Criminal Justice, Water, Sewer, Gas, Garbage, Cable, and Phone

The major source of revenue in this category is property tax which is limited to a 1% increase collected from the previous year.
In 2016 and 2017 retail sales tax increased due to Wainwright School construction.

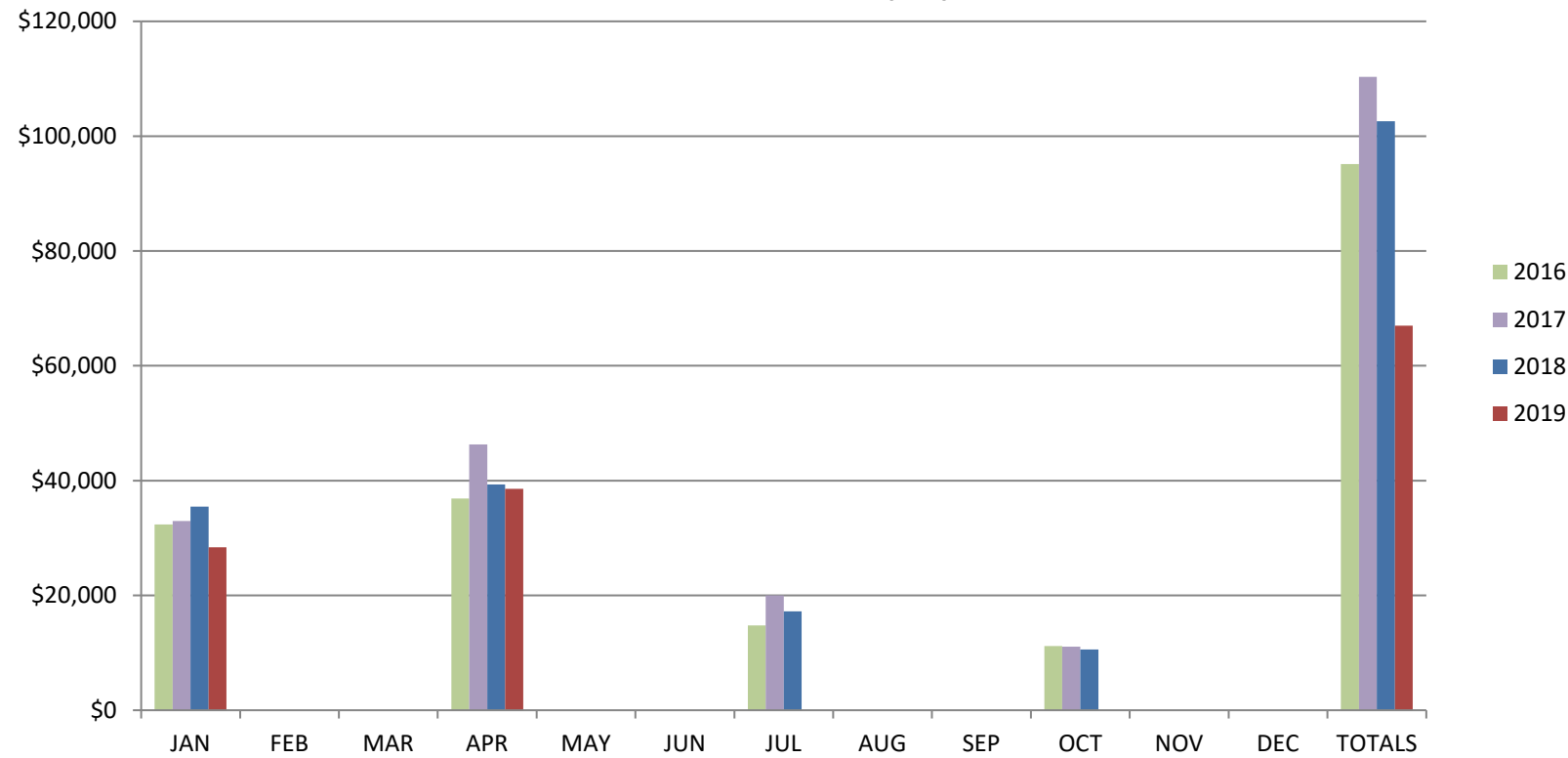
**City of Fircrest Figure B-3
GENERAL PROPERTY TAX AS OF 06/30/2019**



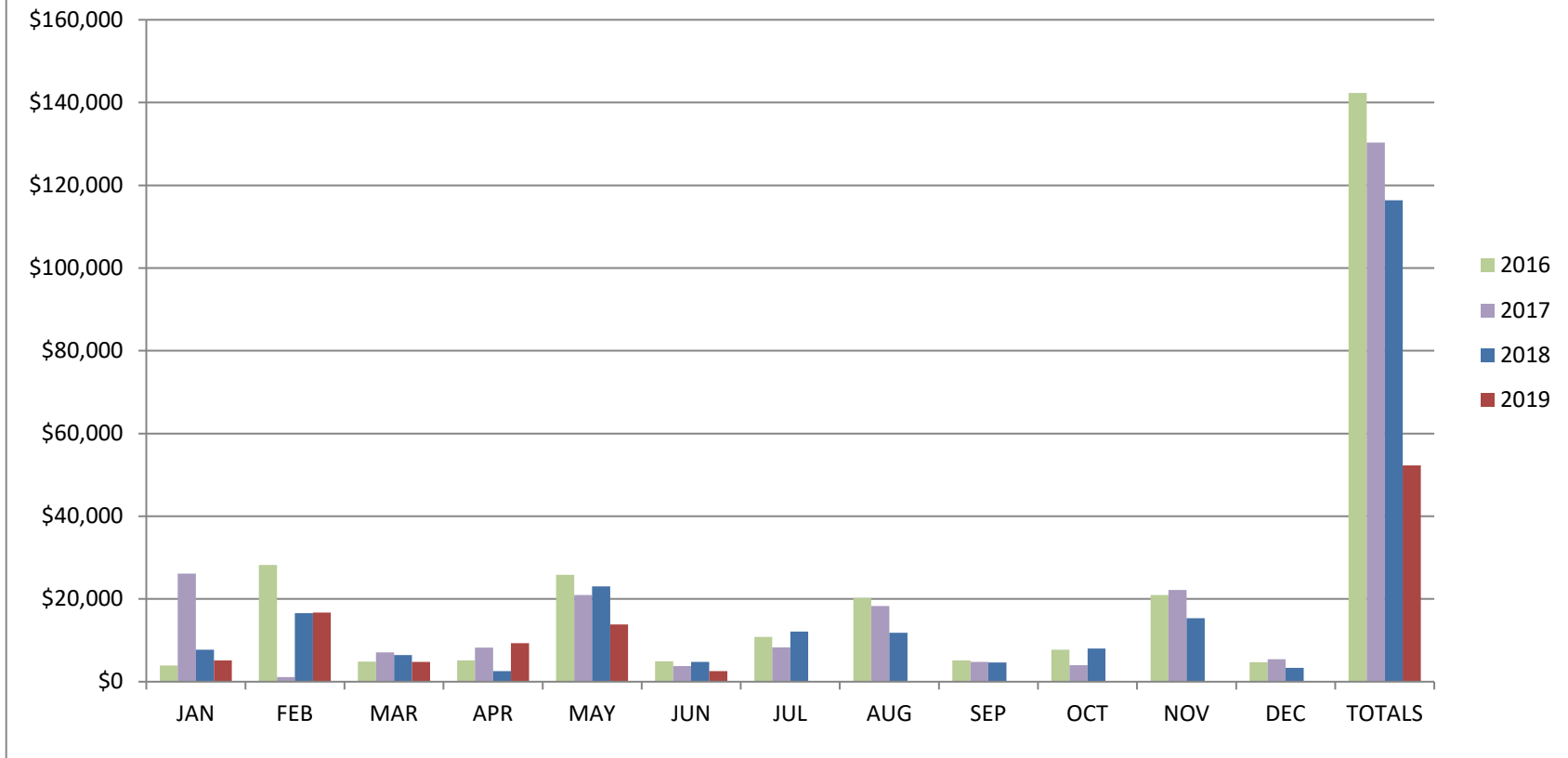
**City of Fircrest Figure B-4
RETAIL SALES TAX AS OF 06/30/2019**



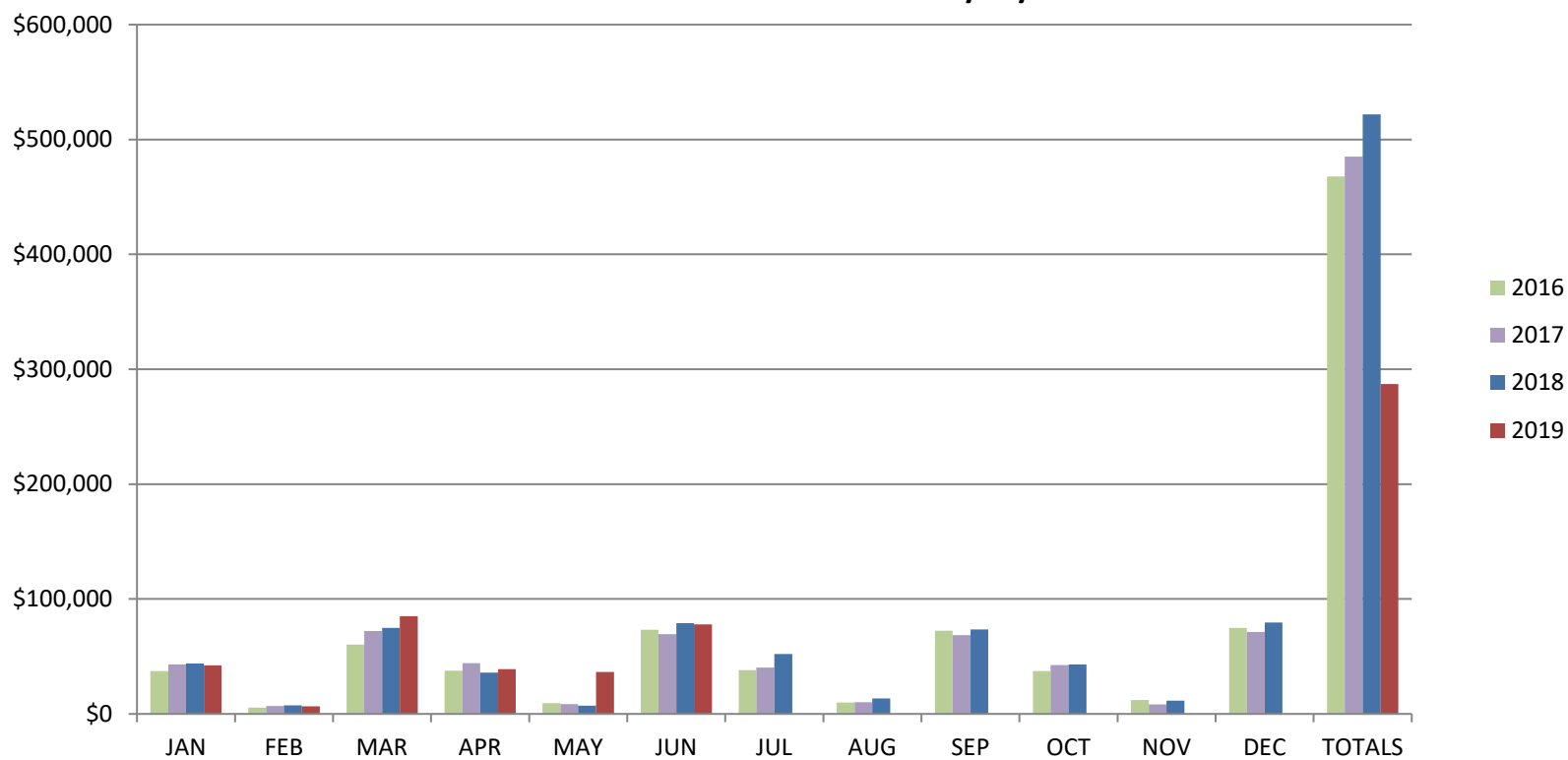
**City of Fircrest Figure B-5
GAS UTILITY TAX AS OF 06/30/2019**



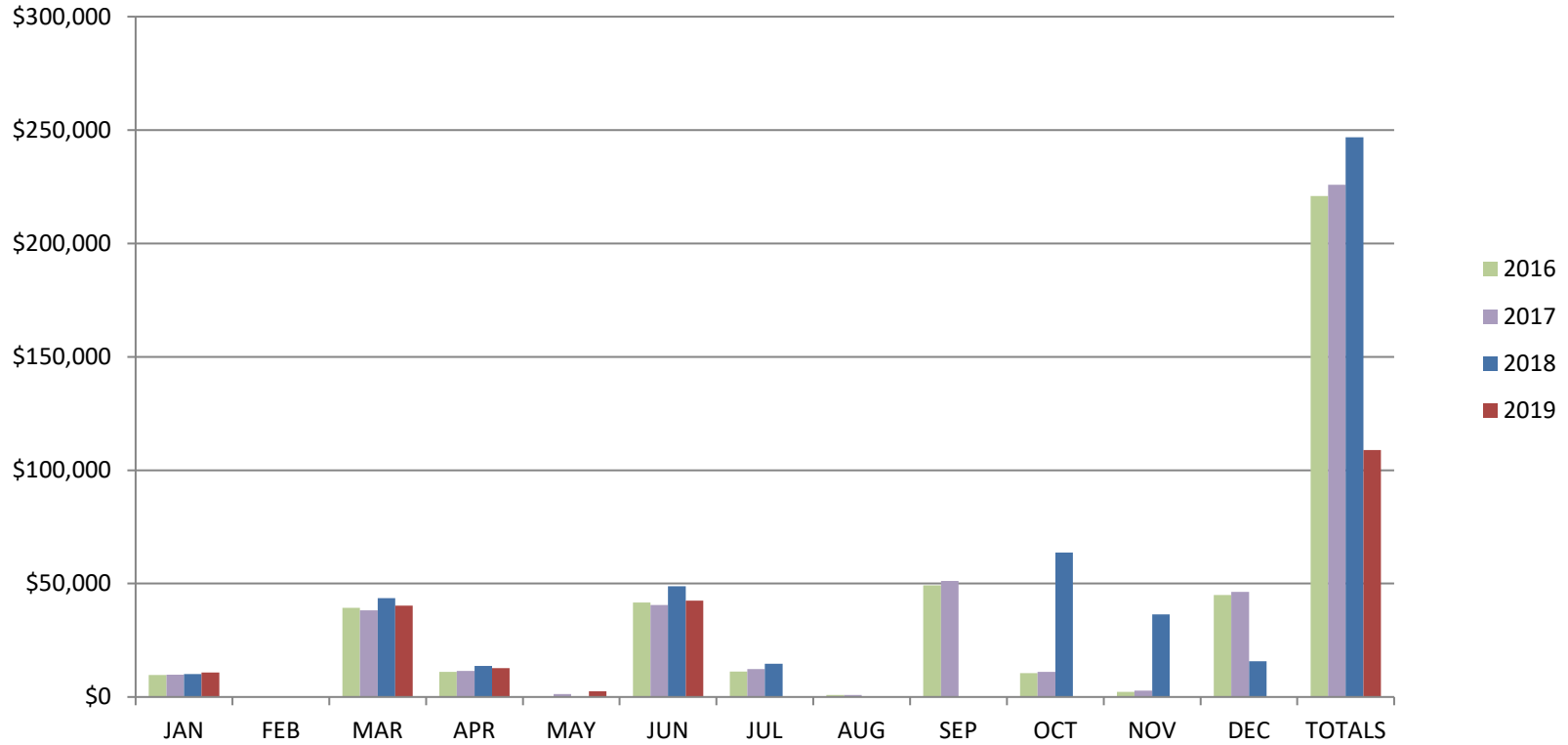
**City of Fircrest B-6
TELEPHONE TAX AS OF 06/30/2019**



**City of Fircrest Figure B-7
TOTAL LICENSES & PERMITS AS OF 06/30/2019**

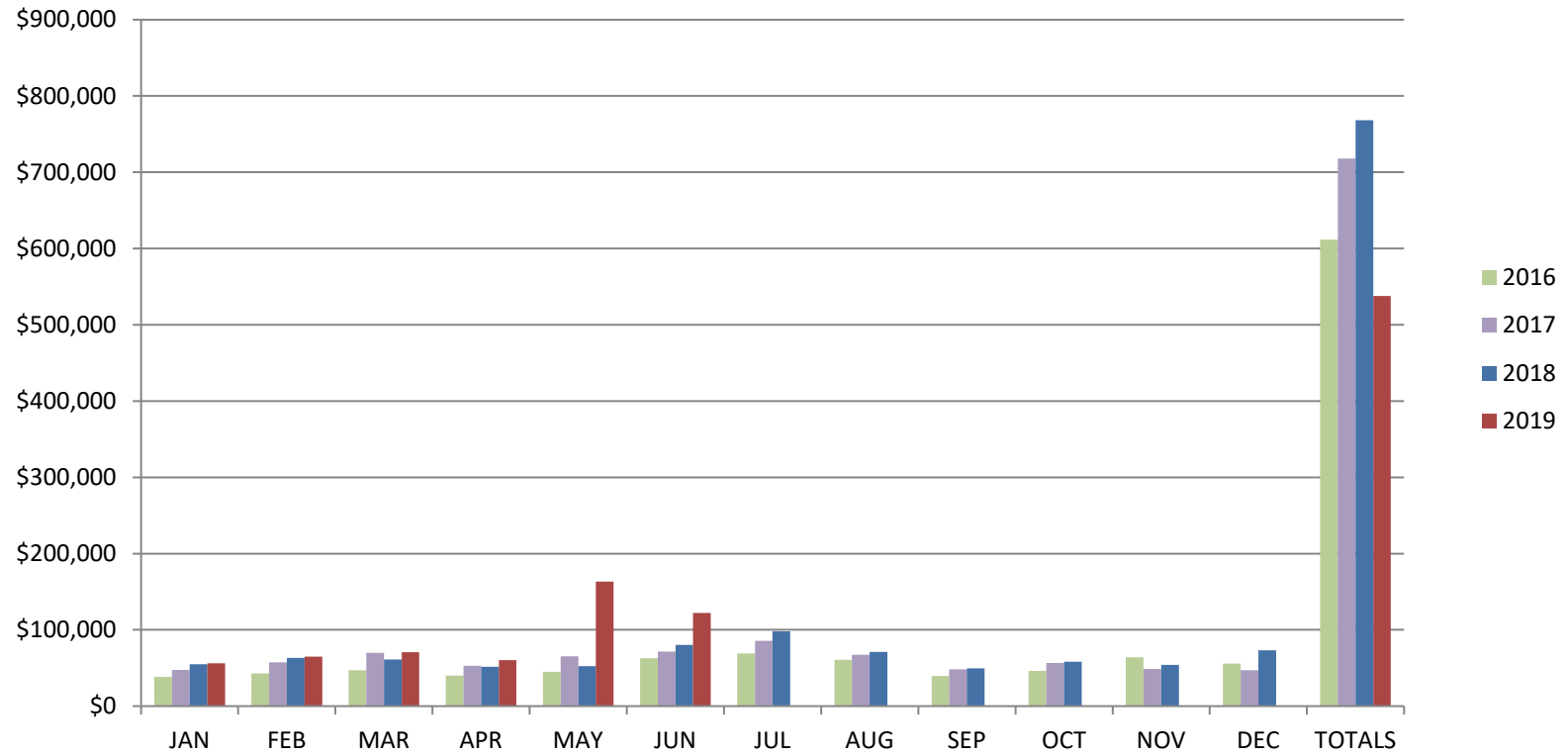


**City of Fircrest B-8
TOTAL INTERGOV'T REVENUE AS OF 06/30/2019**



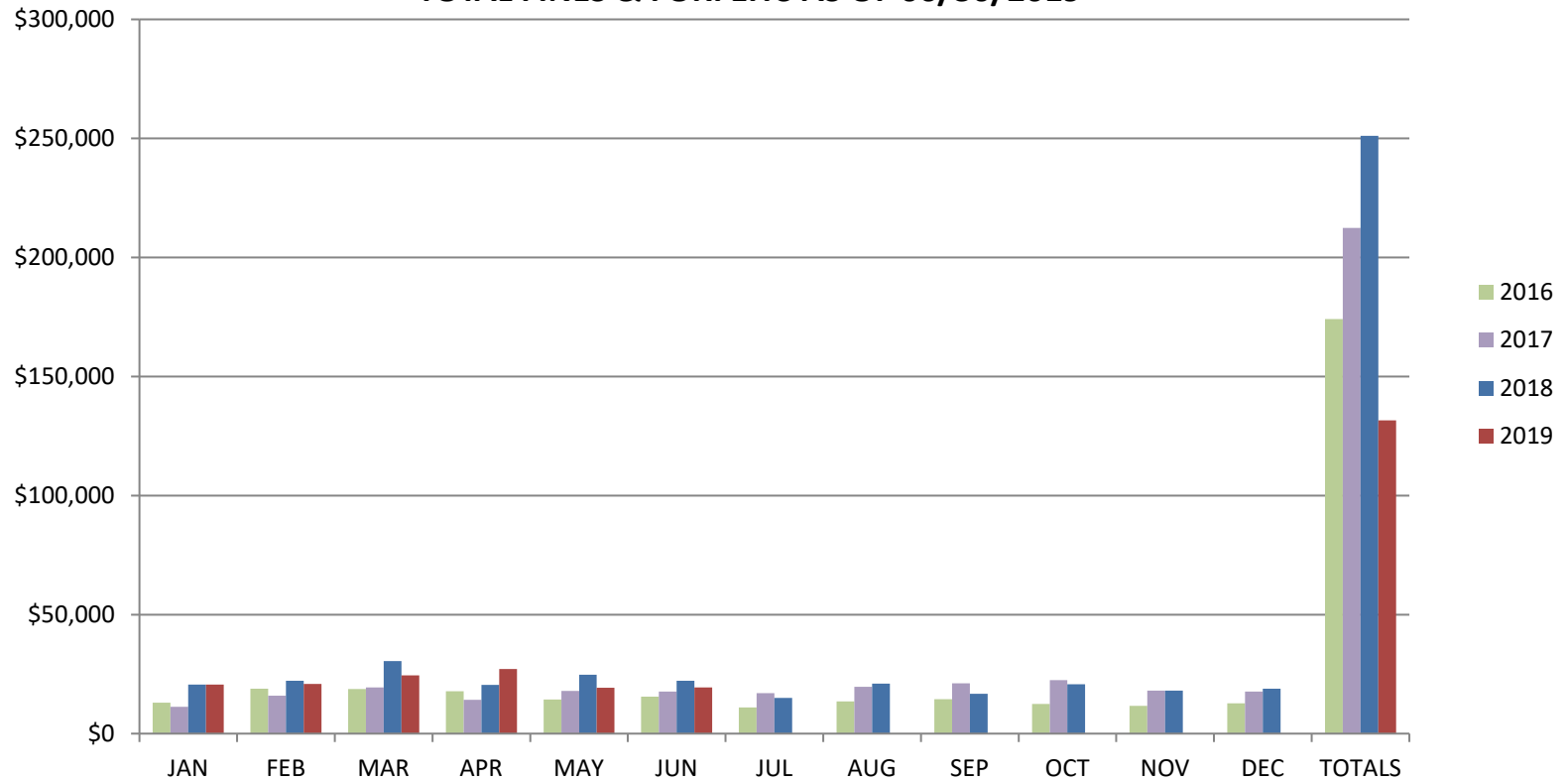
Intergovernmental includes Overtime Reimbursements for the State, City Assistance, CJ Special Programs, DUI-Cities, Liquor Excise Tax and Liquor Board Profits

**City of Fircrest B-9
TOTAL OTHER SERVICES & CHARGES AS OF 06/30/2019**



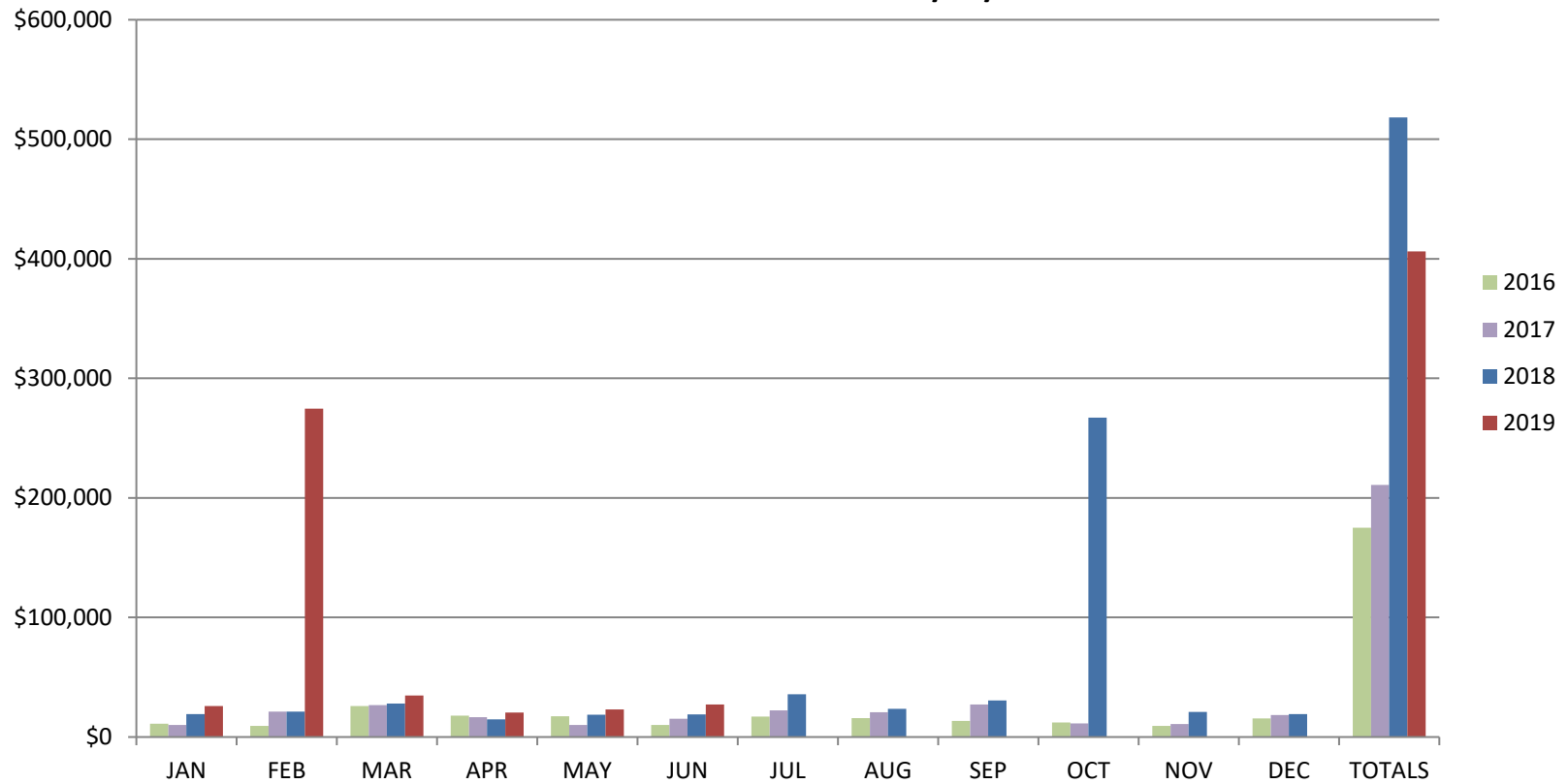
Other Services & Charges include Passport Fees, Planning Fees, Swimming Pool Fees/Lessons, Recreation Fees, Reimbursement for Police Overtime Non State and Interdeptmental Fees

**City of Fircrest Figure B-10
TOTAL FINES & FORFEITS AS OF 06/30/2019**



Total Fines & Forfeits include Municipal Court, Investigative Fund Assessments and DUI Investigative Fund Assessments

**City of Fircrest Figure B-11
TOTAL MISC REVENUE AS OF 06/30/2019**



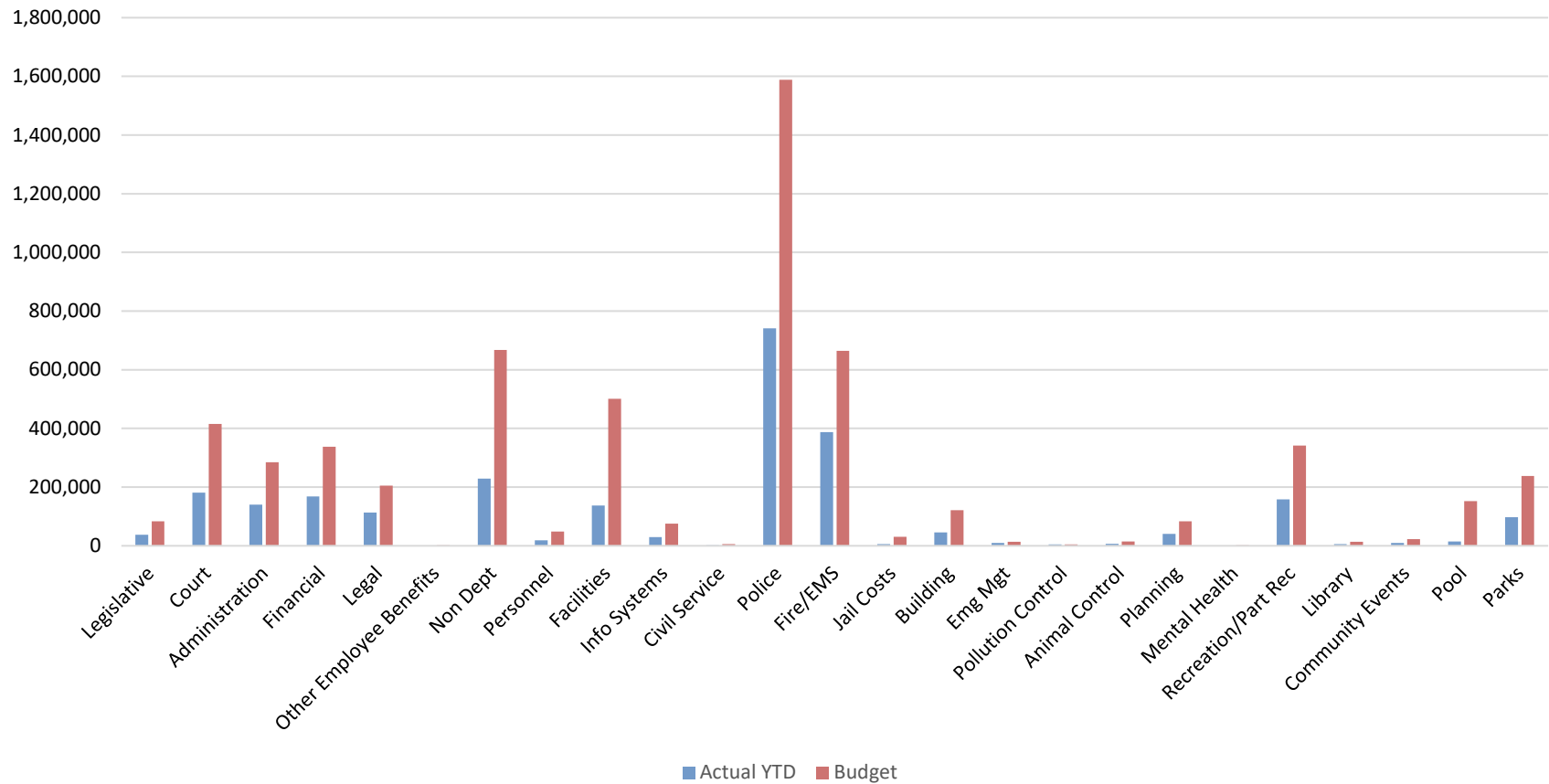
Miscellaneous includes Investment Interest, Space & Facility Rentals Donations, Reimbursements, and other miscellaneous revenues. The large increase in October of 2018 and February 2019 are from donations for the Pool and Community Center project.

City of Fircrest Figure C-1

General Fund Expenditures by Departments as of 06/30/2019

<u>DEPARTMENT</u>	<u>YTD</u>	<u>BUDGET</u>	<u>REMAINING</u>	<u>% Expensed</u>
Legislative	37,199	83,945	46,746	44.3%
Court	180,774	415,420	234,646	43.5%
Administration	140,207	284,390	144,183	49.3%
Financial	168,497	337,711	169,214	49.9%
Legal	113,748	205,355	91,607	55.4%
Other Employee Benefits	126	1,550	1,424	8.1%
Non Dept	228,770	667,741	438,971	34.3%
Personnel	18,693	48,535	29,842	38.5%
Facilities	137,455	501,327	363,872	27.4%
Info Systems	29,596	75,499	45,903	39.2%
Civil Service	1,707	5,635	3,928	30.3%
Police	741,227	1,588,344	847,117	46.7%
Fire/EMS	387,823	664,839	277,016	58.3%
Jail Costs	5,474	30,500	25,026	17.9%
Building	45,615	120,905	75,290	37.7%
Emg Mgt	9,730	14,190	4,460	68.6%
Pollution Control	4,477	4,500	23	99.5%
Animal Control	7,088	15,000	7,912	47.3%
Planning	40,555	83,546	42,991	48.5%
Mental Health	1,003	2,190	1,187	45.8%
Recreation/Part Rec	158,529	341,540	183,011	46.4%
Library	5,319	14,000	8,681	38.0%
Community Events	9,623	23,000	13,377	41.8%
Pool	14,310	152,725	138,415	9.4%
Parks	97,432	237,967	140,535	40.9%
 Total Gen Fund Oper Exp	 2,584,977	 5,920,354	 3,335,377	 43.7%
 Non Expenditures	 6,258	 0	 -6,258	 0.0%
Capital	666,616	1,078,000	411,384	61.8%
 Total General Fund	 3,257,851	 6,998,354	 3,740,503	 46.6%

City of Fircrest Figure C-2 GENERAL FUND ACTUAL TO BUDGET AS OF 06/30/2019



City of Fircrest Figure C-3
Expenditures by Department as of 06/30/19

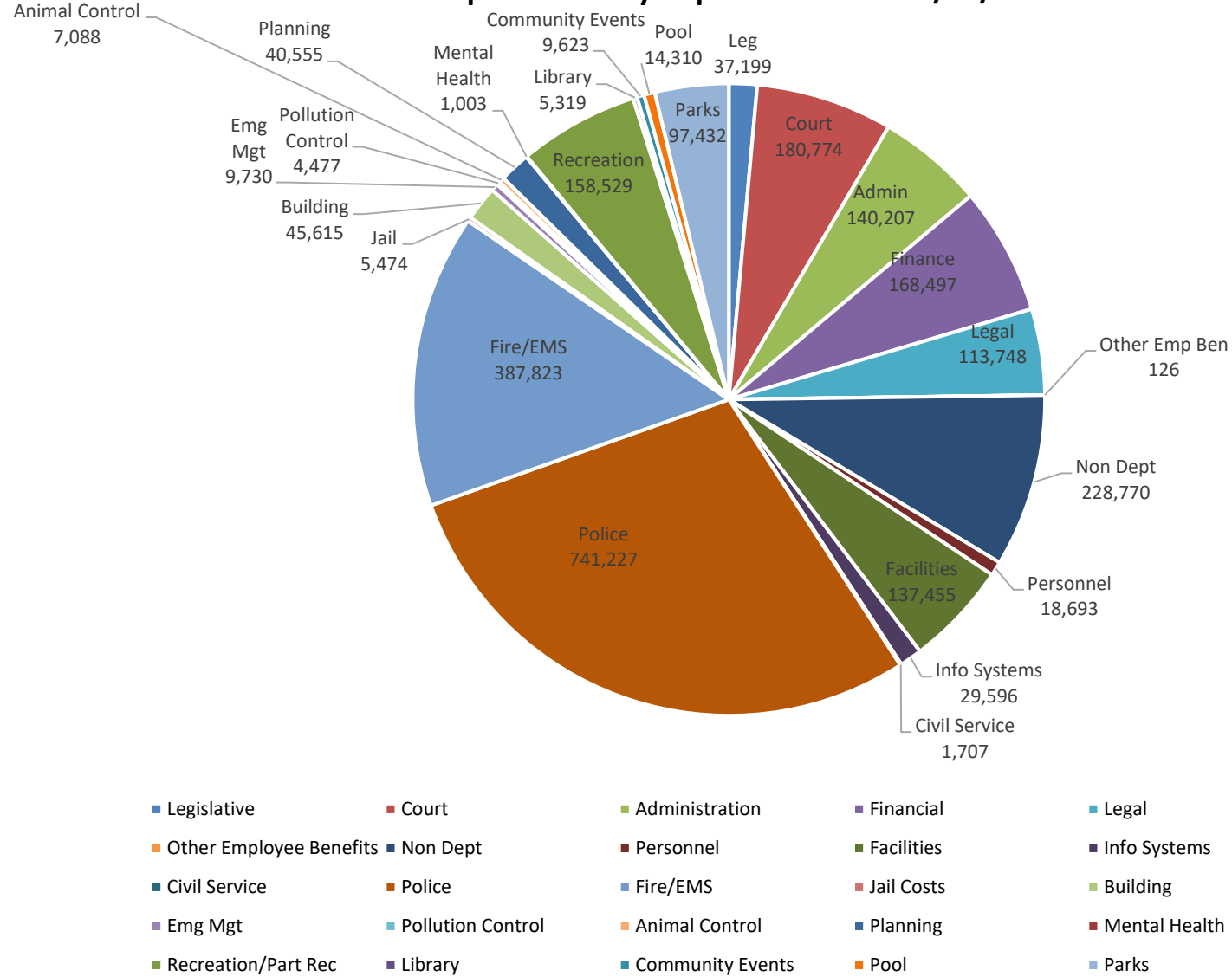


Figure D

ACTUAL REVENUE OVER/(UNDER) EXPENDITURES AS OF 06/30/2019

	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Operating Revenue	3,232,626	231,415	295,907	0	499,089	0	1,346,735	0	80,493	11,865
Operating Expenditures	<u>(2,584,977)</u>	<u>(223,701)</u>	<u>(205,486)</u>	<u>0</u>	<u>(486,335)</u>	<u>0</u>	<u>(1,295,729)</u>	<u>0</u>	<u>(60,456)</u>	<u>0</u>
Net Operating Revenue Over/ (Under) Expenitures	647,649	7,714	90,421	0	12,754	0	51,006	0	20,037	11,865
Capital Contributions		43,689				55,000	0	50,000	98,098	74,062
Capital Expenditures	<u>(666,616)</u>	<u>(84,574)</u>	<u>0</u>	<u>(13,260)</u>	<u>0</u>	<u>(61,368)</u>	<u>0</u>	<u>(77,757)</u>	<u>(323,946)</u>	<u>0</u>
	(666,616)	(40,885)	0	(13,260)	0	(6,368)	0	(27,757)	(225,848)	74,062
Total Net Revenue over(under) Expenditures	(18,967)	(33,171)	90,421	(13,260)	12,754	(6,368)	51,006	(27,757)	(205,811)	85,927
Non Revenue	10,799						0	0	0	
Capital Transfer In	0			40,950		54,080	0	115,000	0	
Non Expenditures	(6,258)	0	0	0		0		0	0	
Capital Transfer Out	<u>0</u>	<u>0</u>	<u>(40,950)</u>	<u>0</u>	<u>(54,080)</u>	<u>0</u>	<u>(115,000)</u>	<u>0</u>	<u>0</u>	
	4,541	0	(40,950)	40,950	(54,080)	54,080	(115,000)	115,000	0	0
Total Change in Fund Balance	(14,426)	(33,171)	49,471	27,690	(41,326)	47,712	(63,994)	87,243	(205,811)	85,927

ACTUAL BEGINNING/ENDING FUND BALANCES FOR 2019

Beginning Fund Balance (cash)	3,545,001	243,328	210,449	505,918	304,821	184,261	857,227	1,215,571	1,439,669	1,558,565
Total Change in Fund Balance	<u>(14,426)</u>	<u>(33,171)</u>	<u>49,471</u>	<u>27,690</u>	<u>(41,326)</u>	<u>47,712</u>	<u>(63,994)</u>	<u>87,243</u>	<u>(205,811)</u>	<u>85,927</u>
Ending Fund Balance as of 03/31/19 (total cash balance)	3,530,575	210,157	259,920	533,608	263,495	231,973	793,233	1,302,814	1,233,858	1,644,492

Figure E

AVAILABLE CASH AS OF 06/30/2019

Undesignated Fund Balances

Total Cash Balance	3,530,575	210,157	259,920	533,608	263,495	231,973	793,233	1,302,814	1,233,858	1,644,492
Less Designated Light Fund	(675,813)									
Less Designated 44th/Alameda	(265,366)									
Undesignated Funds Invested in Bonds (matures 08/24/20)	(300,000)									
Undesignated Funds Invested in Bonds (matures 09/25/19)									(250,000)	
Reserved for cash flow (3 months of operating expenses)	<u>(1,480,089)</u>	<u>(120,210)</u>	<u>(118,573)</u>	<u>0</u>	<u>(246,286)</u>	<u>0</u>	<u>(581,587)</u>	<u>0</u>	<u>(36,997)</u>	
Undesignated Fund Balance Available	<u>809,307</u>	<u>89,947</u>	<u>141,347</u>	<u>533,608</u>	<u>17,209</u>	<u>231,973</u>	<u>211,647</u>	<u>1,302,814</u>	<u>946,861</u>	<u>1,644,492</u>

Designated Fund Balance-Sale of Light

Designated Light Fund (total cash)	675,813
Designated Light Fund invested in bond (matures 10/07/19)	<u>(500,000)</u>
Designated from sale of Light Fund Cash Available	175,813

Designated Fund Balance-Sale of 44th/Alameda

Designated 44th/Alameda Fund (cash)	265,366
Designated 44th/Alameda invested in bond (matures 08/24/20)	<u>(200,000)</u>
Designated 44th/Alameda Property Sale Cash Available	65,366

CUMMULATIVE RESERVES

Designated Fund Balance	3,000,000	150,000			11,513		369,250			
Invested in bond (matures 09/25/19)	(2,250,000)									
Invested in bond (matures 01/07/20)	<u>(500,000)</u>									
Cummulative Reserve Fund Balance Available	<u>250,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>11,513</u>	<u>0</u>	<u>369,250</u>	<u>0</u>	<u>0</u>	<u>0</u>

Total invested in bonds \$4,000,000

Total invested at LGIP \$8,843,233

NEW BUSINESS: Whittier Sprinkler Project Close-Out
ITEM 10B.

FROM: Jeff Grover, Parks and Recreation Director

RECOMMENDED MOTION: I move the City Council approve the Close-Out and Acceptance of the Whittier Sprinkler project to Soundview Landscape and Sprinkler for a total price of \$73,367.75 including tax and acceptance of the project.

PROPOSAL: This proposal is a request to provide a “close-out” that will result in acceptance of the project for a total price of \$73,367.75. By this action, the completed project will be considered accepted.

FISCAL IMPACT: The fiscal impact of this acceptance is \$73,367.75.

ADVANTAGE: This will close-out the project.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

HISTORY: This project was completed, and a final inspection was conducted by the Parks and Recreation Department. The project was completed on time and for the amount awarded by the contract. Soundview Landscape and Sprinkler did a good job in completing the project and the grass at Whittier Park is noticeably greener and healthier than it has been in a long time.

NEW BUSINESS: Tank Painting Site Project Close-Out
ITEM 10C.

FROM: Jerry Wakefield, Public Works Director

RECOMMENDED MOTION: I move the City Council approve the Close-Out and Acceptance of the High Tank Site Painting Project to Long Painting Company for a total contract price of \$165,257.00 including tax and acceptance of the project.

PROPOSAL: This proposal is a request to provide a “close-out” that will result in acceptance of the contract amount of \$165,257.00. By this action, the completed project will be considered accepted.

FISCAL IMPACT: The fiscal impact of this acceptance of the final contact cost of \$165,257.00 matches the award amount of the contract.

ADVANTAGE: This will close-out the project.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

HISTORY: This project was completed, and a final inspection report was prepared and accepted based on the contract documents. The project was completed on time and for the amount awarded by the contract. Long Painting Company did a good job in completing the project.

AUG 08 2019

RECEIVED

August 7, 2019

Jessica Nappi
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466

Subject: Notice of Proposed Changes to Pierce Transit Bylaws

Dear Ms. Nappi,

Pierce Transit proposes to amend its Bylaws. Pursuant to Section 2.28.070 of the Pierce Transit Code, the Agency must give thirty (30) days' notice to all jurisdictions within the Pierce Transit service area of any proposed amendments before adoption. Because your jurisdiction is within our service area, please consider this as formal notification of intent to consider proposed revisions of the Bylaws at the Pierce Transit Board of Commissioners' Meeting to be held on September 9, 2019.

Enclosed are the proposed amendments to Pierce Transit's Bylaws that were reviewed and approved for proposal by the Pierce Transit Executive Finance Committee on July 18, 2019. This review and revision of the Bylaws is intended to clean up outdated language that is no longer relevant and adds clarifying language to aid in the smooth operation of Board meetings and processes. The proposed amendments do not affect the composition or membership of the Board.

No action from your jurisdiction is required but if you would like to provide written comments/concerns on the proposed changes, please forward those to me by September 6, 2019. The Board is scheduled to consider and may adopt the proposed amendments at their regular meeting on September 9, 2019, which is held at the Pierce Transit Training Center, 3720 96th Street SW, Lakewood, at 4:00 p.m.

Should you have any questions, please do not hesitate to contact me at Djacobson@piercetransit.org, or by phone at 253-581-8066.



Deanne Jacobson
Clerk of the Board/Public Records Officer

Attachments: Proposed Amendments to Pierce Transit Bylaws, in redline and clean form
cc: Pierce Transit Board of Commissioners



AUG 08 2019

RECEIVED

Part 2 - BYLAWS

2.01.010 Bylaws.

All sections in Part 2 of this Code are the bylaws of the Pierce Transit Board of Commissioners ("Board").

2.01.02 - Amendments.

These bylaws may be added to or changed by an affirmative vote of five voting members in attendance at any board meeting where a 30-day written notice of such meeting has been sent to all legislative bodies within the jurisdiction of Pierce Transit. The 30-day written notice shall advise all of the legislative bodies within the boundaries of Pierce Transit of the proposed changes which are to be considered.

(Res. 82-120 §11; Res. 84-098 §1(Ex. I (part)); Res. 99-094(part))

(Res. No. 10-010, § 1, 6-14-2010)

Chapters:Chapter 2.02 ~~04~~ - MEMBERSHIP~~2.04.010 - Offices.~~

~~The principal office of Pierce Transit as of November 19, 1987, shall be located at 3701 96th Street S.W., Lakewood, Washington 98499. Pierce Transit may have such other offices, within Pierce County as the board of commissioners may determine from time to time.~~

~~(Res. 82-120 §1; Res. 84-098 §1(Ex. I(part)); Res. 04-003 (part))~~

~~2.042.00120~~ - Board composition and terms.

A. ~~As established after review of board composition held in accord with RCW 36.57A.055, the B~~board of commissioners ~~(hereinafter referred to as the "board") shall consists~~ of nine voting members and may include one nonvoting member, selected as follows:

1. Two voting members voted by the City Council of the City of Tacoma;
2. One voting member voted by the City Council of the City of Lakewood;
3. Two voting members voted by the Pierce County Council;
4. One voting member voted by the City Council of Puyallup;
5. One voting member voted by the City Council of University Place;
6. One voting at-large member voted on by the Fife, Edgewood, and Milton City Councils;
7. One voting at-large member voted by the representatives of the city and town councils of Auburn, Fircrest, Gig Harbor, Pacific, Ruston and Steilacoom.

8. One nonvoting member, pursuant to RCW 36.57.030(5), who may serve on the Board upon recommendation by the labor organization representing Pierce Transit's public transportation employees. If Pierce Transit's employees are represented by more than one labor organization, all such labor organizations shall select the nonvoting member by majority vote. The nonvoting member shall comply with all governing bylaws and policies of Pierce Transit.

- B. All voting members of the ~~Pierce Transit~~ Board must be elected officials of the jurisdiction they represent.
- C. The members of the Board ~~of Commissioners of Pierce Transit~~ shall serve a three-year term. Each voting member shall hold ~~office a seat on the Bboard~~ until:
1. The expiration of the term for which ~~he/shethey are-is~~ elected at their respective jurisdiction;
 2. The appointment or election of a new Commissioner from the member's respective jurisdiction(s);
 3. The member is no longer an elected official of ~~his-or-hertheir~~ respective jurisdiction; or
 4. Resignation.

(Res. No. 10-010, § 1, 6-14-2010; Res. No. 12-020, § 1, 6-11-2012; Res. No. 14-026, § 1(Exh. A), 5-15-2014)

2.042.00230 - Filling vacancies for at-large representation.

- A. The ~~C~~lerk of the ~~B~~board, upon receiving formal notice that a vacancy is expected to occur or has occurred on the ~~b~~Board-of-commissioners, shall send a request for nomination along with nominee ballot to the respective at-large cities and towns vacancy.
- B. The respective cities and towns affected by the vacancy may formally nominate a candidate from its jurisdiction and return the nomination form to the Clerk of the Board of Pierce Transit. The individual city and town councils are not required to nominate a representative from its respective jurisdiction(s).
- C. After compiling the lists of nominees from all jurisdictions that participated in the nomination process, the ~~C~~lerk of the ~~B~~board shall send a ballot letter and formal ballot to the at-large cities and towns affected by the vacancy for formal vote by each respective city or town councils.
- D. The city or town councils shall return ballots along with a certified copy of the related council resolution or motion. The Clerk of the Board of Pierce Transit shall count the ballots and give notice of the results of the balloting to the ~~b~~Board-of-commissioners.
- E. Plurality of ballots cast shall determine the winner.
- F. In the event of a tie, the city and town councils shall have an additional thirty days to reconsider. The ballot procedure will be repeated until a winner is selected by a plurality vote.
- G. The newly-elected commissioner(s)'s term shall begin at the next meeting of the ~~b~~Board.

(Res. No. 14-026, § 1(Exh. A), 5-15-2014)

(Insert here former Sections 2.08.090 Responsibilities; and 2.08.100, Compensation, as new sections 2.02.030 and .040 respectively, see note below)

Chapter 2.038 - MEETINGS

Sections:

2.083.010 -- Regular.

The regular meetings of the ~~B~~board of Pierce Transit shall be held at ~~3720 96th Street SW~~ ~~3704 96th Street S.W.~~, Lakewood, Washington, at the hour of 4:00 p.m. on the second Monday of each month. However, the ~~b~~Board may designate an alternative regular meeting location and/or an alternative regular meeting date whenever the ~~B~~board finds it in the best interests of Pierce Transit.

(Res. 82-120 §3(a); Res. 84-098 §1(Ex. I(part)); Res. 85-099 §1; Res. 87-024 §1(Ex. I); Res. 90-028 §1; Res. 91-007 §1; Res. 00-041 (part); Res. 04-003 (part))

2.083.020 - Special.

Special meetings of the ~~B~~board may be called at any time by the chairperson or by a majority of the members of the board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body ~~Board~~ with a copy to the ~~Clerk~~ of the ~~B~~board. ~~T. A majority of the members of the board of Pierce Transit may call a meeting by signing a request that same be called and delivering the request to the Clerk of the Bboard who shall thenforthwith give notice to the public and members of the board of the time and place of the meeting which notice shall be given not less than 24 hours before the time specified for such meeting and such request in accord with the Open Public Meetings Act, RCW 42.30 as may be amended from time to time. As needed, the board may hold study sessions which shall be considered special meetings, and administered as such.~~

(Res. 82-120 §3(b); Res. 84-098 §1(Ex. I(part)))

2.038.030 - Quorum.

~~At all meetings of the board a Five voting members of the Bboard is a majority and A majority of the voting members of the board shall constitute a quorum. A quorum is required for any action of the Bboard, including conducting public hearings. for the transaction of business, but a less number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by resolution. Notwithstanding the foregoing, all members of the board shall comply with the Open Public Meetings Act as it applies to meetings and other conduct of the board.~~

(Res. 82-120 §3(c); Res. 84-098 §1(Ex. I(part)))

(Res. No. 10-010, § 1, 6-14-2010)

2.083.040 - Chairperson.

The chairperson shall preside at all meetings of the ~~b~~Board. In the event of ~~his/her~~their absence from any meeting, the vice-chairperson shall perform the duties of the chairperson, ~~as outlined in Section 2.16.030 of these bylaws.~~ Absence is defined as the chairperson being unable or unwilling to conduct the duties and business of the position of chairperson. The chairperson shall be a voting member of the Bboard with a vote equal in weight to the vote of any commissioner.

(Res. 82-120 §3(d); Res. 84-098 §1(Ex. I(part)); Res. 04-003 (part))

2.083.050 -- Voting and Authority Decisions.

All voting members in attendance at bBoard meetings, including the chairperson, at board meetings may shall vote on matters brought before the authority Bboard(unless excused by a majority of members in attendance). Motions drawing a tie vote shall be deemed lost. All votes taken shall be by voice vote unless a roll call is requested by a member of the Bboard present at the meeting.

A majority vote of the votes cast at a meeting at which a quorum is present and at least four affirmative votes are is required for approval of an action, decision, or choice by the Bboard unless a greater number is required by law, Robert's Rules of Order Newly Revised, or by these by-laws. The majority vote must have at least four affirmative votes if only five voting members are present. -Motions drawing a tie vote shall be deemed lost.

(Res. 82-120 §3(e); Res. 84-098 §1(Ex. I(part)))

(Res. No. 10-010, § 1, 6-14-2010)

2.038.060 - Order of business, Consent Agenda, and Action of the Board.

The Clerk of the Bboard may alter the order of business for a particular Bboard meeting for purposes of efficiency or to accommodate special needs of Bboard members, staff or the public upon direction of, or with the approval of, the chairperson or chief executive officer.

The consent agenda allows for action to be taken on all items on the consent agenda by one motion. Any voting member may remove an item from the consent agenda for consideration as regular business. Action on any item on the consent agenda is equal in effect to any action approved as regular business.

Action of the Board shall be by motion or resolution as required by law.

(Res. 82-120 §3(f); Res. 84-098 §1(Ex. I(part))); Res. 98-010 §2; Res. 99-094 (part); Res. 00-041 (part))

2.083.070 - Conduct.

Robert's Rules of Order Newly Revised shall govern the conduct of Bboard meetings except where in conflict with these bylaws or other resolution of the board.

(Res. 82-120 §3(g); Res. 84-098 §1(Ex. I(part)))

2.083.080 - Authority decisions.

A majority vote of the votes cast voting members at a meeting at which a quorum is present shall be the act of the authority is required for approval of an action or choice by the board. unless a greater number is required by law, Robert's Rules of Order Newly Revised, or by the by laws. Motions drawing a tie vote shall be deemed lost. The majority vote must have at least four affirmative votes if only five voting members are present, or if only five voting members vote (excluding abstentions) on an authority act, in order to be an authority decision unless a greater number is required by law or by the by-laws. Motions drawing a tie vote shall be deemed lost.

(Res. 82-120 §3(h); Res. 84-098 §1(Ex. I(part))); Res. 99-094 (part); Res. 00-041 (part))

(Res. No. 10-010, § 1, 6-14-2010)

2.01.118-090 - Responsibilities.

The voting members of the Bboard shall be ~~responsible for the governing body of Pierce Transit and shall be responsible for~~ conducting the legislative business ~~and fiscal oversight for~~ of Pierce Transit, ~~as more fully described in this Code~~. The voting members of the Bboard shall also ~~review~~ periodically ~~review~~ the performance of the Chief Executive Officer ~~the staff administration of Pierce Transit~~. Nothing in these bylaws is intended to limit the general powers of the voting members of the Bboard of Pierce Transit pursuant to Chapter 36.57A RCW or hereinafter amended.

(Res. 82-120 §3(i); Res. 84-098 §1(Ex. I(part)))

(Res. No. 10-010, § 1, 6-14-2010)

2:01.128.100 - Compensation.

Each Bboard member ~~shall mayis~~ be entitled to the maximum per diem compensation as set forth in ~~and in accord with~~ RCW 36.57A.050, as enacted or hereafter amended, unless a different amount is established by resolution of the Bboard. Each Bboard member shall be compensated under the following circumstances:

1. For attending a regular or special meeting as defined under Pierce Transit Code Sections 2.038.010 and 2.083.020, respectively.
2. For performing prescribed duties approved by the chairperson.

Compensation to Bboard members shall be administered in accordance with the Pierce Transit Compensation Guidelines for Board of Commissioners.

(Res. 90-147; Res. 90-047; Res. 87-149)

2.038.08110 - Executive sessions.

- A. The Bboard may hold executive sessions during any regular or special meeting provided that such executive session is held and conducted consistent with the requirements, intent, purpose and procedures set forth in Chapter 42.30 ~~of the Revised Code of Washington RCW~~.
- B. The chair of the Bboard may, at ~~his or her~~their discretion, exclude the nonvoting member of the Bboard of commissioners from all or a portion of any executive session.
- C. The nonvoting member of the Bboard ~~of commissioners~~ shall, pursuant to RCW 36.57A.050, be excluded from attending executive sessions regarding any matters pertaining to labor negotiations.
- D. This section shall be construed as a supplement to, and may not replace any applicable laws related to open public meetings or executive session. The Bboard will take prudent measures to fully protect the attorney-client privilege and attorney work product.

(Res. No. 14-026, § 1(Exh. A), 5-15-2014)

2.03.10 - Resolutions.

The vote on all formal resolutions of the Bboard shall be recorded in the minutes, and each such resolution shall be signed by the chairperson and the Clerk of the Board.

(Res. 98-010 §4; Res. 82-120 §10; Res. 84-098 §1(Ex. I(part)))

Chapter 2.0412 -- CHAIRPERSON AND VICE CHAIRPERSON

Sections:

2.04.0112-010 -- Election of Chair and Vice Chair and Filling Vacancies.

The chairperson and vice chairperson shall be a-voting members of the board elected by the voting members by majority vote at a regular or special meeting of the board.

In the event of a vacancy in the chairperson's position, the vice chairperson shall automatically assume the position of the chairperson for the remainder of the term, unless the vice chairperson declines, which will create a vacancy in the chairperson position. In the event of a vacancy, the voting members will elect a new chairperson or vice chairperson at the next regular meeting.

(Res. 82-120 §4 (a)(1); Res. 84-098 §1(Ex. I(part)))

(Res. No. 10-010, § 1, 6-14-2010)

2.04.0212-020 -- Term of Chair and Vice Chair and Filling Vacancies.

The Chairperson and Vice Chairperson shall be elected from among the voting members at the regular Bboard meeting in June of each year with their leadership position to begin in July, a first meeting in June of each year, unless a vacancy occurs sooner.

In the event of a vacancy, the voting members will elect a new chairperson or vice chairperson at the next regular meeting.

A Bboard member shall not serve as chairperson for more than two consecutive one-year terms. A Bboard member shall not serve as vice chairperson for more than two consecutive one-year terms, effective May 1983.

(Res. 82-120 §4(a)(2); Res. 84-098 §1(Ex. I(part)))

(Res. No. 10-010, § 1, 6-14-2010)

2.04.0312-030 -- Duties of Chair and Vice Chair.

In addition to the powers and duties granted by these bylaws, the chairperson and vice chairperson shall have such other powers and duties as shall be prescribed by law or by resolution of the BBoard. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairperson. The vice-chairperson shall perform other duties as may be assigned to him/her by the chairperson or by the Bboard of commissioners.

(Res. 82-120 §4(a)(3); Res. 84-098 §1(Ex. I(part)))

Chapter 2.16 -- VICE CHAIRPERSON

Sections:

~~2.16.010 – Election.~~

~~The vice-chairperson shall be a voting member of the board elected by the voting members by majority vote at a regular or special meeting of the board.~~

~~(Res. 82-120 §4(b)(1); Res. 84-098 §1(Ex. I(part)))~~

~~(Res. No. 10-010, § 1, 6-14-2010)~~

~~2.16.020 – Term.~~

~~The vice-chairperson shall be elected from among the members at the first meeting in February of each year. In the event of a vacancy, the members will elect a new vice-chairperson at the next regular meeting. A board member shall not serve as vice-chairperson for more than two consecutive one-year terms, effective May 1983.~~

~~(Res. 82-120 §4(b)(2); Res. 84-098 §1(Ex. I(part)))~~

~~(Res. No. 10-010, § 1, 6-14-2010; Res. No. 12-020, § 1, 6-11-2012)~~

~~2.16.030 – Duties.~~

~~In addition to the powers and duties granted by these bylaws, the vice-chairperson shall have such other powers and duties as shall be prescribed by law or by resolution of the board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson, and when so acting, shall have all the powers of and be subject to all the restrictions upon the chairperson. The vice-chairperson shall perform other duties as may be assigned to him/her by the chairperson or by the board of commissioners.~~

~~(Res. 82-120 §4(b)(3); Res. 84-098 §1(Ex. I(part)))~~

Chapter 2.05 - Committees

2.05.0124.030 - Committees.

Committees of the Bboard shall be created from time to time by act of the voting members of the bBoard as needed to facilitate the conduct of business. Except where a motion is adopted with respect to a particular committee specifying a different method of appointment, the chairperson shall make the appointments to such committees. Terms of the committees members should coincide with the term of the chairpersontheir term on the Bboard.

(Res. 82-120 §7; Res. 84-098 §1(Ex. I(part)))

(Res. No. 10-010, § 1, 6-14-2010)

Chapter 2. ~~0620~~ - CLERK RECORDS OF THE BOARD

Sections:

~~2.20.010~~—Appointment:

~~The voting members of the board of commissioners and the chief executive officer shall appoint a clerk of the board who shall have such power and perform such duties as prescribed by law, or action of the board.~~

~~(Res. 82-120 §8(a); Res. 84-098 §1(Ex. I(part)); Res. 00-041 (part))~~

~~(Res. No. 10-010, § 1, 6-14-2010)~~

~~2.20.020~~—Duties:

~~A. The clerk of the board serves as a liaison between the board and Pierce Transit staff. The clerk of the board shall respond to requests from members of the board. The clerk of the board, in addition to his/her other duties shall be responsible for documenting compensation paid to the board in accordance with "Meeting Compensation Guidelines" as approved by the board. The clerk of the board shall also be responsible for keeping the minutes, resolutions of the board, and all other legal documents. Such records shall be kept at the principal office of the authority and shall be made available for inspection by the public in accordance with state law.~~

~~B. The clerk of the board is designated as the employee responsible for distribution of all American Public Transportation Association transit board members committee communications to members of the board of Pierce Transit.~~

~~(Res. 82-96 §1; Res. 82-120 §8(b); Res. 84-098 §1(Ex. I(part)); Res. 00-041 (part); Res. 04-003 (part))~~

~~2.20.030~~—Minutes:

~~A. The clerk of the board shall cause to be recorded electronically all of the regular and special Pierce Transit board meetings and shall maintain these recordings for such period of time as may be required by applicable state laws and regulations.~~

~~B. At the conclusion of each regular or special meeting of the Pierce Transit board, the clerk of the board shall cause the minutes to be prepared in a brief and concise manner, which minutes shall contain an accurate resume of the board's official action with reference to all matters properly before it.~~

~~C. Minutes of board meetings shall be mailed to each member of the board following each meeting. The official copy for each meeting shall be signed by the chairperson and clerk of the board and shall become part of the permanent records file.~~

~~(Res. 82-120 §8(c); Res. 84-098 §1(Ex. I(part)); Res. 98-010 §3)~~

~~2.20.040~~—Resolutions:

~~The clerk of the board shall cause resolutions to be prepared as documentation of certain board action. Resolutions are signed by the board chairperson and the clerk of the board and are made a part of the permanent records file.~~

~~(Res. 82-120 §8(d); Res. 84-098 §1(Ex. I(part)))~~

~~2.206.0150 - Other Board action and other legal documents.~~

~~All board minutes, records of board action, resolutions, and written contractual obligations of Pierce Transit, including, but not limited to, contracts, leases, and assignments are to be referenced-retained by the Clerk of the Bboard and made part of the agency official record files, which shall be maintained as required by law. The Clerk of the Board is Pierce Transit's agent for service of process and is responsible for administering the official seal of Pierce Transit.~~

~~(Res. 82-120 §8(e); Res. 84-098 §1(Ex. I(part)); Res. 99-094 (part))~~

Chapter 2.0724 - APPOINTED POSITIONS

Sections:

2.2407.010 - Chief executive officer.

The voting members of the Bboard shall appoint a chief executive officer who shall be responsible for the administrative functions of Pierce Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Bboard.

~~(Res. 82-120 §5; Res. 84-098 §1(Ex. I(part)); Res. 00-041 (part))~~

~~(Res. No. 10-010, § 1, 6-14-2010)~~

~~2.0724.020 - Legal counsel.~~

~~The voting members of the board may appoint legal counsel as necessary.~~

~~(Res. 82-120 §6; Res. 84-098 §1(Ex. I(part)))~~

~~(Res. No. 10-010, § 1, 6-14-2010)~~

~~2.24.030 - Committees.~~

~~Committees of the board shall be created from time to time by act of the voting members of the board as needed to facilitate the conduct of business. Except where a motion is adopted with respect to a particular committee specifying a different method of appointment, the chairperson shall make the appointments to such committees. Terms of the committees should coincide with the term of the chairperson.~~

~~(Res. 82-120 §7; Res. 84-098 §1(Ex. I(part)))~~

~~(Res. No. 10-010, § 1, 6-14-2010)~~

~~Chapter 2.28—GENERAL PROVISIONS~~

~~Sections:~~

~~2.28.010—Contracts.~~

~~The voting members of the board may authorize any officer or officers, agent or agents of Pierce Transit, in addition to the officers so authorized by resolution to enter into any contract or execute and deliver any instrument in the name of and on behalf of Pierce Transit, and such authorization may be general or may be confined to specific instances.~~

~~(Res. 82-120 §9 (a); Res. 84-098 §1(Ex. I (part)))~~

~~(Res. No. 10-010, § 1, 6-14-2010)~~

~~2.28.020—Warrants.~~

~~All disbursements of Pierce Transit shall be by warrant drawn by the executive director of finance, auditor or as otherwise directed by law. All requests for warrants shall be signed as directed by board resolution.~~

~~(Res. 82-120 §9 (b); Res. 84-098 §1(Ex. I (part)); Res. 00-041 (part))~~

~~(Ord. No. 17-013, § 1(Exh. A), 4-10-17)~~

~~2.28.030—Notes.~~

~~All notes or other evidence of indebtedness, including bills, issued or incurred in the name of Pierce Transit shall be signed by such officer, member, agent or employee of Pierce Transit, and in such manner as shall from time to time to be determined by resolution of the board.~~

~~(Res. 82-120 §9 (c); Res. 84-098 §1(Ex. I(part)))~~

~~2.28.040—Deposits.~~

~~All funds of Pierce Transit shall be deposited in the appropriate funds established by resolution. The executive director of finance shall be custodian of the funds and is, subject to approval by resolution of the board, authorized to invest such funds in the manner provided by law.~~

~~(Res. 82-120 §9(d); Res. 84-098 §1(Ex. I(part)); Res. 00-041 (part))~~

~~(Ord. No. 17-013, § 1(Exh. A), 4-10-17)~~

~~2.28.050—Gifts.~~

~~The board may accept on behalf of Pierce Transit any contribution, gift, bequest, or devise, for any purpose of Pierce Transit.~~

~~(Res. 82-120 §9(e); Res. 84-098 §1(Ex. I(part)))~~

~~2.28.060—Resolutions.~~

~~The vote on all formal resolutions of the board shall be recorded in the minutes, and each such resolution shall be signed by the chairperson and the clerk of the board.~~

~~(Res. 98-010 §4; Res. 82-120 §10; Res. 84-098 §1(Ex. I(part)))~~

~~2.28.070—Amendments.~~

~~These bylaws may be added to or changed by an affirmative vote of five voting members in attendance at any board meeting where a 30-day written notice of such meeting has been sent to all legislative bodies within the jurisdiction of Pierce Transit. The 30-day written notice shall advise all of the legislative bodies within the boundaries of Pierce Transit of the proposed changes which are to be considered.~~

~~(Res. 82-120 §11; Res. 84-098 §1(Ex. I(part)); Res. 99-094(part))~~

~~(Res. No. 10-010, § 1, 6-14-2010)~~

Part 2 - BYLAWS

Chapter 2.01 - BYLAWS

2.01.010 Bylaws.

All sections in Part 2 of this Code are the bylaws of the Pierce Transit Board of Commissioners ("Board").

2.01.02 - Amendments.

These bylaws may be added to or changed by an affirmative vote of five voting members in attendance at any board meeting where a 30-day written notice of such meeting has been sent to all legislative bodies within the jurisdiction of Pierce Transit. The 30-day written notice shall advise all of the legislative bodies within the boundaries of Pierce Transit of the proposed changes which are to be considered.

Chapter 2.02 - MEMBERSHIP

2.02.01 - Board composition and terms.

- A. As established after review of board composition held in accord with RCW 36.57A.055, the Board consists of nine voting members and may include one nonvoting member, selected as follows:
 - 1. Two voting members voted by the City Council of the City of Tacoma;
 - 2. One voting member voted by the City Council of the City of Lakewood;
 - 3. Two voting members voted by the Pierce County Council;
 - 4. One voting member voted by the City Council of Puyallup;
 - 5. One voting member voted by the City Council of University Place;
 - 6. One voting at-large member voted on by the Fife, Edgewood, and Milton City Councils;
 - 7. One voting at-large member voted by the representatives of the city and town councils of Auburn, Fircrest, Gig Harbor, Pacific, Ruston and Steilacoom.
 - 8. One nonvoting member, pursuant to RCW 36.57.030(5), who may serve on the Board upon recommendation by the labor organization representing Pierce Transit's public transportation employees. If Pierce Transit's employees are represented by more than one labor organization, all such labor organizations shall select the nonvoting member by majority vote. The nonvoting member shall comply with all governing bylaws and policies of Pierce Transit.
- B. All voting members of the Board must be elected officials of the jurisdiction they represent.
- C. The members of the Board shall serve a three-year term. Each voting member shall hold a seat on the Board until:
 - 1. The expiration of the term for which they are elected at their respective jurisdiction;
 - 2. The appointment or election of a new Commissioner from the member's respective jurisdiction(s);
 - 3. The member is no longer an elected official of their respective jurisdiction; or
 - 4. Resignation.

2.02.02 - Filling vacancies for at-large representation.

- A. The Clerk of the Board, upon receiving formal notice that a vacancy is expected to occur or has occurred on the Board, shall send a request for nomination along with nominee ballot to the respective at-large cities and towns vacancy.
- B. The respective cities and towns affected by the vacancy may formally nominate a candidate from its jurisdiction and return the nomination form to the Clerk of the Board of Pierce Transit. The individual city and town councils are not required to nominate a representative from its respective jurisdiction(s).
- C. After compiling the lists of nominees from all jurisdictions that participated in the nomination process, the Clerk of the Board shall send a ballot letter and formal ballot to the at-large cities and towns affected by the vacancy for formal vote by each respective city or town councils.
- D. The city or town councils shall return ballots along with a certified copy of the related council resolution or motion. The Clerk of the Board of Pierce Transit shall count the ballots and give notice of the results of the balloting to the Board.
- E. Plurality of ballots cast shall determine the winner.
- F. In the event of a tie, the city and town councils shall have an additional thirty days to reconsider. The ballot procedure will be repeated until a winner is selected by a plurality vote.
- G. The newly-elected commissioner(s)'s term shall begin at the next meeting of the Board.

2.02.03 - Responsibilities.

The voting members of the Board shall be the governing body of Pierce Transit and shall be responsible for conducting the legislative business and fiscal oversight for Pierce Transit, as more fully described in this Code. The voting members of the Board shall also periodically review the performance of the Chief Executive Officer. Nothing in these bylaws is intended to limit the general powers of the voting members of the Board pursuant to Chapter 36.57A RCW or hereinafter amended.

2.02.04 - Compensation.

Each Board member is be entitled to the maximum per diem compensation as set forth in and in accord with RCW 36.57A.050, as enacted or hereafter amended, unless a different amount is established by resolution of the Board. Each Board member shall be compensated under the following circumstances:

- 1. For attending a regular or special meeting as defined under Pierce Transit Code Sections 2.03.01 and 2.03.02, respectively.
- 2. For performing prescribed duties approved by the chairperson.

Compensation to Board members shall be administered in accordance with the Pierce Transit Compensation Guidelines for Board of Commissioners.

Chapter 2.03 - MEETINGS

2.03.01 — Regular.

The regular meetings of the Board shall be held at 3720 96th Street SW, Lakewood, Washington, at the hour of 4:00 p.m. on the second Monday of each month. However, the Board may designate an alternative

regular meeting location and/or an alternative regular meeting date whenever the Board finds it in the best interests of Pierce Transit.

2.03.02 - Special.

Special meetings of the Board may be called at any time by the chairperson or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the governing body with a copy to the Clerk of the Board. The Clerk of the Board shall then give notice to the public and members of the Board in accord with the Open Public Meetings Act, RCW 42.30 as may be amended from time to time. As needed, the Board may hold study sessions which shall be considered special meetings, and administered as such.

2.03.03 - Quorum.

Five voting members of the Board is a majority and shall constitute a quorum. A quorum is required for any action of the Board, including conducting public hearings.

2.03.04 - Chairperson.

The chairperson shall preside at all meetings of the Board. In the event of their absence from any meeting, the vice-chairperson shall perform the duties of the chairperson. Absence is defined as the chairperson being unable or unwilling to conduct the duties and business of the position of chairperson. The chairperson shall be a voting member of the Board with a vote equal in weight to the vote of any commissioner.

2.03.05 – Voting and Authority Decisions.

All voting members in attendance at Board meetings, including the chairperson, may vote on matters brought before the Board. All votes taken shall be by voice vote unless a roll call is requested by a member of the Board present at the meeting.

A majority vote of the votes cast at a meeting at which a quorum is present and at least four affirmative votes are required for approval of an action, decision, or choice by the Board unless a greater number is required by law, Robert's Rules of Order Newly Revised, or by these by-laws. The majority vote must have at least four affirmative votes if only five voting members are present. Motions drawing a tie vote shall be deemed lost.

2.03.06 - Order of business, Consent Agenda, and Action of the Board.

The Clerk of the Board may alter the order of business for a particular Board meeting for purposes of efficiency or to accommodate special needs of Board members, staff or the public upon direction of, or with the approval of, the chairperson or chief executive officer.

The consent agenda allows for action to be taken on all items on the consent agenda by one motion. Any voting member may remove an item from the consent agenda for consideration as regular business. Action on any item on the consent agenda is equal in effect to any action approved as regular business.

Action of the Board shall be by motion or resolution as required by law.

2.03.07 - Conduct.

Robert's Rules of Order Newly Revised shall govern the conduct of Board meetings except where in conflict with these bylaws.

2.03.08 - Executive sessions.

- A. The Board may hold executive sessions during any regular or special meeting provided that such executive session is held and conducted consistent with the requirements, intent, purpose and procedures set forth in Chapter 42.30 RCW.
- B. The chair of the Board may, at their discretion, exclude the nonvoting member of the Board of commissioners from all or a portion of any executive session.
- C. The nonvoting member of the Board shall, pursuant to RCW 36.57A.050, be excluded from attending executive sessions regarding any matters pertaining to labor negotiations.
- D. This section shall be construed as a supplement to, and may not replace any applicable laws related to open public meetings or executive session. The Board will take prudent measures to fully protect the attorney-client privilege and attorney work product.

2.03.09- Resolutions.

The vote on all formal resolutions of the Board shall be recorded in the minutes, and each such resolution shall be signed by the chairperson and the Clerk of the Board.

Chapter 2.04 — CHAIRPERSON AND VICE CHAIRPERSON

2.04.01 – Election of Chair and Vice Chair and Filling Vacancies.

The chairperson and vice chairperson shall be voting members of the Board elected by the voting members by majority vote at a regular or special meeting of the Board.

In the event of a vacancy in the chairperson's position, the vice chairperson shall automatically assume the position of the chairperson for the remainder of the term, unless the vice chairperson declines, which will create a vacancy in the chairperson position. In the event of a vacancy, the voting members will elect a new chairperson or vice chairperson at the next regular meeting.

2.04.02 – Term of Chair and Vice Chair and Filling Vacancies.

The Chairperson and Vice Chairperson shall be elected from among the voting members at the regular Board meeting in June of each year with their leadership position to begin in July, unless a vacancy occurs sooner.

A Board member shall not serve as chairperson for more than two consecutive one-year terms. A Board member shall not serve as vice chairperson for more than two consecutive one-year terms.

2.04.03 – Duties of Chair and Vice Chair.

In addition to the powers and duties granted by these bylaws, the chairperson and vice chairperson shall have such other powers and duties as shall be prescribed by law or by resolution of the Board. In the absence of the chairperson, the vice-chairperson shall perform the duties of the chairperson, and when so

acting, shall have all the powers of and be subject to all the restrictions upon the chairperson. The vice-chairperson shall perform other duties as may be assigned to him/her by the chairperson or by the Board.

Chapter 2.05 - COMMITTEES

2.05.01 - Committees.

Committees of the Board shall be created from time to time by act of the voting members of the Board as needed to facilitate the conduct of business. Except where a motion is adopted with respect to a particular committee specifying a different method of appointment, the chairperson shall make the appointments to such committees. Terms of committee members should coincide with their term on the Board.

Chapter 2.06 - RECORDS OF THE BOARD

2.06.010 - Board action and other legal documents.

All board minutes, records of board action, resolutions, and written contractual obligations of Pierce Transit are to be retained by the Clerk of the Board and made part of the agency official files, which shall be maintained as required by law. The Clerk of the Board is Pierce Transit's agent for service of process and is responsible for administering the official seal of Pierce Transit.

Chapter 2.07 - APPOINTED POSITION

2.07.010 - Chief executive officer.

The voting members of the Board shall appoint a chief executive officer who shall be responsible for the administrative functions of Pierce Transit and who shall have such power and perform such duties as shall be prescribed by law and action of the Board.