

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, MAY 12, 2020
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. Pool and Community Center Project

5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

(Please email the City Clerk if you would like to make a public comment. Your comment will be read into the record at the appropriate time. JWESTMAN@CITYOFFIRCREST.NET)

6. COMMITTEE, COMMISSION & LIAISON REPORTS

- A. Administration
- B. Environmental, Planning and Building
- C. Finance, IT, Facilities
- D. Other reports

7. CONSENT CALENDAR

- A. Approval of [vouchers](#)/payroll checks
- B. Approval of minutes: [April 28, 2020 Regular Meeting](#)

8. PUBLIC HEARING 7:15 P.M.

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. Ordinance: [First Reading: 2020 Budget Amendment #1](#)
- B. Resolution: [Water System Plan Consultant Agreement](#)
- C. Resolution: [StreetScan Consultant Agreement](#)

11. CITY MANAGER COMMENTS

12. DEPARTMENT HEAD COMMENTS

13. COUNCILMEMBER COMMENTS

14. EXECUTIVE SESSION

15. ADJOURNMENT

CALL TO ORDER AND PLEDGE OF ALLEGIANCE (Meeting was held primarily by remote attendance)

Mayor Hunter T. George called the regular meeting to order at 7:04 P.M. and led the Pledge of Allegiance.

ROLL CALL

Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Hunter T. George, Joe Barrentine, and Denny Waltier were present. Councilmember Jaime Nixon was absent and unexcused.

PRESIDING OFFICER’S REPORT

None were provided

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

None were provided

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Reynolds reported that Parks has pivoted towards moving online for events. It has worked out so far.

B. Pierce County Regional Council

Reynolds reported that PCRC has not met for the past three months and Reynolds does not anticipate meeting until the Stay Home order is lifted.

C. Public Safety, Courts

Nixon was absent.

D. Street, Water, Sewer, and Storm Drain

Wittner reported that the grant applications were submitted for the 2023-2024 street improvement projects.

E. Other Liaison Reports

None were provided.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: Setting a Public Hearing on May 26th to receive comments for the 6-year Transportation Improvement Plan; approval of Voucher No. 214694 through Voucher Check No. 214724 in the amount of \$181,502.49; approval of Payroll Check No. 13875 through Payroll Check No. 13879 in the amount of \$107,082.72; approval of the April 14, 2020 Regular Meeting Minutes; approval of the April 20, 2020 Study Session Minutes. **Reynolds MOVED to approve the Consent Calendar as read; seconded by Wittner. The Motion Carried (6-0).**

PUBLIC HEARING

No public hearing was scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Contract Award for the Water meter upgrade purchase

Public Works Director Wakefield briefed the Council on the contract award to Correct Equipment. Correct Equipment was the only bidder and the bid was within the budgeted amount.

At 7:11 PM Councilmember Nixon joined the meeting.

Wakefield reported that the initial order will be for 100 meters and we will install them with our Public Works crew. **Wittner MOVED to authorize the City Manager to award the contract for the Water meter upgrade purchase to Correct Equipment in the amount of \$296,730.00 to purchase water meters for the 2020 upgrades; seconded by Reynolds.** George invited councilmember comment; Viafore requested that staff ensure the sales tax is reported to Fircrest, not City of Redmond. George asked about how the grant funds effects the timeline to complete the upgrade. Wakefield reported that staff is approximately two years ahead of schedule; George invited public comment; none were provided. **The Motion Carried (7-0).**

B. Amendments to the Pierce County Countywide Planning Policies

Planning and Building Administrator Stahlnecker briefed the Council on history of the Countywide Planning Policies and gave a brief overview of the updates. **Viafore MOVED to support the amendments to the Pierce County Countywide Planning Policies; seconded by Reynolds.** George invited councilmember comment; Viafore inquired if any other jurisdictions registered any objections. Stahlnecker reported that there haven't been any opposition to the amendments. George invited public comment; none were provided. **The Motion Carried (7-0).**

CITY MANAGER COMMENTS

City Manager Pingel reported that at this time we are still unclear as to when the Stay home order will be lifted and the current end date to allow remote attendance will not extend until the next regular Council meeting. Nixon briefed the Council that he expects the Stay Home order will be extended past May 4th. **Viafore MOVED to allow Councilmembers to attend City Council meetings remotely until June 30, 2020; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

Pingel reported that at a prior meeting, staff was directed to move \$250,000 from the Ending Fund Balance to the Cumulative Reserves for the budget amendment. With the potential shortfall, does Council still want to make that move for the first amendment or would Council like to wait for a future budget amendment? Viafore requested that Council rescind the consensus to move the funds to the Cumulative Reserves and leave it in the Ending Fund Balance. George agrees that the funds should remain in the Ending Fund Balance and wait to see where we are at the end of the year. Council consensus was to leave the funds in the Ending Fund Balance at this time.

Pingel reported that he received the grant paperwork from the Department of Commerce for the \$200,000 water meter project grant. He also reported that the Governor announced that he will release stimulus funds to the counties and cities within the State with a minimum distribution to cities of \$25,000. Currently, staff is unsure how the funds will be distributed and what the criteria will be to receive funds. There will be more information in the coming days.

DEPARTMENT HEAD COMMENTS

- Planning and Building Administrator Stahlnecker reported that the Governor has partially reopened construction projects and staff will be conducting inspections. Staff will be returning to the office to process permits and inspection reports.
- Parks and Recreation Director Grover reported that he continues to meet with ARC and Kassel for progress updates and about the new requirements for construction. The tile and paint are nearly complete. Grover also reported that staff has not received a new estimated completion date.

COUNCILMEMBER COMMENTS

- Viafore complimented the landscaping company that is maintaining the Regents and Alameda island. They are doing a tremendous job. He also asked that the reader board be updated and inquired about the summer help job status. Pingel reported that staff has been reaching out to past seasonal workers about bringing them back for this summer.
- Reynolds: none at this time.
- Wittner thanked Mr. Rybolt for attending the meeting.
- Barrentine commented that he would like to thank staff for their efforts. He also thanked the citizens of Fircrest for continuing the community feel even though we cannot be together and for helping keep spirits up.
- Waltier commented that he is disappointed in the response received from the City of Tacoma about the intersection change at Alameda Ave and Columbia Ave. He also thanked Chief Cheesman for the public outreach via Facebook. Waltier also reported that lots of people will miss visiting Viafore's Delicatessen.
- Nixon apologized for his tardiness and congratulated Councilmember Viafore on the closing of his business. He thanked him for the good food and memories over the years.
- George recognized Councilmember Barrentine on the fundraising him and his family are doing during this time and donating proceeds to a really good cause. George also thanked Councilmember Viafore for all the contributions to the City and the City will not be the same.

EXECUTIVE SESSION

No executive session was scheduled.

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 7:36 P.M., seconded by Waltier. The Motion Carried (7-0).

Hunter T. George, Mayor

April 28, 2020

Fircrest City Council Meeting Minutes – Regular 4

Jayne Westman, City Clerk

CHECK REGISTER

City Of Fircrest
MCAG #: 0583

05/01/2020 To: 05/01/2020

Time: 14:13:04 Date: 05/08/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2620	05/01/2020	Claims	1	EFT	Dept Of Revenue-EXCISE TAX		DOR Excise Tax (2015 - 2018) Audit Tax Adjustment And Interest - Voided
2633	05/01/2020	Claims	1	EFT	Dept Of Revenue-EXCISE TAX	17,535.33	DOR Excise Tax (2015 - 2018) Audit Tax Adjustment And Interest
						4,004.87	
						-20,942.19	
						34,472.65	
						17,535.33	Claims: 17,535.33

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
21796	05/03/2020	05/12/2020	7066	Apex Engineering	2,800.00 Sanitary Sewer Access Plan - West Creek Estates
594 31 63 01	Project Engineering-Storm	416 000 594	Storm Improve	2,800.00	Sanitary Sewer Access Plan - West Creek Estates
21822	05/06/2020	05/12/2020	5428	Boers, Jeff	1,068.75 April 2020 Land Use Consulting (11.25 Hrs)
558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	1,068.75	Land Use 04/2020 (11.25 Hrs)
21801	05/03/2020	05/12/2020	6018	Canon Financial Services Inc	159.51 Police Copier / Fax Rental April 2020
521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	159.51	Police Copier / Fax Rental 04/2020
21802	05/03/2020	05/12/2020	6018	Canon Financial Services Inc	563.79 Copier Rental April 2020 - City Hall, Court, Parks / Rec, Public Works
512 50 45 00	Oper Rentals - Copier - Co	001 000 512	General Fund	140.95	Court 04/2020
518 10 45 00	Oper Rentals - Copier - No	001 000 518	General Fund	140.95	City Hall 04/2020
531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	Storm Drain	35.24	PW 04/2020
534 10 45 02	Oper Rentals - Copier - Wa	425 000 534	Water Fund (de	35.24	PW 04/2020
535 10 45 00	Oper Rentals - Copier - Sev	430 000 535	Sewer Fund (de	35.23	PW 04/2020
542 30 45 00	Oper Rentals - Copier - Str	101 000 542	City Street Fun	35.24	PW 04/2020
571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	126.85	Rec 04/2020
576 80 45 00	Oper Rentals - Copier - Par	001 000 576	General Fund	14.09	Parks 04/2020
Total Canon Financial Services Inc				723.30	
21794	05/03/2020	05/12/2020	4294	Center Electric Inc	5,179.40 Repair Commons L/S Pump
535 50 48 00	Rep & Maint - Sewer Main	430 000 535	Sewer Fund (de	5,179.40	Repair Commons L/S Pump
21797	05/03/2020	05/12/2020	5805	CenturyLink	61.74 Long Distance Access And Usage April 2020
518 10 42 00	Communication - Non Dep	001 000 518	General Fund	61.74	Long Distance 04/2020
21825	05/06/2020	05/12/2020	4325	City Treasurer-Tac Sewer	372,161.25 1st Quarter 2020 Sewer Treatment
535 60 44 02	Sewage Treatment	430 000 535	Sewer Fund (de	372,161.25	1st Qtr 2020 Sewer Treatment
21834	05/06/2020	05/12/2020	4322	City of Tacoma Washington	2,424.43 Power - Various Locations April 2020
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	66.35	Surface Water 04/2020
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	2,122.56	High / Low Tank, Wells #6, 7, 8, Weathervane 04/2020
535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (de	203.83	Pump 3, West Creek L/S, Alameda L/S 04/2020
542 30 47 03	Electricity/Traffic Lights	101 000 542	City Street Fun	20.60	40th / Alameda 04/2020
542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fun	11.09	5200 Emerson 04/2020
21788	05/03/2020	05/12/2020	3555	Code Publishing Co	642.92 Municipal Code Update April 2020

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511 60 49 03	Codification Costs		001 000 511 General Fund	642.92	Municipal Code Update 04/2020
21828	05/06/2020	05/12/2020	6268		Cole-Parmer Instrument Company
534 80 41 00	Water Testing		425 000 534 Water Fund (de	71.51	TISAB Reagent Tablets For Fluoride Testing
21840	05/06/2020	05/12/2020	8690		Comfort, Bryce
347 60 00 02	Youth Baseball Registratio		001 000 340 General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21800	05/03/2020	05/12/2020	3573		Copiers Northwest Inc
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	41.99	Copier Usage 3/14/20 - 4/13/20 Police
21824	05/06/2020	05/12/2020	3573		Copiers Northwest Inc
518 10 45 00	Oper Rentals - Copier - No		001 000 518 General Fund	77.83	CH 04/2020
531 50 45 00	Oper Rentals - Copier - Sto		415 000 531 Storm Drain	6.58	PW 04/2020
534 10 45 02	Oper Rentals - Copier - Wa		425 000 534 Water Fund (de	6.58	PW 04/2020
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535 Sewer Fund (de	6.58	PW 04/2020
542 30 45 00	Oper Rentals - Copier - Stru		101 000 542 City Street Fun	6.57	PW 04/2020
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	18.78	Rec 04/2020
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	2.09	Parks 04/2020
Total Copiers Northwest Inc				167.00	
21827	05/06/2020	05/12/2020	7227		Correct Equipment Inc
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	2,676.07	Replacement Flow Meter - Whittier School
21789	05/03/2020	05/12/2020	3589		Databar Inc
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	89.01	TT Insert Extra Mailing 04/2020
531 50 42 01	Postage - Storm		415 000 531 Storm Drain	265.48	UB Postage 04/2020
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	429.17	UB Statements 04/2020
534 10 42 01	Postage - Water		425 000 534 Water Fund (de	265.47	UB Postage 04/2020
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	429.17	UB Statements 04/2020
535 10 42 02	Postage - Sewer		430 000 535 Sewer Fund (de	265.47	UB Postage 04/2020
535 10 49 05	Mailing Service - Sewer		430 000 535 Sewer Fund (de	429.17	UB Statements 04/2020
542 80 31 04	Beautification-Supplies		101 000 542 City Street Fun	72.47	Community Sponsorship Insert 04/2020
21792	05/03/2020	05/12/2020	3589		Databar Inc
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	403.49	04/2020 TT Separate Mailing

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			Total Databar Inc	2,648.90	
21845	05/06/2020	05/12/2020	8318 Davis, Melony	30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
	347 60 00 02 Youth Baseball Registratio		001 000 340 General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21844	05/06/2020	05/12/2020	5221 Earl, Audra	30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
	347 60 00 02 Youth Baseball Registratio		001 000 340 General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21804	05/03/2020	05/12/2020	3638 Fircrest Golf Club	1,307.10	Golf Tank Land Rental May 2020
	534 10 45 01 Land Rental/Water Tank		425 000 534 Water Fund (de	1,307.10	Golf Tank Land Rental 05/2020
21795	05/03/2020	05/12/2020	7613 Furrow Pump	91.78	Fluoride Check Valves (4)
	534 50 31 01 Oper Supplies - Water Mai		425 000 534 Water Fund (de	91.78	Fluoride Check Valves (4)
21798	05/03/2020	05/12/2020	6774 Greenleaf Landscaping 1 Inc	4,326.49	Monthly Landscape Service April 2020
	518 30 41 01 Contract Maintenance		001 000 518 General Fund	3,201.60	Monthly Landscape Service 04/2020
	542 80 49 03 Beautification Services (co		101 000 542 City Street Fun	1,124.89	Monthly Landscape Service 04/2020
21787	05/03/2020	05/12/2020	3692 Home Depot Credit Services	69.24	Maintenance Supplies - Public Safety Building And Public Works
	518 30 31 02 Oper Sup/PSB Bldg		001 000 518 General Fund	47.31	Maintenance Supplies - PSB
	518 30 31 03 Oper Sup/PWF		001 000 518 General Fund	21.93	Maintenance Supplies - PW
21783	05/03/2020	05/12/2020	4131 Humane Society - Tacoma	615.83	May 2020 Boarding Contract
	554 30 41 00 Animal Control		001 000 554 General Fund	615.83	05/2020 Boarding Contract
21835	05/06/2020	05/12/2020	2410 Jorgensen, Michael	30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
	347 60 00 02 Youth Baseball Registratio		001 000 340 General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21826	05/06/2020	05/12/2020	8404 Linda Kaye Briggs	950.50	P#55 Capital Campaign April 2020 (5.83 Hrs)
	594 76 62 03 Buildings & Structures		301 000 594 Park Bond Capi	950.50	P#55 Capital Campaign April 2020 (5.83 Hrs)
21821	05/06/2020	05/12/2020	3791 Lowe's Company-#338954	6.24	Light Bulbs - Public Safety Building
	518 30 31 02 Oper Sup/PSB Bldg		001 000 518 General Fund	6.24	Light Bulbs - PSB
21786	05/03/2020	05/12/2020	9002 McDonald & Sons Ventures LLC	2,800.25	Commons L/S Repair - Replaced Control Panel
	535 50 48 00 Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	2,800.25	Commons L/S Repair - Replaced Control Panel
21790	05/03/2020	05/12/2020	6369 McLendon Hardware Inc (Tacoma)	26.43	Repair Parts For Sink - Public Safety Building

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518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	26.43	Repair Parts For Sink - PSB
21841	05/06/2020	05/12/2020	8609 McMullen, Jillian	30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
347 60 00 02	Youth Baseball Registratio		001 000 340 General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21833	05/06/2020	05/12/2020	3841 Metropolitan Ballet of Tacoma	653.59	Ballet Instruction 01/2020 - 03/2020
571 20 49 06	Instructor Fees		001 000 571 General Fund	653.59	Ballet Instruction 01/2020 - 03/2020
21829	05/06/2020	05/12/2020	3872 NC Machinery Co	3,537.04	2003 / 2002 Backhoe Repair - Brakes And Accessories
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	601.30	2003 / 2002 Backhoe Repair - Brakes & Accessories
548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Ren	2,935.74	2003 / 2002 Backhoe Repair - Brakes & Accessories
21803	05/03/2020	05/12/2020	8626 Pacific Office Automation Inc	120.83	May 2020 Postage Meter Rental
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	120.83	05/2020 Postage Meter Rental
21812	05/05/2020	05/12/2020	2754 Peterson, Kertis D.	316.52	06-00880.1 - 1550 WEATHERVANE DR
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-77.91	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-73.99	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-164.62	
21842	05/06/2020	05/12/2020	8230 Peterson-Durkin, Colleen	30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
347 60 00 02	Youth Baseball Registratio		001 000 340 General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21782	05/03/2020	05/12/2020	3955 Petrocard Systems Inc	67.17	Gas / Fuel April 2020
548 65 31 13	Storm Gas		501 000 548 Equipment Ren	67.17	Storm 04/2020
21813	05/05/2020	05/12/2020	1972 Pobee, Kwame	300.87	04-00390.3 - 807 ELECTRON WAY
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-72.09	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-77.11	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-151.67	
21791	05/03/2020	05/12/2020	4683 Puyallup, City of	90.72	Face Masks For Officers (20)
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	90.72	Face Masks For Officers (20)
21843	05/06/2020	05/12/2020	5550 Quesenberry, Jason	60.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
347 60 00 02	Youth Baseball Registratio		001 000 340 General Fund	-60.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21805	05/03/2020	05/12/2020	5710 Rainier Connect, Mashell Telecom	106.95	Internet Access Fee May 2020
518 81 42 00	Communication - I/S		001 000 518 General Fund	106.95	Internet 05/2020

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21799	05/03/2020	05/12/2020	4018	Rosen Supply Company Inc	163.74	Valve Repair Kit - Parks
576 80 31 02	Oper Supplies - Parks		001 000 576	General Fund	163.74	Valve Repair Kit - Parks
21785	05/03/2020	05/12/2020	4035	Sarco Supply	60.28	Janitorial Supplies - Rec Center
518 30 31 01	Oper Sup/Rec Bldg		001 000 518	General Fund	60.28	Janitorial Supplies - REC
21820	05/06/2020	05/12/2020	4035	Sarco Supply	142.78	Janitorial Supplies - All Buildings
518 30 31 01	Oper Sup/Rec Bldg		001 000 518	General Fund	35.69	Janitorial Supplies - REC
518 30 31 02	Oper Sup/PSB Bldg		001 000 518	General Fund	35.70	Janitorial Supplies - PSB
518 30 31 03	Oper Sup/PWF		001 000 518	General Fund	35.69	Janitorial Supplies - PW
518 30 31 04	Oper Sup/CH		001 000 518	General Fund	35.70	Janitorial Supplies - CH
Total Sarco Supply					203.06	
21811	05/05/2020	05/12/2020	8497	Schilter, Alexander	66.79	05-00150.0 - 805 BAYLOR ST
343 10 00 00	Storm Drain Fees & Charge		415 000 340	Storm Drain	-18.78	
343 40 00 00	Sale Of Water		425 000 340	Water Fund (de	-19.54	
343 50 00 00	Sewer Revenues		430 000 340	Sewer Fund (de	-28.47	
21793	05/03/2020	05/12/2020	7308	SiteCrafting Inc	99.00	Monthly Hosting Cityoffircrest.net 4/15/20
518 81 41 02	Web Design & Maintenanc		001 000 518	General Fund	99.00	Monthly Hosting Cityoffircrest.net 4/15/20
21838	05/06/2020	05/12/2020	7212	Smith, Matt	30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
347 60 00 02	Youth Baseball Registratio		001 000 340	General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21781	05/03/2020	05/12/2020	4690	Sound Inspections	934.40	Inspections, Mileage And Calls April 2020
524 20 41 01	Bldg Inspec/Plan Review		001 000 524	General Fund	934.40	Inspections, Mileage & Calls 04/2020
21823	05/06/2020	05/12/2020	4120	Tacoma Daily Index	46.41	April 2020 Publications
542 30 41 01	Advertising - Street		101 000 542	City Street Fun	46.41	6 Year Trans. Imp. Plan
21839	05/06/2020	05/12/2020	5290	Taylor, Andrew	30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
347 60 00 02	Youth Baseball Registratio		001 000 340	General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
21810	05/03/2020	05/12/2020	9003	U.S. Bank St. Paul	181,417.51	Bond Payment (Interest Only Through 5/31/20) FIRUTGO19
592 75 82 01	Interest On Park Bond		201 000 591	Park Bond Deb	181,417.51	Bond Payment (Interest Only Through 5/31/20) FIRUTGO19
21809	05/03/2020	05/12/2020	5934	US Bank, City Hall Account	1,234.10	City Hall Charges Through 5/1/20

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511 60 35 00	Small Tools & Equip - Leg		001 000 511 General Fund	148.27	Zoom Standard Pro Annual Fee (3/31/20 - 3/30/21)
513 10 31 00	Office & Oper Sup - Admi		001 000 513 General Fund	0.70	Correction For Short Pay 10/22/19
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	-600.00	WPTA 2020 Conf. Registration Refund - C. Corcoran, M. Walker
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	155.00	Passport Postage
521 22 35 00	Small Tools & Equip - Poli		001 000 521 General Fund	1,495.13	Desks For Police Officers
558 60 49 01	Reg & Tuition - Planning		001 000 558 General Fund	35.00	Writing Development Code Webinar - A.
21808	05/03/2020	05/12/2020	8482	211.31	Police Charges Through 5/1/20
548 65 31 08	Police Gas		501 000 548 Equipment Ren	30.87	#68056D Gas
548 65 31 08	Police Gas		501 000 548 Equipment Ren	37.50	#66367D Gas
548 65 31 08	Police Gas		501 000 548 Equipment Ren	26.02	#66368D Gas
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	116.92	#2745EX Oil Change
21807	05/03/2020	05/12/2020	8483	135.00	PW Charges Through 5/1/20
531 50 49 05	Dues,Member,Sub - Storm		415 000 531 Storm Drain	27.00	MRSC Rosters 2020
534 10 49 03	Dues,Member,Sub - Water		425 000 534 Water Fund (de	27.00	MRSC Rosters 2020
535 10 49 02	Dues,Member,Sub - Sewer		430 000 535 Sewer Fund (de	27.00	MRSC Rosters 2020
542 30 49 03	Dues,Member,Sub - Street		101 000 542 City Street Fun	27.00	MRSC Rosters 2020
571 10 49 03	Dues,Memberships,Subscri		001 000 571 General Fund	27.00	MRSC Rosters 2020
21806	05/03/2020	05/12/2020	8484	12.95	Rec Charges Through 5/1/20
573 90 49 01	Community Events		001 000 573 General Fund	12.95	Website Graphics 04/2020
21831	05/06/2020	05/12/2020	4172	162.28	Police Gas (Card No Longer Active At Station)
548 65 31 08	Police Gas		501 000 548 Equipment Ren	26.23	#60452 Gas
548 65 31 08	Police Gas		501 000 548 Equipment Ren	36.45	#60942 Gas
548 65 31 08	Police Gas		501 000 548 Equipment Ren	35.72	#60943 Gas
548 65 31 08	Police Gas		501 000 548 Equipment Ren	31.48	#66368 Gas
548 65 31 08	Police Gas		501 000 548 Equipment Ren	32.40	#68055 Gas
21830	05/06/2020	05/12/2020	4178	498.75	Dump Fees - Street Sweeping March 2020
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	498.75	Dump Fees - SS 03/2020
21784	05/03/2020	05/12/2020	4179	46.80	Retired Benefits May 2020
521 22 20 02	LEOFF I Long Term Care]		001 000 521 General Fund	46.80	Police 0220603-011 05/2020
21832	05/06/2020	05/12/2020	339	4.39	Red Tape For Signs, Floor Barrier
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	4.39	Red Tape For Signs, Floor Barrier
21780	05/03/2020	05/12/2020	3645	1,557.03	Gas / Fuel April 2020
			WEX BANK, Wright Express FSC		

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 05/12/2020

Time: 10:05:39 Date: 05/08/2020
Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
548 65 31 08	Police Gas		501 000 548 Equipment Ren	1,213.55	Police 04/2020	
548 65 31 12	Street Gas		501 000 548 Equipment Ren	125.65	Street 04/2020	
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	217.83	W / S 04/2020	
21819	05/06/2020	05/12/2020	4231	Water Mgmt Labs Inc	287.00	Coliform And Fluoride Testing April 2020
534 80 41 00	Water Testing		425 000 534 Water Fund (de	287.00	Coliform & Fluoride 04/2020	
21837	05/06/2020	05/12/2020	2601	Weger, James	30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
347 60 00 02	Youth Baseball Registratio		001 000 340 General Fund	-30.00	PeeWee T-Ball Refund (COVID-19 Cancellation)	
21836	05/06/2020	05/12/2020	1847	Wescott, Derek	70.00	PeeWee T-Ball Refund (COVID-19 Cancellation)
347 60 00 02	Youth Baseball Registratio		001 000 340 General Fund	-70.00	PeeWee T-Ball Refund (COVID-19 Cancellation)	

Report Total:	593,493.34
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Fund	
001 General Fund	11,005.82
101 City Street Fund	1,344.27
201 Park Bond Debt Service Fund	181,417.51
301 Park Bond Capital Fund	950.50
415 Storm Drain	1,431.00
416 Storm Improvement Fund	2,800.00
425 Water Fund (department)	7,556.47
430 Sewer Fund (department)	381,452.94
501 Equipment Rental Fund	5,534.83

This report has been reviewed by:

REMARKS:

Signature & Title

Date

FIRCREST CITY COUNCIL AGENDA SUMMARY

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

RECOMMENDED MOTION: None. Introduction of Proposed Ordinance Only.

PROPOSAL: This is a request for additional appropriations for anticipated revenues and expenditures not provide for in the Adopted 2020 Budget.

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

Fund	Account	Title	Increase/(Decrease)	
General	308.10.00.01	BFB Des. Fund Bal/light	18,200	1
	308.10.00.02	BFB Des. Fund Bal/44th Alameda	83,397	1
	308.80.00.01	BFB Undes. Unres. Fund Balance	266,395	1
	334.04.20.00	Dept of Commerce State Grant	20,000	2
	518.81.10.00	Salaries & Wages-Info Systems	(25,000)	3
	518.81.20.00	Personnel Benefits-Info Systems	(2,000)	3
	518.81.35.00	Small Tools-Info Systems	(3,200)	3
	518.81.41.01	Professional Services-Info Systems	30,200	3
	558.60.41.00	Professional Services-Planning	20,000	2
	594.18.64.00	Capital Outlay-Info Systems	52,645	4
	508.10.00.01	EFB Des. Fund Bal/light	18,200	1
	508.10.00.02	EFB Des. Fund Bal/44th Alameda	83,397	1
	508.80.00.01	EFB Undes. Unres. Fund Balance	213,750	1,2,3,4
	Street	308.80.01.01	Undes. Unres. Fund Balance	(195,107)
333.20.20.04		Grant-Alameda Grind & Overlay	163,307	5
508.80.01.01		Ending Fund Balance	(31,800)	1,5
Police Investigation	308.10.01.05	Des. Beginning Fund Balance	69	1
	508.10.01.05	Ending Fund Balance	69	1
Parks Bond Service	308.10.02.01	Des. Beginning Fund Balance	(500,000)	1
	508.10.02.01	Des. Ending Fund Balance	(500,000)	1
Park Bond Capital	308.10.03.01	Des. Beginning Fund Balance	(211,679)	1
	508.10.03.01	Des Ending Fund Balance	(211,679)	1
REET	308.10.03.11	Beginning Fund Bal (1st 1/4)	28,718	1
	308.10.03.12	Beginning Fund Bal (2nd 1/4)	8,363	1
	597.06.00.02	Transfer Out REET 2	7,519	6
	508.10.03.11	Ending Fund Bal (1st 1/4)	28,718	1
	508.10.03.12	Ending Fund Bal (2nd 1/4)	844	1,6

Storm	308.80.04.15	Beginning Fund Balance	96,798	1
	508.80.04.15	Ending Fund Balance	96,798	1
Storm Capital	308.80.04.16	Beginning Fund Balance-Storm Capital	22,109	1
	508.80.04.16	Ending Fund Balance-Storm Capital	22,109	1
Water	308.80.04.25	Beginning Fund Balance	33,060	1
	508.80.04.25	Ending Fund Balance	33,060	1
Water Capital	308.80.04.26	Beginning Fund Balance-Water Capital	105,431	1
	397.00.00.13	Transfer In from REET 2	7,519	6
	594.34.63.01	Capital Outlay	7,519	6
	508.80.04.26	Ending Fund Balance-Water Capital	105,431	1,6
Sewer	308.80.04.30	Beginning Fund Balance	227,394	1
	508.80.04.30	Ending Fund Balance	227,394	1
Sewer Capital	308.80.04.32	Beginning Fund Balance-Sewer Capital	328,930	1
	508.80.04.32	Ending Fund Balance-Sewer Capital	328,930	1
ERR	308.10.05.01	Dsg Beginning Fund Balance	44,816	1
	594.48.64.01	Capital Outlay-Legislative	440	7
	594.48.64.02	Capital Outlay-Court	440	7
	594.48.64.04	Capital Outlay-Finance	4,500	4
	594.48.64.07	Capital Outlay-Info Systems	6,776	4
	594.48.64.10	Capital Outlay-Planning	220	4
	508.10.05.01	Ending Fund Balance	32,440	1,4,7

The City of Fircrest adopts an annual budget at the fund level. The above adjustments will result in an Amended 2020 Budget by fund as follows:

2020 REVENUES, EXPENDITURES & BALANCES BY FUND			
<u>FUND</u>	<u>ORIGINAL</u>	<u>ADJUSTMENT</u>	<u>AMENDED</u>
General	9,275,972	387,992	9,663,964
Street	2,109,372	(31,800)	2,077,572
Park Bond Debt Srv	1,191,440	(500,000)	691,440
Park Bond Capital	9,870,141	(211,679)	9,658,462
Storm Drain	698,699	96,798	795,497
Storm Drain Capital	601,148	22,109	623,257
Water	1,455,688	33,060	1,488,748
Water Capital	285,621	112,950	398,571
Sewer	3,597,771	227,394	3,825,165
Sewer Capital	1,380,841	328,930	1,709,771
ERR	1,671,083	44,816	1,715,899
Police Investigation	12,253	69	12,322
REET	1,806,124	37,081	1,843,205
Cumulative Reserve	3,780,763		3,780,763
Total	37,736,916	547,720	38,284,636

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

1. Match Budgeted Beginning Fund Balances to actual in all funds
2. Planning grant and Professional Services for form-based code
3. Move budget from Salaries, Benefits and Small Tools to Professional Services for contract with Right Systems for Information Systems services
4. Capital Outlay for purchase of new server and licenses for Information Systems
5. Rollover grant revenue for Alameda Grind & Overlay
6. Rollover for retainage of high tank paid-using REET 2 funds
7. Purchase new recording computer for Council chambers

Attachment(s): [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF FIRCREST,
WASHINGTON, AUTHORIZING ADDITIONAL
EXPENDITURES OF FUNDS FOR MATTERS NOT FORESEEN
AT THE TIME OF FILING THE ANNUAL BUDGET FOR 2020.**

WHEREAS, the City anticipates certain revenues and expenditures not foreseen at the time of filing the Annual Budget for 2020; and;

WHEREAS, the City of Fircrest adopts an annual budget at the fund level and;

WHEREAS, it is necessary to amend the adopted 2020 budget to defray the anticipated expenditures; Now, Therefore,

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

Section 1. These revenues and expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080.

Section 2. The anticipated revenues and expenditures will result in the 2020 Amended Budget by fund as follows:

2020 REVENUES, EXPENDITURES & BALANCES BY FUND			
FUND	ORIGINAL	ADJUSTMENT	AMENDED
General	9,275,972	387,992	9,663,964
Street	2,109,372	(31,800)	2,077,572
Park Bond Debt Srv	1,191,440	(500,000)	691,440
Park Bond Capital	9,870,141	(211,679)	9,658,462
Storm Drain	698,699	96,798	795,497
Storm Drain Capital	601,148	22,109	623,257
Water	1,455,688	33,060	1,488,748
Water Capital	285,621	112,950	398,571
Sewer	3,597,771	227,394	3,825,165
Sewer Capital	1,380,841	328,930	1,709,771
ERR	1,671,083	44,816	1,715,899
Police Investigation	12,253	69	12,322
REET	1,806,124	37,081	1,843,205
Cumulative Reserve	3,780,763		3,780,763
Total	37,736,916	547,720	38,284,636

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**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this 26th day of May 2020.

APPROVED:

Hunter George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

Publication Date:
Effective Date:

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: May 12, 2020

SUBJECT: Resolution authorizing the City Manager to execute a Professional Services Agreement with Murraysmith, Inc. for preparing the 2020 Water System Plan Update.

FROM: Jerry Wakefield, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____ authorizing the City Manager to execute a Professional Services Agreement with Murraysmith, Inc. for preparing the 2020 Water System Plan Update in the amount of \$70,000.00.

PROPOSAL:

Council is being asked to authorize the City Manager to enter into a Professional Services Contract with Murraysmith, Inc. to provide the 2020 Water System Plan Update.

FISCAL IMPACT:

The total agreement amount will result in a not-to-exceed budget of \$70,000.00. This cost is included in the 2020 budget approved by the Council. Funds would come from the professional services line item in the water budget.

ADVANTAGES:

This allowed the City to proceed with updating the Water System Plan requirements from the Washington State Department of Health. This plan provides the City guidance and planning for the next 10-20 years for the water system operation, maintenance, and capital improvements.

DISADVANTAGES:

The cost of preparing the plan.

ALTERNATIVES:

None.

HISTORY:

In July of 2014, the current Water System Plan was approved by the Washington State Department of Health. That approval was good until July of 2020. As a result of this need, the City conducted a selection of able engineering consultants to provide the most qualified engineering firm for this type of work. A selection process was used to find the most qualified firm.

The MRSC roster was used to locate qualified consultants that had this type of expertise and qualifications. A search of the Consultant Roster was done using the Main Category: Design and Planning, Engineering Services and the Sub-Categories: Public Utility Planning, Water System Planning and Design. A list of Consultant Roster Businesses was identified. From this list, a review of the Consultants qualifications were reviewed on line to narrow the field further. From this list four firms were selected to solicit proposals for the work. Those firms were Apex Engineering, KPG, Inc., Murraysmith, Inc., and RH2 Engineers.

Proposals were received from Apex Engineering and Murraysmith, Inc. The other two firms declined to submit. A selection committee of the City Manager, Public Works Director and Utility Foreman each reviewed the proposals independently and scored each consultant. The top-ranking consultant was Murraysmith, Inc. Their experience and qualifications meet the needs of the project. They are local and seem to fit the City's needs very well for this project. They also provided similar services for the City as our on-call consultant and prior consulting engineering services.

Attachment: [Resolution Agreement with Attachments](#)

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**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER
TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH
MURRAYSMITH, INC. FOR PREPARATION OF THE 2020 WATER
SYSTEM PLAN UPDATE**

WHEREAS, the City of Fircrest conducted a selection process and selected
Murraysmith, Inc. to prepare the 2020 Water System Plan Update; and

WHEREAS, the City of Fircrest has budgeted the necessary funding to finance the
work identified to prepare the 2020 Water System Plan Update; and

WHEREAS, the City of Fircrest is required by the Washington State Department of
Health to update the Water System Plan in 2020; Now, Therefore,

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

Section 1. The City Manager is hereby authorized and directed to execute a
professional services agreement with Murraysmith, Inc. for the preparation of the 2020
Water System Plan Update in an amount not to exceed \$70,000.00.

APPROVED AND ADOPTED this 12th day of May 2020 at a regular meeting of the
City Council of the City of Fircrest.

APPROVED

Hunter George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

CITY OF FIRCREST PROFESSIONAL SERVICES AGREEMENT

1. Date and Parties.

This Agreement, for reference purposes only, is dated the 12th day of May 2020, and entered into by and between the City of Fircrest, a political subdivision of the State of Washington and hereinafter referred to as the "City" and Murraysmith, Inc. hereinafter referred to as "Consultant".

2. General Recitals.

A. The City wishes to have professional services performed to prepare the 2020 Water System Plan update.

B. The Consultant has represented it has particular expertise in the area of professional engineering services and is able to perform consulting services in connection with the City's needs for the above described work and is willing and agreeable to provide such services upon the terms and conditions herein contained.

3. Assignment:

Neither party may assign this Agreement or any rights or responsibilities under it, whether during performance nor after performance, without first obtaining the other party's written consent.

4. Scope of Services.

The Consultant agrees to perform in a good and professional manner the tasks described on Exhibit "A" attached hereto and incorporated herein by this reference. (The tasks described on Exhibit "A" shall be individually referred to as a "task", and collectively referred to as the "services".) The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the City.

5. Consultant's Representations.

The Consultant hereby represents that it has all necessary licenses and certifications to perform the services provided for herein and is qualified to perform such services.

6. Compliance With Laws.

Consultant shall comply with applicable laws, regulations and ordinances that are in

effect at the time of performance.

7. Taxes.

Consultant shall comply with federal, state, and local tax laws, Social Security Acts, Unemployment Compensation and Workers Compensation Acts in so far as applicable to the performance of this Agreement.

8. City's Responsibilities.

The City shall do the following in a timely manner so as not to delay the services of the Consultant:

- a. Designate the Public Works Director as the City's representative with respect to the services. The Public Works Director shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services.
- b. Furnish the Consultant with all information, criteria, objectives, schedules and standards for the project and the services provided for herein.
- c. Provide an Access Agreement Document for each affected property for the Consultant to have executed by each affected property owner.
- d. Examine and evaluate all studies, reports, memoranda, plans, sketches, and other documents prepared by the Consultant and render decisions regarding such documents in a timely manner to prevent delay of the services.

9. Acceptable Standards.

The Consultant shall be responsible to provide the services in this Agreement, in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

10. Term of Agreement.

The Consultant shall complete all work required under the terms of this Agreement to complete the final plans, specifications, estimates, and bid documents on or before December 31, 2020. This Agreement shall be in effect until December 31, 2020 and may be extended or modified by mutual consent of the parties.

11. Ownership and Use of Documents.

All documents, reports, memoranda, diagrams, sketches, plans, surveys, design calculations, working drawings and any other materials created or otherwise prepared by the Consultant as part of his performance of this Agreement (the "Work Products") shall be owned by and become the property of the City. The City agrees that if it uses products prepared by Consultant for purposes other than those intended in this Agreement, it does

so at its sole risk, and it agrees to hold the Consultant harmless therefor.

12. Insurance.

The Consultant shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverage and in the amounts described below. The Consultant shall furnish evidence, satisfactory to the City, of all such policies. During the term hereof, the Consultant shall take out and maintain in full force and effect the following insurance policies:

- a. Comprehensive public liability insurance, including Automobile and General Liability, insuring the City and the Consultant against loss or liability for damages for personal injury, death or property damage arising out of or in connection with the work or performance by the Consultant, employees, and Consultant's agents, for its obligations hereunder, with minimum liability limits of \$5,000,000 combined single limit for personal injury, death or property damage in any one occurrence.
- b. Such workmen's compensation and other similar insurance as may be required by law.
- c. Professional liability insurance with minimum liability limits of \$1,000,000.

Any payment of deductible shall be the sole responsibility of the Consultant. City shall be named as an additional insured on the General Liability and Auto Liability policies described above.

The insurance policies shall (1) state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that the City will be given at least 30 days prior written notice of any cancellation, suspension or material change in coverage.

The limits of liability required above are minimum required limits only and do not relieve the Consultant of claims that may exceed these minimum limits.

13. Indemnification.

- A. Consultant shall protect, defend, indemnify and hold harmless City, its officers, and employees and its agents from any and all costs, claims, judgments or awards of damages, to the extent caused by the negligent acts or omissions of Consultant, its officers, and employees and its agents, and its sub-contractors, in performing this Agreement.
- B. City shall protect, defend, indemnify and hold harmless Consultant, its officers,

employees and agents from any and all costs, claims, judgments or awards of damages, to the extent caused by the negligent acts or omissions of City, its officers, employees and agents in performing this Agreement.

14. Compensation.

The Consultant shall be compensated for the work in an amount not to exceed \$70,000.00 for the work specified in Exhibit A, including direct costs. The Consultant will regularly update the City relative to progress and the estimated cost of completing the same. Consultant will not provide services exceeding said budget unless otherwise authorized by the City in writing. Payment for work performed shall be in accordance with Consultant's rate schedule in Exhibit B.

15. Reimbursement for Expenses.

The Consultant will be reimbursed for direct expenses, in accordance with Consultant's rate schedule in Exhibit B, incurred in the performance of duties hereunder and such costs will be part of the maximum project cost.

16. Billing.

The Consultant shall provide the City with monthly billing statements that detail the work performed, the time involved, and the charges related thereto. The City shall pay the invoice amount within thirty (30) days.

17. Records Inspection and Audit.

All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of accounts pertaining to any work performed under this Agreement shall be subject to inspection and audit by the City for a period of up to three (3) years from the final payment for work performed under this Agreement.

18. Independent Contractor.

The Consultant is engaged hereunder as an independent contractor and nothing contained herein shall be construed as giving rise to an employer-employee relationship between the City and Consultant.

19. Termination and Suspension.

Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

The City may terminate this Agreement upon not less than seven (7) days written notice to the Consultant if the services provided for herein are no longer needed from the Consultant.

If this Agreement is terminated by the City, the Consultant shall be compensated for services performed prior to termination in accordance with the rate of compensation provided in Exhibit "B" hereof.

20. Non-Discrimination.

The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, notional origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.

21. Severable Provisions.

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

22. Entire Agreement.

This Agreement constitutes the entire agreement between the parties, and both parties acknowledge that there are no other agreements oral or otherwise that have not been fully set forth in the text of this Agreement.

CITY OF FIRCREST

Murraysmith, Inc.

By _____
Scott Pingel, City Manager

By _____

Approved as to Form:

By _____
City Attorney

SCOPE OF WORK CITY OF FIRCREST 2020 COMPREHENSIVE WATER SYSTEM PLAN

Background

MurraySmith has developed the following scope of work for updating the City of Fircrest (City) Comprehensive Water System Plan (WSP) Update. The City is required to update its WSP and submit it to the Department of Health (DOH) for review and approval every 6 or 10 years, in accordance with Washington Administrative Code (WAC) 246-290-100. The City's existing WSP, dated February 2014, was approved by DOH in July 2014. This WSP Update will be a ten-year plan that will reflect historical data through the year 2019 and projected data through 2040 and will meet the latest regulatory requirements.

Approach

The approach will be a collaborative effort involving both City staff and MurraySmith. MurraySmith will provide the written chapters, system analysis, improvements, and financial elements of the WSP. The City will provide documents, data, and support, as requested by MurraySmith. The City will also review all elements of the WSP.

Table 1 summarizes the lead author of anticipated WSP Update chapters. In general, MurraySmith will lead the development of most chapters, with the City leading development of chapters most likely to have already been updated since the last WSP.

Table 1
Outline of WSP Elements and WSP Update Responsibilities

Water System Plan Element	Task Lead	
	City	Murraysmith
Chapters		
Introduction		X
Water System Description		X
Land Use and Population		X
Water Demands		X
Policies and Design Criteria	X	
Water Source and Quality	X	
Operations and Maintenance	X	
Water System Analyses		X
Water System Improvements		X
Financial Program		X
Appendices		
SEPA Checklist	X	
Agency Review Comments		X
Consistency Statement Checklist		X
Water Service Area Agreement	X	
Water Purveyor Contract	X	
Water System Facility Data	X	
Water Facilities Inventory (WFI) Form	X	
Consumer Confidence Report	X	
Water Use Efficiency Program	X	
Emergency Response Plan	X	
Cross-Connection Control Program	X	
Coliform Monitoring Program	X	
Wellhead Protection Program	X	
Water Shortage Response Plan	X	
Water Quality Monitoring Plan	X	
Water Ordinances	X	
Water System Construction Standards	X	
Water Right Certificate & Self-Assessment Forms		X

Scope of Work

Murraysmith's proposed work program is organized by the following major tasks.

- Task 1 – Project Management and Coordination
- Task 2 – Data Collection
- Task 3 – Introduction, Water System Description, & Executive Summary
- Task 4 – Population and Water Demands
- Task 5 – Water Source and Quality
- Task 6 – Policies, Design Criteria, and Operations and Maintenance
- Task 7 – Water System Analysis and Improvements
- Task 8 – Financial Program
- Task 9 – Appendices
- Task 10 – Draft Comprehensive Water System Plan and Presentation
- Task 11 – Prepare Final Plan

Detailed descriptions of each major task follow.

Task 1 – Project Management and Coordination

1.1 Coordination with City

Coordination will be through the City's Project Manager. Coordination with the City Project Manager via phone conversations and e-mail will include the communication of project status, work activities, and issues requiring City input.

1.2 Staff and Subconsultant Management

Murraysmith's Project Manager will manage project staff and subconsultant KI&A to ensure all work is in conformance with the scope of work, fee estimate, and schedule.

1.3 Invoices and Budget Oversight

Murraysmith's Project Manager will monitor project costs and manage budget and billing tasks, including preparation and submission of monthly invoices and progress reports.

Task Deliverables

- Monthly invoicing and activity reports in PDF format
- Correspondence, e-mails, and other documentation

Assumptions

- Project duration is anticipated to be 12 months; therefore, it is anticipated that there will be up to 13 progress payments/status reports.

City Responsibilities

- Timely review and processing of invoices
- Provide timely, consolidated review, and comments on deliverables.

Task 2 – Data Collection and Site Visit

2.1 Data Collection and Review

Work under this subtask includes gathering and reviewing all relevant data to complete the engineering tasks. Murraysmith will coordinate with City during the data collection process to ensure all information is gathered prior to initiating the work program.

2.2 DOH Coordination Workshop

Attend a DOH Coordination Workshop early in the WSP Update process to ensure that Murraysmith and the City clearly understand any concerns or expectations that DOH has for the WSP.

Task Deliverables

- Request for Information in PDF Format

Assumptions

- Approximately two (2) data requests are anticipated.
- DOH Coordination Workshop is four (4) hours, including prep and travel time, and will be attended by one (1) Murraysmith staff.

City Responsibilities

- Provide requested documentation and data in a timely manner.
- Attend DOH Coordination Workshop.

Task 3 – Introduction, Water System Description, & Executive Summary

3.1 DRAFT Chapter 1 - Introduction

Prepare draft Chapter 1 for City's review and approval. City comments and Murraysmith responses will be tracked and all comments will be incorporated into the final Plan.

3.2 DRAFT Chapter 2 - Water System Description

Prepare draft Chapter 2, including maps and figures, for City's review and approval. This Chapter will utilize the information in the City's existing Plan as much as possible to minimize the amount

of new work required. City comments and Murraysmith responses will be tracked and all comments will be incorporated into the final Plan.

Task Deliverables

- Draft Chapter 1 – Introduction in PDF Format
- Draft Chapter 2 – Water System Description in PDF format

Assumptions

- City review period is 10 working days.
- No figures will be drafted by Murraysmith for Chapters 1 or 2.
- The City will return comments in a complete, non-conflicting, single submittal. Multiple rounds of review comments are not anticipated.

City Responsibilities

- Provide descriptions of existing facilities.
- Prompt correspondence in answering questions and providing guidance where necessary.
- Provide timely, consolidated review, and comments on deliverables.

Task 4 – Population and Water Demand

4.1 Land Use and Population

Murraysmith will utilize the City’s existing land use and population projections from its most recent Comprehensive Plan, which was adopted in January 2016 and amended in November 2019, in order to remain consistent with existing City planning. Coordinate with the City on potential annexation area and anticipated development and population growth in this area.

4.2 Historical Water Demands

Historical water demands will be tabulated, reviewed, and analyzed. Elements of this subtask include:

- A. Tabulate yearly totals of metered consumption for each customer class and the average number of accounts in service for each year from 2014 through 2019.
- B. Tabulate the ten largest water users and the total water use of each for the year 2019.
- C. Tabulate yearly totals of water supply from each supply facility from 2014 through 2019.
- D. Calculate the average day demand of the system using yearly water supply data from 2014 through 2019.
- E. Calculate per capita demands using average day demand and population data from 2014 through 2019.

- F. Calculate the number of equivalent residential units (ERUs) within the system using water consumption and supply data.
- G. Retrieve available telemetry and field records for the supply and storage facilities. Data will be reviewed to calculate the system's maximum day and peak hour demands. If data available cannot be used to determine peak demand factors, Murraysmith will utilize DOH standards and data readily available from similar systems to assign peak demand factors.
- H. Coordinate with City staff and update the table of general fire flow requirements, as necessary.
- I. Document past water use efficiency efforts and their impact on water demand over the past several years.

4.3 Future Water Demands

Using the results of the historical water demand evaluation, future demands will be projected. This subtask will develop a demand projection for each planning year. It will use the average historical demand per capita from the last five years and the population projections from the City.

4.4 DRAFT Chapter 3 – Land Use and Population

Prepare draft Chapter 3 for City's review and approval. City comments and Murraysmith responses will be tracked and all comments will be incorporated into the final Plan. This chapter will use the City's most recent land use map; no new figures will be prepared for this chapter.

4.5 DRAFT Chapter 4 – Water Demand

Prepare draft Chapter 4 for City's review and approval. City comments and Murraysmith responses will be tracked and all comments will be incorporated into the final Plan. No new figures will be prepared for this chapter.

Deliverables

- Draft Chapter 3 – Land Use and Population in PDF format
- Draft Chapter 4 – Water Demand in PDF format

Assumptions

- City review period is 10 working days.
- The City will return comments in a complete, non-conflicting, single submittal. Multiple rounds of review comments are not anticipated.
- No figures will be drafted for Chapter 3 or 4.

City Responsibilities

- Provide timely, consolidated review, and comments on deliverables.

Task 5 – Policies, Water Quality, & Operation and Maintenance

5.1 Review Policies, Water Quality, & Operation and Maintenance Chapters

Provide the City with sample chapters containing current and relevant policy information, water quality standards and practices, and operations and maintenance procedures. The City will update these sample chapters with City specific information and submit the drafted chapters to Murraysmith for review. Murraysmith will review the chapters and provide feedback to the City. City will incorporate Murraysmith comments and finalize chapters.

Task Deliverables

- Samples Chapter 5 – Policies and Design Criteria in Word format.
- Sample Chapter 6 – Water Source & Quality in Word format.
- Sample Chapter 7 – Operations and Maintenance in Word format.
- Review comments on City drafted chapters.

Assumptions

- City will provide Murraysmith at least 10 working days to review draft chapters.
- No figures will be drafted for Chapters 5, 6, & 7.

City Responsibilities

- Provide timely, consolidated review, and comments on deliverables.

Task 6 – Water System Analyses & Improvements

6.1 Supply Capacity and Storage Analysis

Review current pumping and supply station capacities. Identify future pumping and supply station capacity requirements to supply each pressure zone per the evaluation criteria. Provide recommendations for new facilities, and/or operational changes.

Identify storage volume requirements for each pressure zone based on the City's storage criteria for operational, equalizing, fire suppression, and standby volumes. Perform the storage analysis for the existing, 10-, and 20-year planning periods to identify storage deficiencies. Provide recommendations for new facilities and/or operational changes.

Prepare a limiting capacity analysis. Evaluate the City's supply, pumping, and storage capacity against DOH minimum criteria for the planning years and report the surplus capacity of components in terms of ERUs per the DOH Water System Design Manual.

6.2 Prepare Capital Improvement Plan (CIP)

Develop cost estimates for pipe replacement, pump station, reservoir, and other improvement projects. Prioritize all projects into 10- and 20-year planning periods based on City input. Categorize projects as repair and rehabilitation, improvement, or capacity related. Develop a customized CIP tool that describes all CIP projects, their costs, and timing. Include summary tables and detailed sheet for each project. Provide system-wide map showing the locations of all projects in the 10- and 20- year CIPs.

6.3 DRAFT Chapter 8 – Water System Analysis

Prepare draft Chapter 8 for City's review and approval. City comments and Murraysmith responses will be tracked and all comments will be incorporated into the final Plan.

6.4 DRAFT Chapter 9 – Water System Improvements

Prepare draft Chapter 9, including maps and figures, for City's review and approval. City comments and Murraysmith responses will be tracked and all comments will be incorporated into the final Plan.

Task Deliverables

- Draft Chapter 8 – Water System Analysis in PDF format
- Draft Chapter 9 – Water System Improvements in PDF format
- Meeting agenda and meeting minutes in PDF format

Assumptions

- No hydraulic model calibration or hydraulic analysis is included in this scope. The Plan will reference the hydraulic analysis performed for the previous plan.
- City review period is 10 working days.
- The City will return comments in a complete, non-conflicting, single submittal. Multiple rounds of review comments are not anticipated.
- No in-person meetings will be required.

City Responsibilities

- City input on project prioritization

- Provide timely, consolidated review, and comments on deliverables.

Task 7 – Financial Program

This task will be completed by Murraysmith subconsultant KI&A.

7.1 Financial Chapter

Prepare the financial program document, evaluating the financial viability of executing the Comp Plan’s recommendations consistent with Washington Administrative Code (WAC) 246-290-100. The WAC defines the requirements for the water financial program to include a demonstration of financial viability by providing the following elements: a summary of past income and expenses, a balanced budget, a funding plan, and consideration of a rate structure addressing affordability and conservation.

For additional information, please refer to KI&A’s scope, attached.

Task Deliverables

- Draft Chapter 10 – Financial Plan in PDF format

Assumptions

- After the final capital plan is provided to KI&A, a minimum of thirty (30) days will be required to run the capital funding analysis and produce a draft financial chapter for review.
- City review period is 10 working days.

City Responsibilities

- Provide timely, consolidated review, and comments on deliverables.

Task 8 – Appendices

8.1 Consistency Statement Checklist

Prepare draft Consistency Statement Checklist for WSP for City’s review and approval.

8.2 Water Rights Assessment

Summarize water right primary and supplemental permits, claims, and certificates. Complete DOH Tables for existing and future water rights and demand.

8.3 Compile Appendices

Provide the City with the list of typical appendices for the Plan. The City will gather the relevant plans and documents and ensure that the plans and documents are up-to-date. Murraysmith will insert the provided plans and documents into the appendices of the Plan. For budgeting purposes, an estimated number of hours have been assumed in the fee estimate. Support will be provided on an as-needed basis up to the budget amount for this task.

Task Deliverables

- List of Plan Appendices in PDF format
- Draft Consistency Checklist in PDF format
- Draft Water Rights Self-Assessment in PDF format

Assumptions

- City will prepare most of the appendices as listed on Table 1 of this scope and review provided information to ensure that it is correct and current Murraysmith will compile the appendices into the Plan.
- Murraysmith will provide minimal assistance to the City with the appendices for which the City is responsible up to the extent of the fee estimate for the Appendices Support task, unless otherwise approved in advance by the City through a budget amendment.
- Murraysmith will prepare the draft appendix for the Consistency Statement Checklist.
- City review period is 10 working days.
- The City will review the draft Murraysmith-led appendices, and return comments in a complete, non-conflicting, single submittal. Multiple rounds of review comments are not anticipated.
- The Agency Review Comments Appendix will be compiled as a part of Task 11 of this scope, and as such, is not included in this task.

City Responsibilities

- Assemble the City-led appendices, as listed in Table 1 of this scope.
- Provide timely, consolidated review, and comments on deliverables.

Task 9 – Draft Comprehensive Water System Plan and Presentation

9.1 Regulatory Review Plan Development

Produce “Agency Review” plan sets in both electronic (PDF) and hard copy formats. Elements of this subtask include:

- A. Develop cover, title page, table of contents, and appendix dividers. Format all chapters and appendices produced by Murraysmith and KI&A to be consistent throughout.
- B. Combine all chapters, figures, and appendices into one file and convert to PDF format.
- C. Perform quality assurance and quality control (QA/QC) review by senior staff prior to distribution of WSP.

9.2 Draft Plan Presentation

Prepare for and accompany City staff to one (1) Council meeting to present the draft WSP. City staff will develop a PowerPoint presentation for the meeting and will lead the presentation to the City Council. Murraysmith staff will be present at the meeting to provide technical information and assistance, as needed.

9.3 Distribution of Regulatory Review Plan

Prepare transmittal letter and required forms and send required copies of WSP to agencies for review and comment. Elements of this subtask include:

- A. Prepare DOH water system plan submittal form and checklist.
- B. Prepare WSP transmittal letters to the DOH and Pierce County.

Task Deliverables

- Presentation of the draft Plan in a public meeting
- Draft “Agency Review” plan to City in PDF Format
- Transmittal letters and required forms for DOH and Pierce County

Assumptions

- Draft chapters and appendices will be prepared under other tasks. This task only formats those drafts and compiles them into a single document.
- Draft Plan Presentation public meeting will be up to four (4) hours, including travel time, and will be attended by one (1) Murraysmith staff and one (1) KI&A staff. KI&A will assist in presenting the financial chapter for approval.
- City will handle the printing of hard copies and mailing the copies to the reviewing agencies.

City Responsibilities

- City staff will assist Murraysmith and KI&A in presenting the Draft WSP in the public meeting.

- Submit Agency Review Plan to reviewing agencies.

Task 10 – Develop Final Plan

The number of comments, number of meetings, and amount of required plan modifications from the review by DOH and other agencies are difficult to predict. Once all review comments are received, a more accurate scope of work and fee estimate can be provided to address these comments, attend meetings, and produce copies of the final plan. However, for budgeting purposes, a preliminary scope of work and fee estimate for developing the final plan is included with this submittal.

For budgeting purposes, it is assumed that 32 hours will be available for work under this task. If additional hours are required, an amendment to this scope will be required. Work under this task can include reviewing comments from regulatory agencies and preparing letters with responses, including modifications to the plan, as necessary. It can also include developing the Final Plan. The detailed subtasks are as follows.

10.1 Review and Respond to Regulatory Review Comments

Review comments received from DOH and other regulatory agencies and prepare written responses to each agency that provided comments. Modify the plan and provide supplemental information, as necessary.

10.2 Develop Final Plan

Upon receipt of all comments from the City, DOH and other reviewing agencies, the plan will be revised as necessary and the final document produced. Produce a copy of final plan in electronic format for City's use and distribution. The City will submit final plan to regulatory agencies for final approval. Deliverables shall include:

- One (1) electronic copies of the Final Plan in PDF
- One (1) electronic copy of the Final Plan in Word on CD for the City's use.

Task Deliverables

- Written responses to DOH review comments
- Compiled electronic final water system plan

Assumptions

- Work will be provided up to 32 hours.
- Copies of final water system plan will be produced in the number and format listed above.
- City will print and distribute copies of plan to adjacent purveyors and regulatory agencies.
- Additional analyses of water system, demands, or population will not be required.
- One round of DOH review comments is anticipated.

Fee Estimate

Murraysmith proposes to complete the work as described above on a time and expenses basis as summarized in the enclosed Fee Estimate, attached as EXHIBIT A. The total not-to-exceed amount is based on the scope of work incorporated herein. The Fee Estimate is based on Murraysmith's current Schedule of Charges, which is attached as EXHIBIT B.

Estimated Schedule

Murraysmith will begin work immediately upon receipt of authorization from the City and proceed according to the following Estimated Schedule. The Estimated Schedule is highly dependent upon the timing of the receipt of all data from the City.

Notice to Proceed	Early May 2020
Preparation of Draft Plan Update	May 2020 – November 2020
Presentation to Council	December 2020
Agency Review Plan Submittal to DOH & Other Agencies	December 2020
Final Plan Submittal to DOH	May 2021



March 26, 2020

**Stephanie Ard
Murraysmith
1145 Broadway Plaza, Suite 1010
Tacoma, WA 98402**

Re: City of Fircrest Financial Plan Update with Chapter for WSP Update

I am pleased to provide this proposed scope of work and budget to update the water financial plan and chapter for the Water System Plan (WSP) Update.

Project Understanding

In 2015-16, KI&A completed a Utility Rate Study including water, sewer and storm with a financial plan and six-year rates for the City of Fircrest. KI&A has prepared this scope to coordinate with Murraysmith to update the water financial plan with rate impacts and general facilities charge and prepare a financial chapter for inclusion in the WSP.

The existing spreadsheet model will be updated to reflect current financial and customer data, and current CIP recommendations from the WSP will be incorporated. Funding sources will be identified for the CIP to provide the City with a financial strategy and plan. A balanced financial plan will be developed, including the impact on water rates for the next 10 years, and the connection charge will be updated to support the WSP recommendations.

Scope of Work

A ten-year financial plan will be developed by updating the existing spreadsheet model to demonstrate the operating, debt and capital needs along with how these will be paid for. Operating revenues will be matched with ongoing expenses (operations, debt) to ensure a sustainable water utility. Rates and connection fees will be reviewed and updated to ensure a balanced plan for the water utility. During the development of the financial plan, alternatives may be developed and reviewed with staff and engineers.

1. Update Rate Model - A three-year historical financial overview of the water utility will be updated based on data provided by the City. This will provide familiarity with recent utility performance and prepare for future projections. Outstanding debt for the water utility will be updated. The current water rates, fees and charges will be updated based on ordinances, codes and/or interviews with staff.
2. Financial Policies - Financial policies of the water utility will be reviewed. These policies will be used to guide the future projections. Inconsistencies will be identified and ideas for improvement may be suggested.
3. Capital Improvement Program (CIP) Funding - Funding sources will be identified for the water capital improvement projects identified in the draft CIP. Future debt will be estimated where needed to balance the plan.
4. Ten-Year Financial Plan and Rate Outlook – Revenue projections will be made for the ten-year period and compared to projected expenses for operations, maintenance, administration, debt, capital and reserves. Any adjustments to the existing level of expense will be noted. Adjustments to capital improvement priority scheduling and/or policy changes may be tested and discussed with staff and engineers to optimize the ratepayers' investment. The output will be the impact on monthly rates over the 10-year period to fund a balanced and sustainable water program.



5. Rate Structure Review – A review of the rate structure is not included in this scope. A follow-up task may be recommended if it appears that a detailed water consumption analysis is necessary or desirable to adjust the rate structure to meet current water usage patterns (not included in this scope or estimate).
6. Connection Charge Update – The current connection charge calculation will be updated to reflect capital improvements recommended in the adopted water CIP. Adjustments may be discussed with staff if found to be necessary.
7. Financial Program Documentation – A Financial Program Chapter will be prepared for inclusion in the draft water system plan, and updated based on comments from DOH for the final.
8. Council Presentations - Presentation at one (1) workshop/meeting with the City Council.
9. Project Management – KI&A will prepare a list for data collection to be transmitted by the City. One in-person financial review meeting is planned to review the draft ten-year outlook with CIP funding. Other coordination meetings will be by telephone. Coordination with Murraysmith will be necessary to ensure a balanced CIP program can be funded and the financial chapter blends with the WSP.

Deliverables

- Draft ten-year outlook materials to be reviewed with the City.
- A financial chapter for inclusion in the Draft & Final Water System.
- Water rate tables for use in Ordinance drafting, if necessary.
- Presentation materials for City Council.

Information to be provided by the City

A list of necessary City financial information will be provided.

Fee

The total effort is estimated to be up to 119 hours for an amount of \$20,000, including professional services, direct expenses incurred for the project (mileage, parking, etc.). Invoices will be prepared monthly for services provided and submitted to Murraysmith.

FINANCIAL ANALYSIS LEVEL OF EFFORT AND BUDGET		\$165.00	
City of Fircrest - Financial Section, Water System Plan		per Hour	
Prepared by Katy Isaksen & Associates, 3/26/20		LABOR	COST
Task:		HOURS	ESTIMATE
Update Existing Spreadsheet Rate Model		20	\$3,300
Financial Policies		4	\$660
Capital Improvement Program (CIP) Funding		20	\$3,300
Ten-Year Projections & Rate Outlook		20	\$3,300
Connection Charge Update		15	\$2,475
Financial Chapter for WSP		20	\$3,300
Presentations: City Council workshop (1)		8	\$1,320
Project Management, Review & Coordination		12	\$1,980
Direct Expenses (mileage, parking, delivery, etc)			\$365
Estimate for KI&A		119	\$20,000

2020 SCHEDULE OF CHARGES

Personnel:

Labor will be invoiced by staff classification at the following hourly rates, which are valid from January 1, 2020 through December 31, 2020. After this period, the rates may adjust.

<u>Billing Classification</u>	<u>2020 Rates</u>
Principal Engineer VI	\$280
Principal Engineer V	\$270
Principal Engineer IV	\$260
Principal Engineer III	\$250
Principal Engineer II	\$240
Principal Engineer I	\$230
Professional Engineer IX	\$222
Engineering Designer IX	\$214
Professional Engineer VIII	\$210
Engineering Designer VIII	\$205
Professional Engineer VII	\$201
Engineering Designer VII	\$194
Professional Engineer VI	\$191
Engineering Designer VI	\$185
Professional Engineer V	\$181
Engineering Designer V	\$175
Professional Engineer IV	\$171
Engineering Designer IV	\$168
Professional Engineer III	\$165
Engineering Designer III	\$165
Engineering Designer II	\$155
Engineering Designer I	\$145
Technician IV	\$165
Technician III	\$150
Technician II	\$130
Technician I	\$115
Administrative III	\$120
Administrative II	\$110
Administrative I	\$99

Project Expenses:

Expenses incurred that are directly attributable to the project will be invoiced at actual cost.

These expenses include the following:

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

Outside Services:

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

2020 Comprehensive Water System Plan Update
City of Fircrest
PROPOSED FEE ESTIMATE

	LABOR CLASSIFICATION (HOURS)								
	Professional Engineer IX	Professional Engineer IV	Engineering Designer II	Admin. II	Hours	Labor	Subconsultant Total with Markup	Expenses	Total
	\$222	\$171	\$155	\$110					
Task 1 - Project Management and Coordination									
Task 1.1 - Coordination with City	4	8			12	\$ 2,256	\$ -	\$ -	\$ 2,256
Task 1.2 - Staff and Subconsultant Management	2	2			4	\$ 786	\$ -	\$ -	\$ 786
Task 1.3 - Invoices and Budget Oversight	4	8			12	\$ 2,256	\$ -	\$ -	\$ 2,256
Task 1 Subtotal	10	18	0	0	28	\$ 5,298	\$ -	\$ -	\$ 5,298
Task 2 - Data Collection and Site Visit									
Task 2.1 - Data Collection and Review		2	16		18	\$ 2,822	\$ -	\$ -	\$ 2,822
Task 2.2 - DOH Coordination Workshop		4			4	\$ 684	\$ -	\$ -	\$ 684
Task 2 Subtotal	0	6	16	0	22	\$ 3,506	\$ -	\$ -	\$ 3,506
Task 3 - Introduction, Water System Description, & Executive Summary									
Task 3.1 - DRAFT Chapter 1 - Introduction	1	2	8		11	\$ 1,804	\$ -	\$ -	\$ 1,804
Task 3.2 - DRAFT Chapter 2 - Water System Description	2	2	12		16	\$ 2,646	\$ -	\$ -	\$ 2,646
Task 3 Subtotal	3	4	20	0	27	\$ 4,450	\$ -	\$ -	\$ 4,450
Task 4 - Population and Water Demand									
Task 4.1 - Land Use and Population		1	4		5	\$ 791	\$ -	\$ -	\$ 791
Task 4.2 - Historical Water Demands		2	8		10	\$ 1,582	\$ -	\$ -	\$ 1,582
Task 4.3 - Future Water Demands		1	4		5	\$ 791	\$ -	\$ -	\$ 791
Task 4.4 - DRAFT Chapter 3 - Land Use and Population	1	2	12		15	\$ 2,424	\$ -	\$ -	\$ 2,424
Task 4.5 - DRAFT Chapter 4 - Water Demand	1	2	16		19	\$ 3,044	\$ -	\$ -	\$ 3,044
Task 4 Subtotal	2	8	44	0	54	\$ 8,632	\$ -	\$ -	\$ 8,632
Task 5 - Policies, Water Quality, & Operation and Maintenance									
Task 5.1 - Review Policies, Water Quality, & Operation and Maintenance Chapters		4	6		10	\$ 1,614	\$ -	\$ -	\$ 1,614
Task 5 Subtotal	0	4	6	0	10	\$ 1,614	\$ -	\$ -	\$ 1,614
Task 6 - Water System Analyses & Improvements									
Task 6.1 - Supply Capacity and Storage Analysis		4	12		16	\$ 2,544	\$ -	\$ -	\$ 2,544
Task 6.2 - Prepare Capital Improvement Plan (CIP)		4	16		20	\$ 3,164	\$ -	\$ -	\$ 3,164
Task 6.3 - DRAFT Chapter 8 - Water System Analysis	4	4	12		20	\$ 3,432	\$ -	\$ -	\$ 3,432
Task 6.4 - DRAFT Chapter 9 - Water System Improvements	4	4	12		20	\$ 3,432	\$ -	\$ -	\$ 3,432
Task 6 Subtotal	8	16	52	0	76	\$ 12,572	\$ -	\$ -	\$ 12,572
Task 7 - Financial Programs									
Task 7.1 - Financial Chapter		2		2	4	\$ 562	\$ 22,000	\$ -	\$ 22,562
Task 7 Subtotal	0	2	0	2	4	\$ 562	\$ 22,000	\$ -	\$ 22,562
Task 8 - Appendices									
Task 8.1 - Consistency Statement Checklist			2		2	\$ 310	\$ -	\$ -	\$ 310
Task 8.2 - Water Rights Assessment			2		2	\$ 310	\$ -	\$ -	\$ 310
Task 8.3 - Compile Appendices		2	6		8	\$ 1,272	\$ -	\$ -	\$ 1,272
Task 8 Subtotal	0	2	10	0	12	\$ 1,892	\$ -	\$ -	\$ 1,892
Task 9 - Draft Comprehensive Water System Plan and Presentation									
Task 9.1 - Regulatory Review Plan Development	2			8	10	\$ 1,324	\$ -	\$ -	\$ 1,324
Task 9.2 - Draft Plan Presentation	6	6			12	\$ 2,358	\$ -	\$ -	\$ 2,358
Task 9.3 - Distribution of Regulatory Review Plan			2		2	\$ 310	\$ -	\$ -	\$ 310
Task 9 Subtotal	8	6	2	8	24	\$ 3,992	\$ -	\$ -	\$ 3,992
Task 10 - Prepare Final Plan									
Task 10.1 - Review and Respond to Regulatory Review Comments	2	6	12		20	\$ 3,330	\$ -	\$ -	\$ 3,330
Task 10.2 - Develop Final Plan			12		12	\$ 1,860	\$ -	\$ -	\$ 1,860
Task 10 Subtotal	2	6	24	0	32	\$ 5,190	\$ -	\$ -	\$ 5,190
TOTAL - ALL TASKS	33	72	174	10	289	\$ 47,708	\$ 22,000	\$ -	\$ 69,708

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: May 12, 2020

SUBJECT: Resolution authorizing the City Manager to execute a Professional Services Agreement with StreetScan, Inc. for providing Pavement Asset Management services.

FROM: Jerry Wakefield, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____ authorizing the City Manager to execute a Professional Services Agreement with StreetScan, Inc. for providing Pavement Asset Management services in an amount not to exceed \$20,000.00.

PROPOSAL:

Council is being asked to authorize the City Manager to enter into a Professional Services Contract with StreetScan Inc. to provide pavement asset management services. These services include those necessary to provide an asset management plan for our streets and sidewalks.

FISCAL IMPACT:

The total agreement amount will result in a not-to-exceed budget of \$20,000.00. This cost is included in the 2020 budget that was approved by the Council. The original budget amount for this line item was \$20,000.00.

ADVANTAGES:

This project will provide the City valuable information regarding the condition of our streets and sidewalks and help public works provide a schedule for maintenance and improvements on a priority based. System. This also provides information necessary to obtain grants and other funding opportunities.

DISADVANTAGES:

The cost of the projects.

ALTERNATIVES:

Not to proceed and base street and sidewalk improvements on only a visual inspection.

HISTORY:

The City conducted the last pavement management plan in 2007. Typically, this type of plan will get updated every 3-5 years. In reaching out to the company that conducted our last plan, they were no longer in business. Public works searched for other firms and processes to provide this service. Based on the research and information obtained, StreetScan, Inc. provides the needed asset management tools for not only the street pavement evaluation but also sidewalk evaluation. StreetScan has proprietary equipment and software which also tied into our GIS system, they were the selected firm to complete this service. This service will help identify and prioritize our needed street and sidewalk improvements that will be incorporated into our 6-year TIP.

Attachment: [Resolution](#)
[Agreement with Attachments](#)

CITY OF FIRCREST PROFESSIONAL SERVICES AGREEMENT

1. Date and Parties.

This Agreement, for reference purposes only, is dated the 12th day of May, 2020, and entered into by and between the City of Fircrest, a political subdivision of the State of Washington and hereinafter referred to as the "City" and StreetScan, Inc. hereinafter referred to as "Consultant".

2. General Recitals.

- A. The City wishes to have professional services performed to prepare the design, bid documents, bidding assistance and construction management for the upcoming City of Fircrest Pavement Asset Management Plan.
- B. The Consultant has represented it has particular expertise in the area of professional engineering services and is able to perform consulting services in connection with the City's needs for the above described work and is willing and agreeable to provide such services upon the terms and conditions herein contained.

3. Assignment:

Neither party may assign this Agreement or any rights or responsibilities under it, whether during performance nor after performance, without first obtaining the other party's written consent.

4. Scope of Services.

The Consultant agrees to perform in a good and professional manner the tasks described on Exhibit "A" attached hereto and incorporated herein by this reference. (The tasks described on Exhibit "A" shall be individually referred to as a "task", and collectively referred to as the "services".) The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the City.

5. Consultant's Representations.

The Consultant hereby represents that it has all necessary licenses and certifications to perform the services provided for herein and is qualified to perform such services.

6. Compliance With Laws.

Consultant shall comply with applicable laws, regulations and ordinances that are in effect at the time of performance.

7. Taxes.

Consultant shall comply with federal, state, and local tax laws, Social Security Acts, Unemployment Compensation and Workers Compensation Acts in so far as applicable to the performance of this Agreement.

8. City's Responsibilities.

The City shall do the following in a timely manner so as not to delay the services of the Consultant:

- a. Designate the Public Works Director as the City's representative with respect to the services. The Public Works Director shall have complete authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to the services.
- b. Furnish the Consultant with all information, criteria, objectives, schedules and standards for the project and the services provided for herein.
- c. Provide an Access Agreement Document for each affected property for the Consultant to have executed by each affected property owner.
- d. Examine and evaluate all studies, reports, memoranda, plans, sketches, and other documents prepared by the Consultant and render decisions regarding such documents in a timely manner to prevent delay of the services.

9. Acceptable Standards.

The Consultant shall be responsible to provide the services in this Agreement, in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

10. Term of Agreement.

The Consultant shall complete all work required under the terms of this Agreement to complete the final plans, specifications, estimates, and bid documents on or before December 31, 2020. This Agreement shall be in effect until December 31, 2020 and may be extended or modified by mutual consent of the parties.

11. Ownership and Use of Documents.

All documents, reports, memoranda, diagrams, sketches, plans, surveys, design calculations, working drawings and any other materials created or otherwise prepared by the Consultant as part of his performance of this Agreement (the "Work Products") shall be owned by and become the property of the City. The City agrees that if it uses products

prepared by Consultant for purposes other than those intended in this Agreement, it does so at its sole risk, and it agrees to hold the Consultant harmless therefor.

12. Insurance.

The Consultant shall be responsible for maintaining, during the term of this Agreement and at its sole cost and expense, the types of insurance coverage and in the amounts described below. The Consultant shall furnish evidence, satisfactory to the City, of all such policies. During the term hereof, the Consultant shall take out and maintain in full force and effect the following insurance policies:

- a. Comprehensive public liability insurance, including Automobile and General Liability, insuring the City and the Consultant against loss or liability for damages for personal injury, death or property damage arising out of or in connection with the work or performance by the Consultant, employees, and Consultant's agents, for its obligations hereunder, with minimum liability limits of \$5,000,000 combined single limit for personal injury, death or property damage in any one occurrence.
- b. Such workmen's compensation and other similar insurance as may be required by law.
- c. Professional liability insurance with minimum liability limits of \$1,000,000.

Any payment of deductible shall be the sole responsibility of the Consultant. City shall be named as an additional insured on the General Liability and Auto Liability policies described above.

The insurance policies shall (1) state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that the City will be given at least 30 days prior written notice of any cancellation, suspension or material change in coverage.

The limits of liability required above are minimum required limits only and do not relieve the Consultant of claims that may exceed these minimum limits.

13. Indemnification.

- A. Consultant shall protect, defend, indemnify and hold harmless City, its officers, and employees and its agents from any and all costs, claims, judgments or awards of damages, to the extent caused by the negligent acts or omissions of Consultant, its officers, and employees and its agents, and its sub-contractors, in performing this Agreement.

B. City shall protect, defend, indemnify and hold harmless Consultant, its officers, employees and agents from any and all costs, claims, judgments or awards of damages, to the extent caused by the negligent acts or omissions of City, its officers, employees and agents in performing this Agreement.

14. Compensation.

The Consultant shall be compensated for the work in an amount not to exceed \$20,000.00 for the work specified in Exhibit A, including direct costs. The Consultant will regularly update the City relative to progress and the estimated cost of completing the same. Consultant will not provide services exceeding said budget unless otherwise authorized by the City in writing.

15. Reimbursement for Expenses.

The Consultant will be reimbursed for direct expenses, in accordance with Consultant's rate schedule in Exhibit B, incurred in the performance of duties hereunder and such costs will be part of the maximum project cost.

16. Billing.

The Consultant shall provide the City with monthly billing statements that detail the work performed, the time involved, and the charges related thereto. The City shall pay the invoice amount within thirty (30) days.

17. Records Inspection and Audit.

All compensation payments shall be subject to the adjustments for any amounts found upon audit or otherwise to have been improperly invoiced, and all records and books of accounts pertaining to any work performed under this Agreement shall be subject to inspection and audit by the City for a period of up to three (3) years from the final payment for work performed under this Agreement.

18. Independent Contractor.

The Consultant is engaged hereunder as an independent contractor and nothing contained herein shall be construed as giving rise to an employer-employee relationship between the City and Consultant.

19. Termination and Suspension.

Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

The City may terminate this Agreement upon not less than seven (7) days written notice to the Consultant if the services provided for herein are no longer needed from the Consultant.

If this Agreement is terminated by the City, the Consultant shall be compensated for services performed prior to termination in accordance with the rate of compensation provided in Exhibit "B" hereof.

20. Non-Discrimination.

The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, notional origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.

21. Severable Provisions.

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

22. Entire Agreement.

This Agreement constitutes the entire agreement between the parties, and both parties acknowledge that there are no other agreements oral or otherwise that have not been fully set forth in the text of this Agreement.

CITY OF FIRCREST

StreetScan, Inc.

By _____
Scott Pingel, City Manager

By _____

Approved as to Form:

By _____
City Attorney

Exhibit A



Automated Asset Management Proposal

City of Fircrest, WA

March 9th, 2020

Proposal for the City of Fircrest

Prepared for:

Jerry Wakefield

Director of Public Works

City of Fircrest

120 Ramsdell St

Fircrest, WA 98466

253-238-4134

Prepared by:

StreetScan Inc.

3812 Talbot St

San Diego, CA 92106

619-348-9844

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Automated Asset Management Proposal
City of Fircrest, WA

March 9th, 2020
Jerry Wakefield, Director of Public Works
City of Fircrest
120 Ramsdell Street
Fircrest, WA 98466

Thank you for your interest in StreetScan. Municipalities worldwide are faced with aging infrastructure and limited budget resources to repair and maintain them. Having the ability to monitor the health of your street network through an abundance of data collected via multiple vehicle-mounted sensors allows your staff to properly allocate repair and maintenance budgets. This is now made possible in an affordable, objective way utilizing StreetScan's advanced mobile sensing vehicle and online web-based app.

Our service offering includes:

- Data Collection: vehicle survey of paved lane miles.
- Data Processing of pavement condition and assets.
- Data Visualization: pavement monitoring system including Pavement Condition Index (PCI) Report – integrated into your existing GIS or optional cloud-based access.
- Pavement Management Plan: maintenance and budget options, suggestions and scenarios; optional cloud-based access with robust interactive planning and budgeting tools.

Also available (see Appendices for more details):

- 360° imagery Viewer
- Optional asset extractions including pavement markings, traffic signs, utility assets, street lighting, sidewalks, curbs, trees, etc.

On behalf of the team at StreetScan, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates, and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,



Kevin Brown,
Account Manager

1. ABOUT US

At StreetScan, we come to work each day because we want to solve our clients' biggest problems when it comes to monitoring their street assets. We have a Smart City Mobile Sensing Service Offering targeted at providing clients with an intelligent, objective and affordable way to manage those assets.

Throughout the history of business, people have used data to make more informed decisions. StreetScan enables exactly this for our municipal clients.

Municipalities no longer have to send inspectors into the field for pavement surveys. Now, they can leverage the power of data to improve their decision-making abilities.

This all came about as a result of a 2009 groundbreaking project at Northeastern University that received more than \$18 million in funding over a 5-year period. This stamp of approval was due to the power of the project to end localized pavement inspections and enable continuous network-wide health monitoring of roadways.

What kind of technology made this possible? Versatile Onboard Traffic Embedded Roaming Sensors (VOTERS). A framework, prototype and blueprint were successfully designed and developed, and in 2015, StreetScan was launched as a spin-off of the project. It is our comprehensive, advanced hardware and software turn-key solution that distinguishes us from the competition. More importantly, it provides street asset monitoring at a reasonable cost for our clients.

2017 saw the emergence of our current Smart City Service Offering and we have combined this service with our pavement management offering. Clients save time, money and no longer require additional field surveys. Our ScanCars can enable municipalities and other clients to extract and monitor critical assets such as pavement condition, traffic signage, pavement markings, streetlights and other transportation infrastructure assets.

We embrace progress. In 2018, StreetScan launched Streetlogix. This extensively customizable, web-based GIS asset management software has changed the landscape for municipalities. Municipalities can now optimize their budget within a user-friendly GIS environment. The system provides objective information on the current state of their infrastructure and makes maintenance and repair recommendations, including the prioritization of roadway projects. Using unprecedented data visualization and budget optimization tools, our clients have been creating defensible data-driven Capital Improvement Plans while successfully justifying their budgeting requests.

The most important thing you need to know about StreetScan is our data-driven approach. It will change the way you monitor your street assets – for the better and for the future.



Powered by AI

2. OUR TEAM



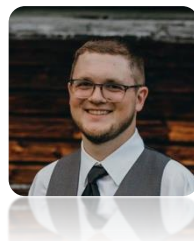
Kevin Brown – Account Manager – Kevin has worked in sectors of land surveying, GIS, professional grade GPS data collection, asset management implementation and business development. Kevin has 8 years of experience working in the municipal government sector and has his Bachelor's of Science in Geography with a specialization in GIS and Analytical Cartography from The Ohio State University. He is skilled at providing effective communication with and between staff, councils and citizens to understand and integrate new technologies and to quantify the benefits and value of a project.



Dan Kirkby, P.E. – Director of Operations – As the Director of Operations at StreetScan, Dan provides project management, leads the daily operational management of field and office staff and provides geotechnical support for route creation, results publishing and end-user training on software functionality. Dan coordinates the technical team and operations team and manages project scheduling. He received his BESC in Civil Engineering from Western University in 2002 and his MEng in Geomatics Engineering from the University of New Brunswick in 2011. Over the last 15 years, Dan has worked in various engineering and project management positions in the private sector as well as while serving nine years in the Canadian Forces as an Army Engineering Officer.



Salar (Sal) Shahini Shamsabadi – GIS Director and Data Scientist – Sal works on integrating and leveraging information from large geospatial datasets for developing asset management, sensor fusion and life-cycle cost analysis models. He received his B.S. in Geomatics Engineering from the University of Tehran in 2012 and his M.S. in Civil Engineering in 2014 from Northeastern University where he developed StreetScan's GIS web application for asset monitoring and management. Sal has received multiple awards over the last few years (Best Innovation Award at RISE, Best Paper Award at SAGEEP, Dean's Scholarship Award at Northeastern Uni.), which encouraged him to pursue his passion for using data-driven methods to support better decision making.



Rob Craig – Operations Manager – As Operations Manager, Rob coordinates data collection, data processing and result publishing for all client projects. He originally joined StreetScan as a field technician after completing his B.S. in Fisheries and Wildlife Science with a minor in GIS in 2017 and has expanded his role since. Rob delivers meaningful results to clients using new technologies developed by the GIS and Engineering departments. Prior to joining StreetScan, he worked on hyperspectral research with the University of Arizona at the Rocky Mountain Biological Laboratory, and as a tutor in GIS and Statistics. His interests include wildlife research, outdoor recreation, and green communities.

3. THE STREETSCAN SYSTEM

StreetScan's automated data collection and algorithm-based roads prioritization software can help optimize your road budget and provide user-friendly analytics about the status of your roads and sidewalks.



Data Collection

StreetScan's vehicles equipped with multi-sensor systems detect pavement & sidewalk surface distresses without interrupting traffic flow.

Data Processing

Optimized algorithms evaluate and prioritize repairs of assets, including pavement, sidewalks, traffic signs, and more.

GIS Analytics

Collected data goes into Streetlogix, our unique **cloud-based application**, allowing municipalities to visualize and manage road assets in order to schedule maintenance within a user-friendly GIS environment.




4. PRICING OVERVIEW

4.1 DATA COLLECTION (STREETSCAN)

PAVEMENT MANAGEMENT				
	SERVICES INCLUDED	CENTERLANE MILES	\$/CL	TOTAL
STREETSCAN DATA COLLECTION	ScanVan Data Collection	25 mi	\$275	\$6,875
	Data Processing			
	Pavement Facing Imagery			
	Pavement Mgmt. Plan			
Mobilization and Setup Cost (If Combined with Renton, WA Spring Survey*)				\$500*
TOTAL				\$7,375

SIDEWALK MANAGEMENT				
	SERVICES INCLUDED	SIDEWALKS MILES	\$/MI	TOTAL
STREETSCAN DATA COLLECTION	ScanCart Data Collection	15 mi	\$233	\$3,500
	Data Processing			
	Sidewalk Videos			
	Sidewalk Mgmt. Plan			
Mobilization and Setup Cost				\$500
TOTAL				\$4,000

4.2 SOFTWARE (STREETLOGIX)

TRANSPORTATION MODULE			
	SERVICES INCLUDED	POPULATION	TOTAL
	Annual Software License	6,794	\$2,500
Implementation Services (One-Time)			\$2,500
TOTAL			\$5,000

*TRANSPORTATION MODULE INCLUDES PAVEMENT AND SIDEWALKS

Options	Unit S=Sidewalk CL=Centerlane	QTY (est.)	Price (\$/Unit)	PRICE ADDER (est.)
				ANNUAL
Pavement Image Viewer – Annual Data Hosting	CL-M	25	\$5	\$125
Sidewalks Image Viewer – Annual Data Hosting	S-M	15	\$5	\$75

4.3 OPTIONAL SERVICES AND ASSETS

One of our unique advantages is the ability for our clients to extract, assess and obtain actionable data from other Municipal assets utilizing the same data collected for the Pavement Management Survey. Below is a list of additional assets we can process from the collected data. This is set up as an a-la-carte menu so you can pick and choose the assets to meet your asset management needs.

Assets	Unit L=Lane CL=Centerlane	QTY (est.)	Price (\$/Unit)	PRICE ADDER (est.)
				STANDARD
Assets Extracted from ScanVan Dataset (Pavement Management Service Required)				
Enhanced Visualization Package	CL-M	25	\$35	\$875
Pavement Markings	CL-M	25	\$60	\$1,500
Sidewalk GIS Database	CL-M	25	\$35	\$875
Curb GIS Database	CL-M	25	\$50	\$1,250
Traffic Signage (5 Attributes)	Signs	832	\$4	\$3,329
Traffic Signage (9 Attributes)			\$6	\$4,994
Catch Basins	Catch Basins	500	\$4	\$2,000
Metal Objects (Manholes/Valves)	Metal Objects	750	\$1	\$750
Tree GIS Inventory	Trees	500	\$3	\$1,500
Street Lighting GIS Database	Lights	666	\$4	\$2,663
Assets Extracted from ScanCart Dataset (Sidewalk Management Service Required)				
ADA Sidewalk Width	S-Miles	15	\$45	\$675
ADA Ramp Compliance	Ramp	225	\$8	\$1,800

Assumptions:

All asset quantities are estimated based on lane or centerlane miles except for:

- Traffic Signs are estimated at 1/8 of the municipal population
- Street Lighting which is 1/10 of the municipal population
- Catch Basins which is estimated at CL-M multiplied by 20
- Metal Objects (Manholes & Valve) which is estimated at CL-M multiplied by 30
- Tree Inventory which is estimated at CL-M multiplied by 20
- ADA Ramp Inventory which is estimated at Sidewalk Miles multiplied by 15

Annex

APPENDIX A – SCOPE OF WORK AND DELIVERABLES

ROAD AND SIDEWALK ASSESSMENT SERVICE

StreetScan offers a technology-based Pavement Management approach for continuous health monitoring of your road network. Combining years of R&D at Northeastern University, StreetScan's vehicles and web-based app Streetlogix save you time and make your repair dollars go further. We have developed a 4 Step process to effectively Scan, Process and Manage your Road data.

STEP 1: DATA COLLECTION

Roads

Vehicle Deployed: ScanCar



StreetScan utilizes 3D imaging technology to measure road defects, such as cracking, bumps, surface distortions and surface texture. The 3D imaging cameras provide a 8' (2.4m) of lateral road coverage and seamless road coverage in the direction of travel at speeds up to 65 mph (72kph). A 360 degree camera system provides imagery of the road surface and ROW. An Inertial Measurement Unit (IMU) enabled GNSS position system provides position location, even in the event of intermittent GPS satellite coverage.

Sidewalks

Vehicle Deployed: SideCarts



StreetScan has developed a technology stroller-based approach which captures all the necessary distress & ADA data. We currently have 5 Carts in our fleet. StreetScan utilizes 3D imaging technology to measure sidewalk defects, such as Uplifts, Bumps, Holes, Cracking & Surface Texture. An IMU mounted on the cart measures tilt, slope & accelerations. A laptop computer is used for controlling data collection. An encoder on each wheel of the ScanCart's rear wheels provides accurate linear displacement along with a GPS, providing position information.

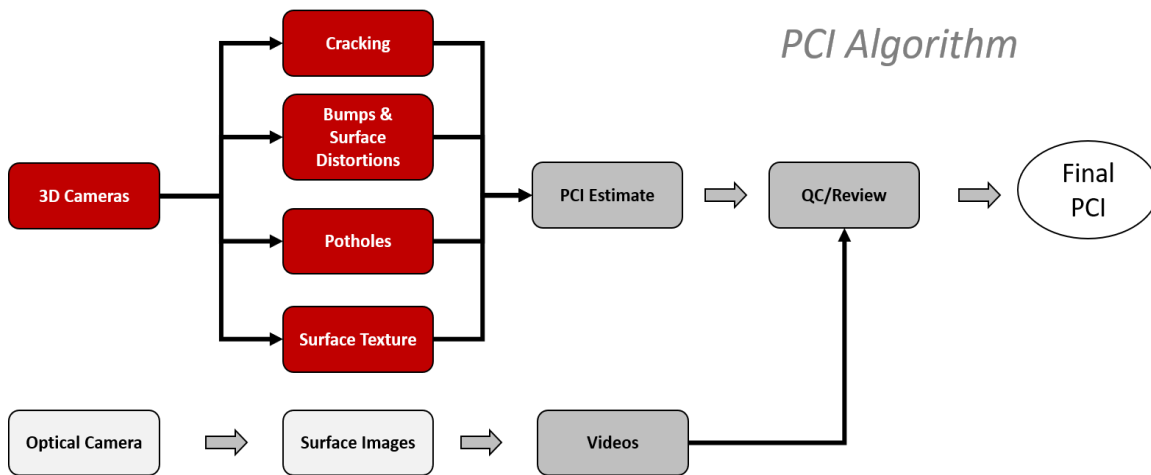
STEP 2: DATA EXTRACTION

Roads

The collected data (TBs/day) is uploaded to the StreetScan server, where automated software processes the raw sensor data. Using advanced processing algorithms, the sensors' raw data is converted into meaningful parameters representing different aspects of pavement condition. Several of our key indicators are fused to determine the PCI for each road segment. StreetScan's GIS specialists segment the pavement evaluation data from intersection to intersection and populate the database allocated to the segment.

Sidewalks

StreetScan's basic approach uses a weighted failures scheme per linear distance for a given sidewalk segment. Individual failure or feature types are given various weightings depending on their contribution to perceived sidewalk condition. As an example, an uplift is considered to have more impact to the sidewalk quality than aggregate loss, so it is given a greater weighting in the rating formula.



Sidewalk Algorithm



STEP 3: DATA VISUALIZATION AND ANALYTICS

Roads

Municipal staff will be given access to Streetlogix, our GIS web-based application, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

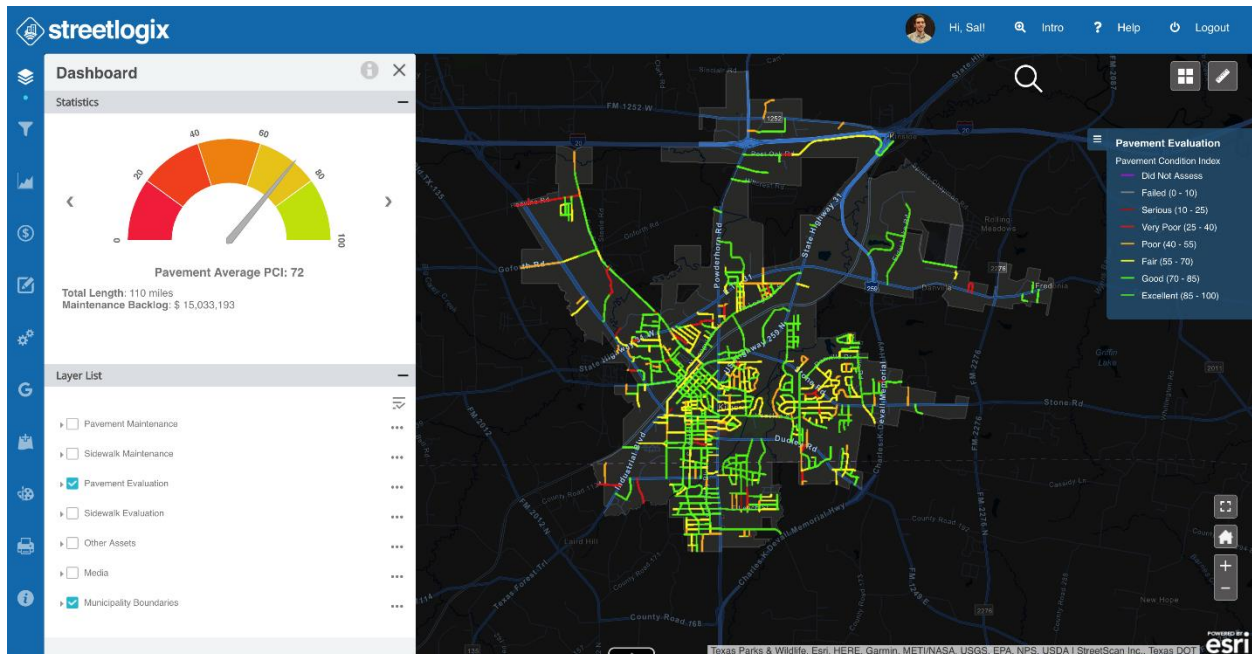
This provides staff an easy-to-use tool to quickly review PCI results, distress data and 360 images along with pavement history and other data that the city wants to be integrated. All data is hosted in the cloud, allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with Cartegraph. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (examples below).

Sidewalks

Municipalities are given access to our GIS web-based application, Streetlogix, in order to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

This provides clients an easy-to-use tool to quickly review sidewalk condition results, distresses and sidewalk images. All data is hosted in the cloud allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution such as Cartegraph. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (examples below).

Portal view: Overall stats, available layers and PCI



STEP 4: MAINTENANCE PLANNING

Roads

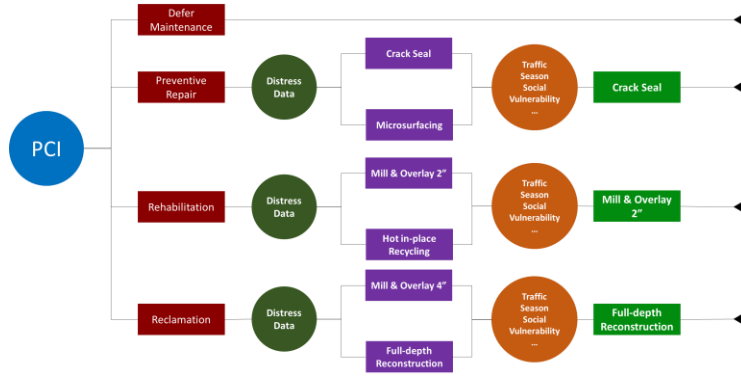
Once the inventory condition database and GIS web-app have been finalized, the work on implementing the pavement management side of the software begins. While pavement condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of condition, prediction of future condition, generation of maintenance options and pavement management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our road management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

Our decision-trees are highly customizable and we work with staff to tailor it to ensure our AI will provide the necessary maintenance and repair suggestions. All decision trees & underlying data will be editable by staff.

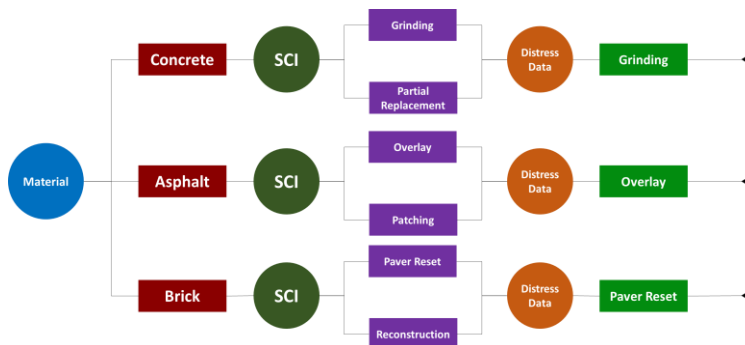
Sidewalks

Once the inventory condition database and GIS web-app have been finalized, the work on implementing the sidewalk management side of the software begins. While sidewalk condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of conditions, prediction of future conditions, generation of maintenance options and sidewalk management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our sidewalk management modules. The results are compiled and reported to the client in our Streetlogix software and as a pdf document.

Roads:



Sidewalks:



APPENDIX B – OPTIONAL SERVICES AND ASSET COLLECTION

Paving Markings

Through StreetScan’s existing collected data, our geospatial engineering team can extract pavement markings and insert them into a separate GIS layer. All data is accessible through Streetlogix. A visual review of the markings determine their current condition and whether maintenance is required.

Attributes	Description
Category	Left Turn, Right Turn, Crosswalk etc.
Condition	The analysis will be conducted from intersection to intersection and given a rating of either Good, Fair or Critical. If the length of the road is longer than 1,000 ft, the analysis will be broken up into 1,000 ft segments
Location	Global Positioning System (GPS) location (+/- 5 meters)
Pavement Marking Image	Accessible in StreetLogix Portal
Color	White, Yellow etc.

** Measurement device has a rated accuracy of 0.1 degrees. However, in practice due to variations in ground surface and location where measurement is take, measured value can typically vary +/- 1 degree.*

Sidewalk GIS Database

StreetScan provides sidewalk locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of sidewalk locations

Curb GIS Database

StreetScan provides curb locations, determined from front or side facing imagery. Data is provided as a GIS layer.

Deliverable:

- GIS layer of the linear features where curbs are present

Traffic Signage

StreetScan’s traffic sign asset management service provides a simple solution for the Municipality to quickly and efficiently manage its traffic signs. StreetScan utilizes an algorithm to automatically locate traffic signs saving you time and money. Our geospatial engineering team then undergoes a rigorous Q&A process and collects multiple unique attributes.

Attributes	Description
Sign Category*	Regulatory, Warning, Guide, School, Recreation, Information, General
Sign Type*	Federal or State MUTCD designation or custom designation for specialized signs
Position on Post	Sign's relative position, in column and row notation, among all signs mounted on the same structure
Sign Photo*	Digital image
Post Type	U-Channel, Round, Square, Light Pole, Signal Mast, etc.
Post Material	Steel, Wood, Concrete, etc.
GPS Location*	Global Positioning System (GPS) location (+/- 5 meters)
Position	Left, Right, Overhead, Center
Sign & Post Condition*	Good, Fair, Critical rating assessed through review of daytime digital images

*Attributes included for the basic sign inventory.

Catch Basins

StreetScan provides catch basin locations, determined from existing data sources (satellite imagery, Google StreetView or ScanVan images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS Layer of catch basin

Metal Objects (Valve & Manhole Covers)

StreetScan provides location of circular Manhole or other similar shaped access points which are visible in the road imagery data. All data is provided as a GIS layer.

Deliverable:

- GIS layer of manhole locations

Tree GIS Database

StreetScan provides tree locations which are situated in the right of way, determined from existing data sources satellite imagery, Google StreetView or ScanVan images if available. All data is provided as a GIS Layer.

Deliverable:

- GIS layer of tree location
- Geotagged images of each tree

Streetlight GIS Database

Utilizing the ScanVan's cameras, StreetScan has the ability to review already collected data and extract the necessary street lighting attributes. A new street lighting data layer will be accessible through Streetlogix.

Attributes	Description
GPS Location	Global Positioning System (GPS) location (+/- 5 meter)
Type	Cobra Head, Decorative/Ornamental
Wattage	Fixture output power (ballast not factored for non-LED lights)
Technology	LED, other
Pole Type	Wood, Metal, Concrete
Fixture Photo	Digital Image

ADA Sidewalk Width

StreetScan will manually calculate the sidewalk width from the 3D Data collected as this feature is not automated.

ADA Ramp Compliance Survey

StreetScan will determine the compliance of ADA Ramps, measuring the following attributes: ramp slope & cross slope, road slope & cross slope, flare slopes, ramp width, landing area, tactile pad (present/not present/condition). As part of this service, StreetScan provides imagery of all ramps and a GIS data layer accessible in Streetlogix, showing location of ADA ramps and all measured properties.

Deliverables:

- GIS Layer with ramp location & missing ramps
- Image of ramps/no ramp
- Compliance
- Measured Attributes (shown below)

APPENDIX C – OUR CLIENTS

REFERENCES & ADDITIONAL INFORMATION

City of Providence, RI

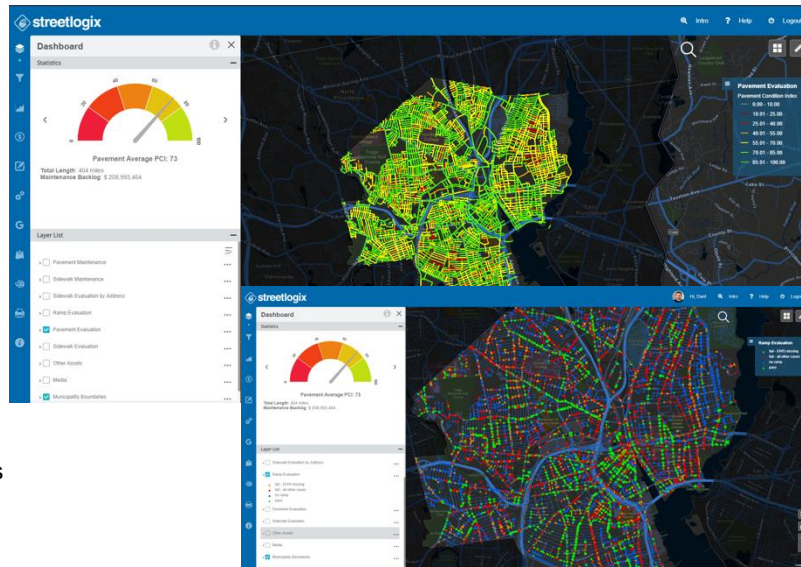
Project Objective:

StreetScan was contracted by the City of Providence, RI, to assess the condition and provide repair suggestions for city-maintained roadways, sidewalks, and Americans with Disabilities Act (ADA) ramps.

Project Description:

StreetScan surveyed:

- 405 centerline miles of roadways
- 625.3 miles of sidewalk
- 10,688 locations for ADA ramps



StreetScan utilized specialized vehicles outfitted with an array of sensors that included 2D and 3D cameras to assess the condition of Providence’s roadways. Data collected from the sensors was processed to identify specific road distresses and determine the pavement condition index (PCI) of each segment.

For sidewalk assessments, StreetScan deployed mobile carts with high definition video capture capability. Sidewalk distresses such as cracking, aggregate loss, uplifts and surface distortion were identified, which were then used to calculate sidewalk condition ratings on a scale of 0 to 100, with 0 being the worst and 100 being ideal.

For ramp assessments, StreetScan utilized proprietary ScanCart systems and digital levels to assess each ADA ramp. A total of 12 compliance measurements were taken for each ADA ramp and overall compliance was determined.

Project Outcome:

Data collection was completed in August 2018. Results from the survey were placed in Streetlogix, StreetScan’s GIS web-based software, providing an enriched view of the City’s road and sidewalk network with color-coded pavement conditions and other assets, along with images for every scanned road and a range of decision-making tools. In addition to repair suggestions and cost estimates, StreetScan prioritized repairs and developed work plans for the city. The City can use the software to visualize and export the information, as well as to adjust parameters and modify or generate new repair work plans.

Project Contacts	
City of Providence, RI	Municipal Contact: Craig Hochman, Deputy Chief Engineer (401) 680-7515 / chochman@providenceri.gov
StreetScan	Project Manager: David Vines, R&D Engineer (617) 399-8236 / david.vines@streetscan.com

City of Portland, ME

Project Objective:

The City of Portland, ME, selected StreetScan to perform a mobile sensing survey of City's road network and prepare custom Maintenance and Repair suggestions.

The mandate comprised the assessment of traffic signs, pavement markings and Streetlight Lux Levels.

Project Description:

Data collection for the project included:

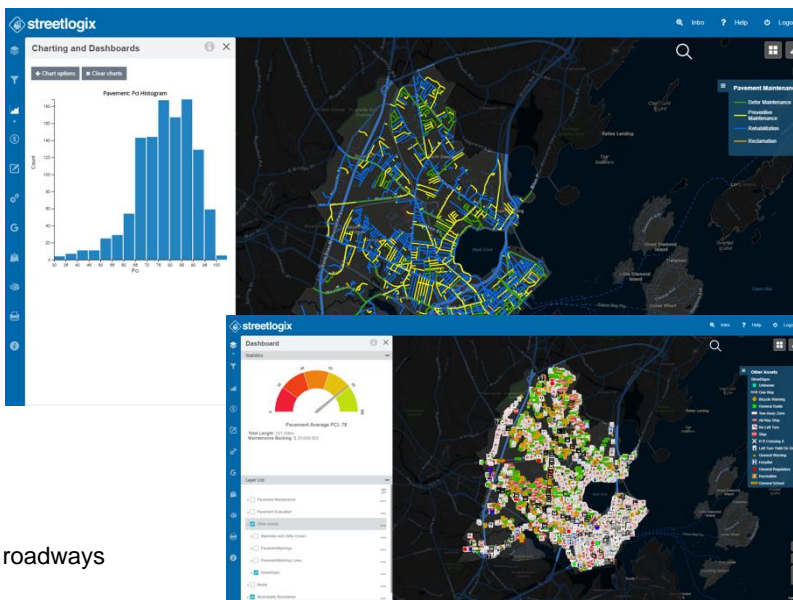
- 221 centerline miles of city-maintained roadways
- 21,847 traffic signs inventoried
- 2,585 pavement markings (line features: lane dividers, bike lanes, etc.)
- 4,429 pavement markings (point features: left arrow, bicycle marking, etc.)

StreetScan used specialized ScanVan vehicles to assess the condition of roadways in normal traffic flow. During the survey, imagery collected from 2D Camera systems were used to locate pavement markings and traffic sign locations. Consequently, Manual on Uniform Traffic Control Devices (MUTCD) attributes were extracted from the traffic sign images by our technicians.

A Streetlight Lux Level Pilot was also performed. Utilizing a vehicle equipped with light sensors, StreetScan surveyed the Municipality at night to collect light level illumination data and provided a GIS layer also accessible through its web-based software.

Project Outcome:

Data collection was completed in December 2016. Survey results were placed in Streetlogix, a customizable, GIS web-based application, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.



Project Contacts	
City of Portland, ME	<u>Municipal Contact:</u> Christopher Branch, Public Works Director (207) 874-8801 / cbranch@portlandmaine.gov
StreetScan	<u>Project Manager:</u> Salar Shahini, GIS Director & Data Scientist (617) 399-8236 / salar.shahini.s@streetscan.com

City of Brockton, MA

Project Objective:

StreetScan was contracted by the City of Brockton to perform a road and sidewalk assessment survey that would objectively collect pavement and sidewalk condition data and provide custom repair and maintenance recommendations.

Project Description:

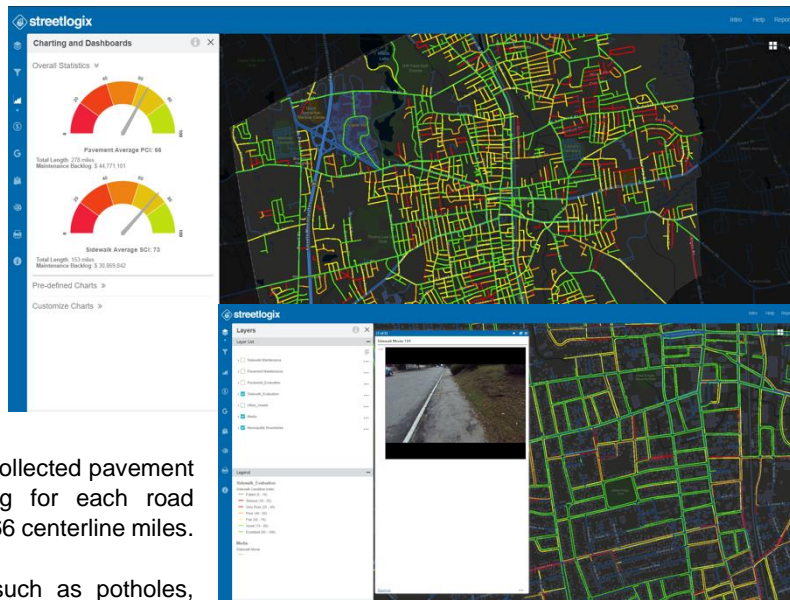
During the summer of 2017, StreetScan collected pavement condition, texture and roughness rating for each road segment (intersection to intersection) of 566 centerline miles.

Additionally, location of road features such as potholes, manholes and cracks were collected. StreetScan also performed subsurface data analysis using its air-coupled Ground Penetrating Radar (GPR) arrays for roads requested by the City.

In 2018, StreetScan surveyed 153 miles of sidewalk utilizing specialized mobile carts that combine high resolution video and imagery capture, inertial measurements, and a custom designed positioning and tracking system.

Project Outcome:

The City was able to secure funding under Chapter 90. StreetScan delivered a pavement management plan and decision-making solutions via Streetlogix, StreetScan’s GIS web-based software, whose algorithm utilizes PCI, road usage data and a cost benefit analysis to determine road maintenance, repair costs and prioritization per segment. Budgeting and planning tools allow for editable short- and long-term planning as well as level of service analysis with target PCI.



Project Contacts	
City of Brockton, MA	<u>Municipal Contact:</u> Patrick Hill, Director of Operations (508) 580-7135 / phill@cobma.us
StreetScan	<u>Project Manager:</u> Salar Shahini, GIS Director & Data Scientist (617) 399-8236 / salar.shahini.s@streetscan.com

Sample of other Clients:



Town of Braintree, MA



Town of Rye, NH



Town of Somers, CT



Town of Amherst, MA



City of Portland, ME



Town of Sharon, MA



Washington State Parks



City of Providence, RI



Town of Kingston, MA



Town of Pembroke, ON



Town of Beverly, MA



Town of Hampstead, QC



City of Lafayette, IN



City of Kenora, ON



Municipality of Stirling-Rawdon, ON

CASE STUDY



Somers, CT, Optimizes Road Repair Budget with GIS Analytics

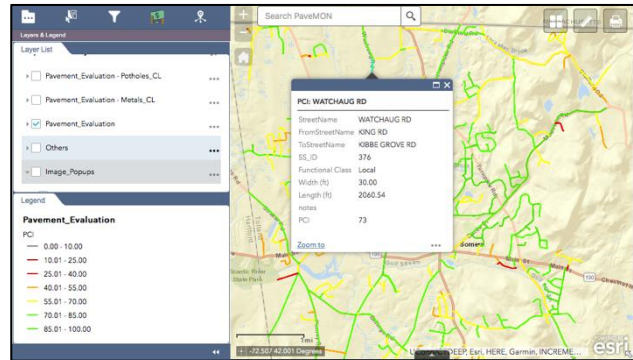
Somers is a town in Tolland County, Connecticut, nestled between Enfield and Stafford Springs. Bordering Massachusetts, this quaint town with a "small town" feel is only 9 miles from the City of Springfield, MA, and 24 miles from Hartford, CT. Somers has a population of approximately 11,500 residents.

The Challenge

Like many municipalities in North America, Somers was utilizing a visual assessment to gather information on the status of its road network. This subjective and labor-intensive approach motivated the Town to embrace a faster, objective, and transparent way to assess roadway conditions and determine which roads needed repair, along with how and in what order they needed to be repaired.

The Partner

Somers learned about StreetScan's objective, data-driven approach through the Connecticut Conference of Municipalities (CCM). CCM and StreetScan have partnered to provide fast, affordable, Smart City pavement inspection and management services to CCM-member towns and cities. StreetScan uses vehicle-mounted sensing technology to assess road conditions in normal traffic flow and displays gathered information in a geographic information system (GIS) application: a web app with up-to-date data and a range of tools for decision-making.



The Solution

StreetScan's mobile-sensing vehicle, ScanVan, is the physical heart of the asset management system, assessing pavement, traffic signs, pavement markings and more on every road it traverses. During a two-week period, the ScanVan travelled 90 miles of roads in normal traffic flow to gather data on the condition of the entire street network utilizing 3D imaging technology to measure road defects. The locations of road features such as potholes, manholes and cracks were also collected. Once scanned, a variety of technologies from StreetScan & Esri, such as ArcPy scripts, ArcGIS Desktop, and ArcGIS enterprise were leveraged to generate Streetlogix, a GIS web app with powerful visualization and budget-planning tools. This app provides road condition ratings on a scale of 0 to 100, with 0 being the worst and 100 being ideal, and prioritizes the areas to remediate.

The Results

Using Streetlogix, the Town can now see an enriched view of its street network with color-coded pavement conditions and other assets, along with images for every road and tools for data-driven budget and maintenance planning. StreetScan reported that Somers' overall pavement condition index (PCI) was rated in 'good' condition at an average PCI of 72.4, with 92.8% of roads above a critical PCI of 55. Only 7.2% of roads were rated as 'very poor' or 'poor'.

Somers now has a data-based structure to move forward with a road bonding package. An objective, data-driven scan performed by a third party has also helped with community buy-in, increasing transparency and reducing criticism when making assessments and investment decisions on road infrastructure.

“Through StreetScan, we now have a data-based structure to move forward with a road bonding package. An objective, data-driven scan performed by a third party has reduced criticism and helped justify repairs.”

Todd Rolland
Director of Public Works
Town of Somers



Sole Source Statement

The StreetScan Pavement, Sidewalk & Pathway Inspection and Management solution utilizes a proprietary sensing system that combines 3D sensing with electromagnetic and optical imaging sensors. StreetScan has developed proprietary automated feature extraction, data processing and data analysis algorithms which cannot be made available by any other company.

Our end-to-end Turn-Key solution covers roads scanning, automated feature extraction, pavement analysis, user-friendly visualization, and the creation of a pavement improvement plan considering special requests from the customer. This creates meaningful information to better manage and maintain your roads within our Streetlogix software portal.

Finally, it must be noted that our proprietary solution is the result of a \$18 million dollar research grant from the National Institute of Safety and Transportation to better manage our roads in the United States. If you should have any further questions, please do not hesitate to call or email me.