

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, AUGUST 11, 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 Update
- 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: [July 28, 2020, City Council Meeting](#)
- 8. PUBLIC HEARING 7:15 P.M. OR SOON THEREAFTER**
- 9. UNFINISHED BUSINESS**
- 10. NEW BUSINESS**
 - A. [Resolution: Rescinding Emergency Powers](#)
 - B. [Resolution: Approval of Addendum #1 to the Contract with The Briggs Group for Capital Campaign](#)
 - C. [2nd Quarter Financial Review](#)
- 11. CITY MANAGER COMMENTS**
- 12. DEPARTMENT HEAD COMMENTS**
- 13. COUNCILMEMBER COMMENTS**
- 14. EXECUTIVE SESSION**
- 15. ADJOURNMENT**

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

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 07/31/2020

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Accts Pay #	Date Ordered	Date Due	Memo	Pay Status	Amount	< 15 Days	16-30 Days	> 30 Days
22597	07/31/2020	07/31/2020	9293 3Form LLC Panels For Tot Pool	Approved	5,315.92	5,315.92		
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capital Ft		5,315.92			

Invoice

IQ-961574 5,315.92 Pool Project panels for tot pool

Authorized:	5,315.92	5,315.92	5,315.92	0.00	0.00
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Fund

301 Park Bond Capital Fund	5,315.92
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This report has been reviewed by:

REMARKS:

Signature & Title	Date
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ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
22633	08/05/2020	08/11/2020	3705	Alpine Products Inc	939.95	Yellow Street Paint And Solvent
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fun	939.95	Yellow Street Paint & Solvent	
22634	08/05/2020	08/11/2020	3705	Alpine Products Inc	-318.62	White Paint Returned
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fun	-318.62	White Paint Returned	
Total Alpine Products Inc				621.33		
22659	08/06/2020	08/11/2020	2681	Arena, Eric	94.49	06-00160.4 - 1121 PARADISE PARKWAY
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-34.19		
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-34.14		
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-26.16		
22606	08/05/2020	08/11/2020	4313	Chuckals Inc	89.01	Police Supplies
521 22 31 00	Office & Oper Sup - Police	001 000 521	General Fund	89.01	Police Supplies	
22607	08/05/2020	08/11/2020	4313	Chuckals Inc	285.31	Central Supplies, Disinfectant Cleaner (COVID-19 Expense)
518 10 34 01	Central Office Supplies	001 000 518	General Fund	115.89	Disinfectant Cleaner (COVID-19 Expense)	
518 10 34 01	Central Office Supplies	001 000 518	General Fund	169.42	Central Supplies	
22608	08/05/2020	08/11/2020	4313	Chuckals Inc	37.49	Public Works Supplies
531 50 31 01	Office Supplies - Storm	415 000 531	Storm Drain	9.38	PW Supplies	
534 10 31 00	Office Supplies - Water	425 000 534	Water Fund (de	9.37	PW Supplies	
535 10 31 00	Office Supplies - Swr Adm	430 000 535	Sewer Fund (de	9.37	PW Supplies	
542 30 31 01	Office Supplies - Street Re	101 000 542	City Street Fun	9.37	PW Supplies	
22609	08/05/2020	08/11/2020	4313	Chuckals Inc	24.48	PW Supplies
531 50 31 01	Office Supplies - Storm	415 000 531	Storm Drain	6.12	PW Supplies	
534 10 31 00	Office Supplies - Water	425 000 534	Water Fund (de	6.12	PW Supplies	
535 10 31 00	Office Supplies - Swr Adm	430 000 535	Sewer Fund (de	6.12	PW Supplies	
542 30 31 01	Office Supplies - Street Re	101 000 542	City Street Fun	6.12	PW Supplies	
Total Chuckals Inc				436.29		
22657	08/06/2020	08/11/2020	4322	City of Tacoma Washington	2,477.06	Power - Various Locations July 2020
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (de	1,736.40	Surface Water, Hi / Low Tank, Well #8, GC Tank, Weathervane 07/2020	
535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (de	708.90	Pump #3, Drake St L/S, West Creek L/S, Commons L/S, Alameda L/S 07/2020	

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542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fun	20.60	40th / Alameda 07/2020
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fun	11.16	5200 Emerson 07/2020
22640	08/05/2020	08/11/2020	8542 Consolidated Supply Co.	192.33	P#60 Pool And Bathhouse - Pool Supplies
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	192.33	P#60 Pool And Bathhouse - Pool Supplies
22554	07/21/2020	08/11/2020	3573 Copiers Northwest Inc	71.18	Copier Usage 6/14/20 - 7/13/20 Police
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	71.18	Copier Usage 6/14/20 - 7/13/20 Police
22625	08/05/2020	08/11/2020	3573 Copiers Northwest Inc	80.42	Printer Usage July 2020 - Police
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	80.42	Printer Usage 07/2020 - Police
22629	08/05/2020	08/11/2020	3573 Copiers Northwest Inc	234.12	Copier Usage July 2020 - City Hall, Court, Parks / Rec, Public Works
512 50 45 00	Oper Rentals - Copier - Coi		001 000 512 General Fund	103.66	Court 07/2020
518 10 45 00	Oper Rentals - Copier - No		001 000 518 General Fund	78.66	CH 07/2020
531 50 45 00	Oper Rentals - Copier - Sto		415 000 531 Storm Drain	7.33	PW 07/2020
534 10 45 02	Oper Rentals - Copier - Wa		425 000 534 Water Fund (de	7.33	PW 07/2020
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535 Sewer Fund (de	7.32	PW 07/2020
542 30 45 00	Oper Rentals - Copier - Str		101 000 542 City Street Fun	7.33	PW 07/2020
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	20.24	Rec 07/2020
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	2.25	Parks 07/2020
			Total Copiers Northwest Inc	385.72	
22648	08/05/2020	08/11/2020	9303 Deal, Robert L.	843.13	Police Background Checks (16.5 Hrs) And Mileage
521 22 41 00	Prof. Services/Consulting		001 000 521 General Fund	843.13	Police Background Checks (16.5 Hrs) & Mileage
22636	08/05/2020	08/11/2020	3594 Dept Of Ecology	26.36	P#64 Community Center Stormwater Fee (7/1/19 To 6/30/20)
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	26.36	P#64 Community Center Stormwater Fee (7/1/19 To 6/30/20)
22627	08/05/2020	08/11/2020	9254 Doyle Printing Company	175.84	Business Cards (V. Walston, J. Wheeler), Letterhead
518 10 34 02	Central Office Printing		001 000 518 General Fund	175.84	Business Cards (V. Walston, J. Wheeler) & Letterhead
22601	08/04/2020	08/11/2020	7222 Failor, Amanda C	287.56	07-00336.4 - 301 BIRCH ST
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-80.98	

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343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-77.50		
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-129.08		
22602	08/05/2020	08/11/2020	3638	Fircrest Golf Club	1,307.10	Golf Tank Land Rental August 2020
534 10 45 01	Land Rental/Water Tank		425 000 534 Water Fund (de	1,307.10	Golf Tank Land Rental 08/2020	
22643	08/05/2020	08/11/2020	3642	Flags A' Flying LLC	809.31	Flags For Regents Blvd And Emerson (36)
542 80 31 05	Banners/Flags		101 000 542 City Street Fun	809.31	Flags For Regents Blvd And Emerson (36)	
22620	08/05/2020	08/11/2020	6325	GeoEngineers Inc	14,499.55	P#60 Pool And Bathhouse Prof. Services 2/22/20 Through 7/17/20
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	14,499.55	P#60 Pool And Bathhouse Prof. Services 2/22/20 Through 7/17/20	
22619	08/05/2020	08/11/2020	7383	Holden Polygraph LLC	300.00	Polygraph Testing - S. Prasad
521 10 41 00	Professional Services - Civ		001 000 521 General Fund	300.00	Polygraph Testing - S. Prasad	
22645	08/05/2020	08/11/2020	3690	Holroyd Co Inc	3,906.36	Crushed Rock For New Water Main - 400
594 34 63 01	Other Improvements Water		426 000 594 Water Improve	3,906.36	Crushed Rock For New Water Main - 400 Summit	
22626	08/05/2020	08/11/2020	4131	Humane Society - Tacoma	615.83	August 2020 Boarding Contract
554 30 41 00	Animal Control		001 000 554 General Fund	615.83	08/2020 Boarding Contract	
22599	08/04/2020	08/11/2020	2790	Jamison, Robert	130.09	06-01220.0 - 1553 WEATHERVANE CT
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-40.94		
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-37.64		
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-51.51		
22553	07/21/2020	08/11/2020	6883	L.N. Curtis & Sons	44.00	Handcuff Case - J. Roberts
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	44.00	Handcuff Case - J. Roberts	
22644	08/05/2020	08/11/2020	8600	Legacy Tapping, Inc	3,505.81	6x6 Hot Tap For New Water Main - Golden Gate / Summit
594 34 63 01	Other Improvements Water		426 000 594 Water Improve	3,505.81	6x6 Hot Tap For New Water Main - Golden Gate / Summit	
22612	08/05/2020	08/11/2020	8404	Linda Kaye Briggs	2,947.55	P#55 Capital Campaign July 2020 (18.083 Hrs)
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	2,947.55	P#55 Capital Campaign July 2020 (18.083 Hrs)	
22651	08/05/2020	08/11/2020	3791	Lowe's Company-#338954	9.93	Street Sign Repair Parts

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542 80 31 01	Operating Supplies - St Be		101 000 542 City Street Fun	9.93	Street Sign Repair Parts
22635	08/05/2020	08/11/2020	6369		McLendon Hardware Inc (Tacoma)
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518 General Fund	31.89	Light For PSB
22598	08/03/2020	08/11/2020	8187		O'Brien, Stephen F
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-37.72	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-31.20	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-31.27	
22600	08/04/2020	08/11/2020	8743		OakRidge Homes LTD
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-34.57	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-30.84	
22660	08/06/2020	08/11/2020	7980		Oliver, Margaret
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-92.94	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-95.16	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-177.22	
22610	08/05/2020	08/11/2020	3923		Orca Pacific Inc
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (de	568.73	Chlorine For Wells (150 Gallons)
22647	08/05/2020	08/11/2020	8626		Pacific Office Automation Inc
	518 10 42 01	Postage - Non-Dept	001 000 518 General Fund	128.07	08/2020 Postage Meter Rental
22604	08/05/2020	08/11/2020	4680		Parametrix Engineering
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capi	6,720.00	P#60 Pool And Bathhouse Prof. Services Through 7/4/20
22623	08/05/2020	08/11/2020	3955		Petrocard Systems Inc
	548 65 31 12	Street Gas	501 000 548 Equipment Ren	19.91	#68057D Gas
	548 65 31 13	Storm Gas	501 000 548 Equipment Ren	19.91	#68057D Gas
	548 65 31 14	Wtr/Swr Gas	501 000 548 Equipment Ren	119.46	#68057D Gas
22641	08/05/2020	08/11/2020	3971		Pitney Bowes Inc Supplies
	518 10 42 01	Postage - Non-Dept	001 000 518 General Fund	124.23	Red Ink Cartridge
22603	08/05/2020	08/11/2020	5710		Rainier Connect, Mashell Telecom
	518 81 42 00	Communication - I/S	001 000 518 General Fund	106.95	Internet 08/2020

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22639	08/05/2020	08/11/2020	9301	Rogers, Dorothy	35.00 Refund Fun Days Vendor Fee (COVID-19 Cancellation)
362 40 00 00	Space & Facility Rental		001 000 360	General Fund	-35.00 Refund Fun Days Vendor Fee (COVID-19 Cancellation)
22618	08/05/2020	08/11/2020	4018	Rosen Supply Company Inc	65.32 Water Service Parts
534 50 31 01	Oper Supplies - Water Mai		425 000 534	Water Fund (de	65.32 Water Service Parts
22649	08/05/2020	08/11/2020	9304	Rotator LLC	10,000.00 Design Concepts For Donor Walls - Pool / Bathhouse And Community Center
594 76 62 03	Buildings & Structures		301 000 594	Park Bond Capi	10,000.00 Design Concepts For Donor Walls - Pool / Bathhouse And Community Center
22614	08/05/2020	08/11/2020	4035	Sarco Supply	207.47 Janitorial Supplies - Public Works
518 30 31 03	Oper Sup/PWF		001 000 518	General Fund	207.47 Janitorial Supplies - PW
22615	08/05/2020	08/11/2020	4035	Sarco Supply	189.61 Janitorial Supplies - City Hall
518 30 31 04	Oper Sup/CH		001 000 518	General Fund	189.61 Janitorial Supplies - CH
22616	08/05/2020	08/11/2020	4035	Sarco Supply	189.61 Janitorial Supplies - Public Safety Building
518 30 31 02	Oper Sup/PSB Bldg		001 000 518	General Fund	189.61 Janitorial Supplies - PSB
22617	08/05/2020	08/11/2020	4035	Sarco Supply	184.37 Disinfectant Spray (COVID-19 Expense)
518 30 31 03	Oper Sup/PWF		001 000 518	General Fund	92.19 Disinfectant Spray (COVID-19 Expense)
518 30 31 04	Oper Sup/CH		001 000 518	General Fund	92.18 Disinfectant Spray (COVID-19 Expense)
			Total Sarco Supply		771.06
22624	08/05/2020	08/11/2020	6088	Sentinel Pest Control Inc	192.33 Pest Control - Public Works August 2020
531 50 48 00	Rep & Maint - Storm		415 000 531	Storm Drain	48.08 Pest Control - PW 08/2020
534 50 48 01	Rep & Maint - Water Main		425 000 534	Water Fund (de	48.08 Pest Control - PW 08/2020
535 50 48 00	Rep & Maint - Sewer Main		430 000 535	Sewer Fund (de	48.08 Pest Control - PW 08/2020
542 30 48 01	Rep & Maint - Street Maint		101 000 542	City Street Fun	48.09 Pest Control - PW 08/2020
22631	08/05/2020	08/11/2020	4056	Sherwin-Williams Company	-3.90 Credit For Incorrect Pricing
518 30 31 03	Oper Sup/PWF		001 000 518	General Fund	-3.90 Credit For Incorrect Pricing
22632	08/05/2020	08/11/2020	4056	Sherwin-Williams Company	124.22 Painting Supplies - Public Works
518 30 31 03	Oper Sup/PWF		001 000 518	General Fund	124.22 Painting Supplies - PW

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			Total Sherwin-Williams Company	120.32	
22557	07/21/2020	08/11/2020	7308 SiteCrafting Inc	99.00	Monthly Hosting Cityoffircrest.net 7/15/20
	518 81 41 02	Web Design & Maintenanc	001 000 518 General Fund	99.00	Monthly Hosting Cityoffircrest.net 7/15/20
22637	08/05/2020	08/11/2020	9299 Smith Brothers	240.00	Refund Donation For Fun Days / Picnic (COVID-19 Cancellation)
	367 00 00 02	Parks Donations	001 000 360 General Fund	-240.00	Refund Donation For Fun Days / Picnic (COVID-19 Cancellation)
22652	08/06/2020	08/11/2020	9305 SoniClear	2,490.00	Gov Recorder 9 Software And License For Meeting Audio
	594 48 64 01	Legislative - ERR Capital	501 000 548 Equipment Ren	996.00	Gov Recorder 9 Software & License For Mtg Audio
	594 48 64 02	Court - ERR Capital	501 000 548 Equipment Ren	996.00	Gov Recorder 9 Software & License For Mtg Audio
	594 48 64 10	Planning - ERR Capital	501 000 548 Equipment Ren	498.00	Gov Recorder 9 Software & License For Mtg Audio
22605	08/05/2020	08/11/2020	4690 Sound Inspections	1,800.78	Inspections, Mileage And Calls July 2020
	524 20 41 01	Bldg Inspec/Plan Review	001 000 524 General Fund	1,800.78	07/2020
22613	08/05/2020	08/11/2020	4120 Tacoma Daily Index	187.35	July 2020 Publications
	511 60 41 01	Advertising - Legislative	001 000 511 General Fund	32.66	Ord. #1657 Passed
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capi	154.69	P#64 Community Center Request For Bids
22650	08/05/2020	08/11/2020	5521 Timco Inc	369.90	Replacement Hose For Baseball Fields
	576 80 35 00	Small Tools & Equip - Park	001 000 576 General Fund	369.90	Replacement Hose For Baseball Fields
22622	08/05/2020	08/11/2020	6749 Tri-Tec Communications Inc	120.89	Installed Admin Access For Right Systems
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	120.89	Installed Admin Access For Right Systems
22646	08/05/2020	08/11/2020	6749 Tri-Tec Communications Inc	186.83	Service Call 7/15/20
	548 65 48 05	O & M - Non-Dept.	501 000 548 Equipment Ren	186.83	Service Call 7/15/20
			Total Tri-Tec Communications Inc	307.72	
22653	08/06/2020	08/11/2020	5934 US Bank, City Hall Account	326.20	City Hall Charges Through 7/25/20
	511 60 35 00	Small Tools & Equip - Leg	001 000 511 General Fund	39.56	Zoom Webinar 07/2020 (COVID-19 Expense)
	512 50 35 00	Small Tools & Equip-Cour	001 000 512 General Fund	64.84	Webcam For Online Court (COVID-19 Expense)
	514 23 35 00	Small Tools & Equip - Fin	001 000 514 General Fund	39.55	Webcam For Meetings - C. Corcoran (COVID-19 Expense)

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518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	147.25	Passport Postage
558 60 49 01	Reg & Tuition - Planning		001 000 558 General Fund	35.00	Land Use Webinar - A. Stahlnecker
22655	08/06/2020	08/11/2020	8483	378.74	US Bank, Public Works Dept Account
					Public Works Charges Through 7/25/20
531 50 31 01	Office Supplies - Storm		415 000 531 Storm Drain	10.71	Office Supplies
534 10 31 00	Office Supplies - Water		425 000 534 Water Fund (de	10.70	Office Supplies
535 10 31 00	Office Supplies - Swr Adm		430 000 535 Sewer Fund (de	10.70	Office Supplies
542 30 31 01	Office Supplies - Street Re		101 000 542 City Street Fun	10.70	Office Supplies
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	5.51	#68057 Welded Handle
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	72.96	2017 Bobcat Repair Parts
548 65 48 13	O & M - Storm		501 000 548 Equipment Ren	5.51	#68057 Welded Handle
548 65 48 13	O & M - Storm		501 000 548 Equipment Ren	72.96	2017 Bobcat Repair Parts
548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Ren	33.06	#68057D Welded Handle
548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Ren	145.93	2017 Bobcat Repair Parts
22654	08/06/2020	08/11/2020	8484	157.05	US Bank, Recreation Dept Account
					Recreation Charges Through 7/25/20
571 10 49 03	Dues,Memberships,Subscri		001 000 571 General Fund	172.00	WRPA 2020 Membership Fee
573 90 49 01	Community Events		001 000 573 General Fund	-450.00	Caribe Steel Band Fun Days Entertainment Deposit Refund
573 90 49 01	Community Events		001 000 573 General Fund	85.00	Virtual Furry 4k Supplies
573 90 49 01	Community Events		001 000 573 General Fund	216.09	Virtual Furry 4k Supplies
573 90 49 01	Community Events		001 000 573 General Fund	133.96	Grad Celebration And Virtual Furry 4k Supplies
22656	08/06/2020	08/11/2020	4172	1,084.86	Union 76 Royal
					Gas / Fuel July 2020
548 65 31 06	Facilities Gas		501 000 548 Equipment Ren	91.01	Facilities 07/2020
548 65 31 08	Police Gas		501 000 548 Equipment Ren	506.64	Police 07/2020
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	14.00	Parks 07/2020
548 65 31 12	Street Gas		501 000 548 Equipment Ren	243.15	Street 07/2020
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	230.06	W / S 07/2020
22630	08/05/2020	08/11/2020	4179	140.40	Unum Life Insurance Company of America
					Retired Benefits June - August 2020
521 22 20 02	LEOFF I Long Term Care]		001 000 521 General Fund	140.40	Police 0220603-011 06/2020, 07/2020 & 08/2020
22658	08/06/2020	08/11/2020	4180	52.22	Utilities Underground
					Locates July 2020
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	26.11	Locates 07/2020
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	26.11	Locates 07/2020
22621	08/05/2020	08/11/2020	3645	110.55	WEX BANK, Wright Express FSC
					Gas / Fuel July 2020
548 65 31 08	Police Gas		501 000 548 Equipment Ren	38.41	Police 07/2020
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	72.14	W / S 07/2020
22611	08/05/2020	08/11/2020	4231	287.00	Water Mgmt Labs Inc
					Coliform And Fluoride Testing July 2020

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534 80 41 00	Water Testing		425 000 534 Water Fund (de	287.00	Coliform And Fluoride Testing 07/2020
22628	08/05/2020	08/11/2020	4247 Wofesco Inc	129.31	Hose Ends For Baseball Fields
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	129.31	Hose Ends For Baseball Fields
22642	08/05/2020	08/11/2020	9302 Yoshida, Lois	180.00	Refund Rental Fee And Deposit PSSA 3/10/20 (COVID-19 Cancellation)
362 40 00 00	Space & Facility Rental		001 000 360 General Fund	-80.00	Refund Rental Fee (COVID-19 Cancellation)
582 10 00 00	Deposit Refunds		001 000 580 General Fund	100.00	Refund Deposit PSSA 3/10/20 (COVID-19 Cancellation)
22638	08/05/2020	08/11/2020	9300 Yotter, Jennifer	35.00	Refund Fun Days Vendor Fee (COVID-19 Cancellation)
362 40 00 00	Space & Facility Rental		001 000 360 General Fund	-35.00	Refund Fun Days Vendor Fee (COVID-19 Cancellation)

Report Total: 61,545.82

Fund	
001 General Fund	7,658.24
101 City Street Fund	1,553.94
301 Park Bond Capital Fund	34,540.48
415 Storm Drain	368.39
425 Water Fund (department)	4,382.47
426 Water Improvement Fund	7,412.17
430 Sewer Fund (department)	1,262.68
501 Equipment Rental Fund	4,367.45

This report has been reviewed by:

REMARKS:

Signature & Title

Date

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

Mayor Hunter T. George called the regular meeting to order at 7:03 P.M. and led the Pledge of Allegiance. Councilmembers Shannon Reynolds, Brett Wittner, Joe Barrentine, Denny Waltier, and Jamie Nixon were present. Councilmember David M. Viafore was absent and excused.

PRESIDING OFFICER’S REPORT

A. Presentation of Options for Major Donor Recognition

Lance Kagey from Rotator Design Studio presented the two design options for the Community Center and pool area donor walls. The anticipated number of donor nameplates is between 24-30 but could increase depending on the chosen design. Discussions included changing the backdrop of the Fir Tree Mosaic, the overall costs and maintenance of each design, and the desire to have the donor recognition be prominent. There was Council consensus to move forward with the Splash concept and the Fir Tree Mosaic concept with modifications to the backdrop.

A. Pool and Community Center Project

City Manager Pingel reported that the concrete work is almost complete, and a new substantial completion date is coming soon. The staff has been researching online brick fundraising options and have narrowed down to one company, which is being vetted to ensure the quality and customer service matches a local option. The staff is proposing two brick sizes 4”x8” and 8”x8” with price points in the \$100 to \$200 range depending on brick size. Discussions included having a portion of the brick funds collected go towards the future endowment fund and whether or not we make it an option or a requirement as well as having the staff do their due diligence to ensure we are complying with state regulations. Lastly, Pingel reports that the contract with The Briggs Group is reaching its monetary cap and asked for feedback on bringing a contract amendment back to the Council to close out the Capital Campaign. Council feedback was that Linda Kaye brings great value to the Campaign, and that a contract amendment allowing the contract to go over \$50,000 would be welcomed.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment; the following individual provided a written comment:

- Mark Petrie, 1346 Boise Street, commented that he appreciates staff maintaining and patrolling the City and Fircrest is a nice, friendly community.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Reynolds; No report provided.

B. Pierce County Regional Council

Reynolds; No report provided.

C. Public Safety, Courts

Nixon reported that we made a conditional offer for the lateral police officer position that unfortunately fell through and that there will be another round of oral boards tomorrow. Nixon lastly reported that our police officers have completed crisis intervention training.

D. Street, Water, Sewer, and Storm Drain

Wittner; No report provided.

E. Other Liaison Reports

No other reports provided.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 215237 through Voucher Check No. 215290 in the amount of \$906,247.86; approval of Payroll Check No. 13931 through Payroll Check No. 13932 in the amount of \$113,944.01; approval of the Regular Meeting Minutes; approval of July 20, 2020, Study Session Minutes. **Wittner MOVED to approve the Consent Calendar as read; seconded by Reynolds. 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 Alameda Ave. Overlay Project

Public Works Director Wakefield briefed the Council that the City received six bids and due to the favorable bids, we can move forward with the curb and gutter bid alternate that will utilize funds from REET. **Wittner MOVED to authorize the City Manager to award the contract for the Alameda Ave. Overlay Project to Miles Resources, LLC in the amount of \$334,421.75 to prepare and execute the required contract documents, and to give the “Notice to Proceed” to commence construction of the project; seconded by Nixon.** George invited Councilmember comments; George asked about the cost of the curb and gutter portion and Wakefield reported the cost will be \$74,320. George invited public comment; none were provided. **The motion carried (6-0)**

B. Contract Award for the Emerson Street Sidewalk Extension Project

Public Works Director Wakefield reported that we received 14 bids and the project amount is under the TIB awarded grant amount. **Wittner MOVED to authorize the City Manager to award the contract for the Emerson Street Sidewalk Extension Project to R.L. Alia Company in the amount of \$335,042.50 to prepare and execute the required contract documents, and to give the “Notice to Proceed” to commence construction of the project; seconded by Waltier.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (6-0)**

C. Resolution No. 1663: Business Assistance Program Approval

City Manager Pingel briefed the Council on the proposed assistance program and reports that the review board, who includes Councilmember Viafore, City Manager Pingel, and Finance Director Corcoran, intends to award funds in September. Pingel reports the award amounts may change depending on the number of applications received. **Wittner MOVED to adopt Resolution No. 1663 establishing the COVID-19 Related Business and Tenant Assistance Program; seconded by Reynolds.** George invited Councilmember comments; Discussions included the rationale on the proposed award amounts, the number of rentals in the City, and the review board team may want to include a nonresident to dispel favoritism. George invited public comment; none were provided. **The motion carried (6-0)**

D. Resolution No. 1664: Department of Commerce Community Grant Contract Approval

City Manager Pingel briefed the Council on the proposed contract and explained that the wording will now include the Community Center portion of the project. **Nixon MOVED to adopt Resolution No. 1664 authorizing the City Manager to execute a grant contract with the Washington Department of Commerce for \$1,000,000 for Community Center phase of the Fircrest Community Pool project as approved by the Washington State Legislature through the State Capital Budget; seconded by Wittner.** George invited Councilmember comments; George thanked our legislative delegation and staff for their efforts. George invited public comment; none were provided. **The motion carried (6-0)**

CITY MANAGER COMMENTS

City Manager Pingel reported that the Fircrest Soccer Club has asked about their ability to utilize our fields if at some point the County moves into Phase III. Discussions included being consistent with our policies as the facilities and playgrounds are closed. Pingel also updated the Council that he intends to bring a resolution to the Council rescinding the emergency powers resolution currently in place. Discussions were held on the ability to shut down for cleaning should an employee test positive for COVID-19 and reopen the next day to not disrupt operations. Pingel reports that we have that capability currently in place.

DEPARTMENT HEAD COMMENTS

Police Chief Cheesman reported that his staff watched videos on implicit bias and Mayor George asked if he would include the links in the Friday Update.

COUNCILMEMBER COMMENTS

- Viafore; absent.
- Reynolds shared the latest data on COVID-19 and explained how the economy may contract. She also reported that the data suggests that women and minorities are struggling the most throughout the pandemic.
- Wittner; commented that there were issues with Zoom throughout the meeting.
- Barrentine; encouraged everyone to be kind to one another.
- Waltier; commented that he enjoyed the donor wall presentation and the City is headed in a good direction. The City of Fircrest is still vibrant in these dark times.
- Nixon: Commented to try to stay cool during the current hot weather.
- George: congratulated Detective Celis on being selected as Sergeant. George also commented that with all the schools moving to the online model to be kind, as many kids are hurting. George is happy with the City's financial position throughout the pandemic and lastly, George asked the City Attorney to explain the stance to not promote the upcoming election. City Attorney Smith reported that the staff could post reminders, but history has shown that we passed the prior levies without issue and the county does a great job reaching citizens. Council consensus was to have staff post reminders on our website and social media sites.

EXECUTIVE SESSION

No executive session was scheduled.

ADJOURNMENT

July 28, 2020

Fircrest City Council Meeting Minutes – Regular 4

Reynolds MOVED to adjourn the meeting at 9:09 P.M., seconded by Wittner. The Motion Carried (6-0).

Hunter T. George, Mayor

Jayne Westman, City Clerk

NEW BUSINESS: Approval of Resolution Rescinding Resolution No. 1651, which Certified an
ITEM: 10A Emergency Relative to COVID-19

FROM: City Manager, Scott Pingel

RECOMMENDED MOTION: I move to adopt Resolution No. _____, rescinding
Resolution No. 1651, which certified the existence of an emergency relative to COVID-19.

PROPOSAL: The Council is being asked to approve a resolution rescinding the emergency declaration and the emergency powers that came with it.

FISCAL IMPACT: None.

ADVANTAGE:

The emergency declaration ensured that the City Manager had the power to react quickly to the Governor's orders and make decisions and changes as necessary in response to the COVID-19 pandemic without waiting for each Council meeting to have decisions confirmed by the City Council. We no longer have such a need, so it is appropriate to rescind emergency powers.

DISADVANTAGES: None.

ALTERNATIVES: Do not rescind emergency powers and leave them in place.

HISTORY: On February 29, 2020, Governor Inslee proclaimed that a State of Emergency exists in all counties in Washington State. On March 23, 2020, Governor Inslee issued a Stay Home – Stay Healthy Order requiring everyone in the State to stay home for 2 weeks unless they are pursuing an essential activity. On March 24, 2020, Governor Inslee issued a proclamation temporarily suspending several provisions in the Open Public Meetings Act and the Public Records Act. This proclamation requires governing bodies to provide remote options for attending public meetings and that the only actions to be taken should be necessary or routine. On April 2, 2020, the Stay Home – Stay Healthy order was extended through May 4, 2020. On April 14, 2020, the City Council adopted Resolution No. 1651 declaring an emergency and providing emergency powers to the City Manager.

ATTACHMENTS: [Resolution](#)

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**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF FIRCREST, WASHINGTON, RESCINDING
RESOLUTION NO. 1651, WHICH CERTIFIED THE
EXISTENCE OF AN EMERGENCY RELATIVE TO COVID-
19**

WHEREAS, on April 14, 2020, pursuant to Fircrest City Council Rules of Procedures and the authority conferred by state law, the City Manager, in consultation with other governmental agencies and non-governmental partners certified the existence of an emergency relative to COVID-19; and

WHEREAS, the City Council separately reviewed the situation and verified the existence of the emergency described in City of Fircrest Resolution No. 1651, and the necessity for the City to take immediate, extraordinary action as outlined in said Resolution; and

WHEREAS, there is no longer a need for the use of emergency powers based on the existence of an emergency relative to COVID-19. Now, Therefore,

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

Section 1. Rescinding Resolution No. 1651 Certifying the Existence of an Emergency. Resolution No. 1651 is hereby rescinded. Emergency powers granted the City Manager are no longer needed and are hereby revoked.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 11th day of August
2020.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

NEW BUSINESS: **Approval of Capital Campaign Consultant Contract Amendment #1**
ITEM 10B

FROM: **Scott Pingel, City Manager**

RECOMMENDED MOTION: **I move to adopt Resolution No.____, authorizing the City Manager to execute Amendment #1 to the professional services agreement with The Briggs Group for capital campaign consulting services for the pool and community center project.**

PROPOSAL: The Council is being asked to approve amendment #1 to the professional services agreement with The Briggs Group for capital campaign consulting services for the pool and community center project.

FISCAL IMPACT: The hourly rate shall continue to be \$163.00 per hour.

ADVANTAGE: City staff anticipate the fundraising campaign being over by the end of the year (2020). This allows us to extend the services of the Briggs Group through the end of the campaign. The amendment also more clearly identifies endowment fund work as a part of the contract.

DISADVANTAGES: Additional cost.

ALTERNATIVES: Do not extend the Briggs Group contract.

HISTORY: The City is completing the pool phase of the project and is in the bid process for the community center phase. At the request of Council, the City posted a request for qualifications (RFQ) from November 21, 2018, through November 29, 2018, for a professional fundraising consultant to guide the development of a strategy to assess how much additional private funds could be raised and to assist City staff and City Council in facilitating those requests. The Briggs Group was the only RFQ submittal. An interview panel, consisting of Mayor George, Councilmembers Waltier and Surina, the City Manager, and the City's grant writer, met with The Briggs Group on December 5, 2018. The original contract with the Briggs Group was approved at the December 11, 2018, City Council meeting.

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

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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 AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH THE BRIGGS GROUP FOR CAPITAL CAMPAIGN CONSULTING SERVICES FOR THE POOL AND COMMUNITY CENTER PROJECT.

WHEREAS, on December 11, 2018, the Fircrest City Council approved the execution of a professional services agreement with the Briggs Group for capital campaign consulting services for the pool and community center project; and

WHEREAS, said agreement requires City Council approval prior to exceeding \$50,000 in total cost for services under the agreement; and

WHEREAS, the City of Fircrest continues to have a need for a professional fundraising consultant to guide the City's fundraising efforts; and

WHEREAS, the Briggs Group has the required experience and expertise to provide such services. Now, Therefore,

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

Section 1. The City Manager is hereby authorized and directed to execute Amendment #1 to the professional services agreement with the Briggs Group for capital campaign consulting services for the pool and community center project, attached hereto, and hereby made a part of the agreement.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 11th day of August 2020.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**AMENDMENT #1
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH THE BRIGGS GROUP FOR
CAPITAL CAMPAIGN CONSULTING SERVICES FOR THE POOL AND
COMMUNITY CENTER PROJECT.**

This amendment is hereby made and entered into this 11th day of August 2020, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and The Briggs Group, hereinafter referred to as “Consultant”, to be effective August 11, 2020.

WITNESSETH:

1. Purpose

The purpose of this amendment is to amend the December 11, 2018 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the December 11, 2018 agreement as amended shall remain in full force and effect. The amendments are as follows:

2. Exhibit A is hereby amended to include the following:

Scope of Work – Item #4 shall include the following new bullet point:

- Consultation services in establishing an endowment fund or a similar foundation by the community.

Term is amended as follows:

“The length of this agreement begins from the date of contract execution and is anticipated to end December 31, 2021. Per the estimated remaining work below, the only work to be completed after December 31, 2020, will be assisting with donor outreach for the open house events for the pool and community center openings. ~~or near completion of the Capital Campaign.~~”

The estimated remaining work to be completed is as follows:

Through year-end 2020

- Continue consultation services as needed with the potential formation of a new community parks foundation/endowment fund.
- Complete due diligence of the brick option and the process, and help prepare for Council approval.
- Resume and complete the remaining gift approaches ~~remaining on the~~ prospective donor list. The remaining approaches will offer the option of donating to the eventual community parks foundation/endowment fund.

- Help prepare for the final decision from the Council on the major donor wall options.
- Assist community parks foundation/endowment fund in establishing a fiscal partner.
- Guide process for confirmation of names for the donor walls. Assist in making donor options public.

Spring 2021

- Assist with plans for donor outreach for open house event(s) for the new pool.

Fall/Winter 2021

- Assist with plans for donor outreach for open house event(s) for the new community center.

This agreement is expressly conditioned upon the Professional Services Agreement and this Scope of Work. A Certificate of Insurance is to be provided to City prior to commencement of this work that names the City of Fircrest as an additional insured.”

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

CITY OF FIRCREST

By: _____
City Manager

THE BRIGGS GROUP

By: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2nd Quarter Financial Review

ITEM: 10C

DATE: August 11, 2020

RECOMMENDED MOTION: Information Only.

PROPOSAL: Review of 2nd Quarter 2020 Financial Reports.

FISCAL IMPACT: N/A

ADVANTAGES: Provides a review to the Council and citizens of the financial position of the City.

DISADVANTAGES: None.

Attachment(s): [2nd Quarter 2020 Financial Report](#)
[2nd Quarter 2020 Charts](#)

Memo

To: Mayor and Councilmembers
From: Colleen Corcoran, Finance Director
CC: Scott Pingel, City Manager
Date: August 11, 2020
Re: 2nd QTR 2020 Financial Report

This report is based on the 2nd Quarter Financial reports as of June 30, 2020.

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

GENERAL FUND REVENUES

General Fund Revenues for the 2nd Quarter of 2020 are close to anticipated. The effect of Covid 19 if any is discussed in the sections below.

General Fund Revenue Pie Chart (Figure A): This chart shows the year to date (YTD) revenue collected in the General Fund by category. Total General Fund revenue is at 48.4% of budget. At the end of the 2nd Quarter we should be at 50%.

Total General Fund Revenue Chart (Figure B-1): This chart shows how total General Fund revenue compares to previous years. The total line for 2019 is for a full year compared to 2020 YTD as of 6/30/20.

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

The largest lines in the tax category include General Property Tax, Retail Sales Tax, Gas Utility Tax and Telephone Tax.

Looking at the General Property Tax Chart (Figure B-3) you will see large amounts in May and November. Property tax is due to Pierce County on April 30th for the 1st half taxes and October 31st for the 2nd half taxes. The City receives the revenue the following month. Due to the passage of I-747 property taxes can only increase by 1% per year plus new construction. For the year 2020 the City Council opted to “bank” the 1% increase.

This year, due to Covid-19, the due date for 1st half property tax was extended to June 1st. This in turn delayed when we received the revenue by one month. As of 6/30/2020 property tax revenue is on target at 49.9% of projected.

The Retail Sales Tax Chart (Figure B-4): shows how sales taxes have been received since 2017. Retail Sales Tax for the 2nd Quarter is at 55.9% of projected. I would have expected to see a drop in sales tax revenue due to Covid-19, however the pool construction continues to generate sales tax revenue. Another contributing factor is the revenue received from online shopping. When an order is shipped to Fircrest, the City receives our portion of the retail sales tax. With people unable to shop in person, more people have switched to online shopping. We will continue to watch this line very closely for the remainder of the year.

The Gas Utility Tax (Figure B-5) and Telephone Tax (Figure B-6) charts: show how these revenues have been received since 2017. Telephone tax has been decreasing over the years as people disconnect their land lines.

Total Licenses & Permits chart (Figure B-7): This category consists of Business Licenses, Building, Mechanical, Plumbing, Excavate, and Sign Permits and Investigation Fees. This category is at 50% of projected.

Total Intergovernmental Revenue chart (Figure B-8): This category consists of revenue received from other government agencies and includes City Assistance, grants from the State of Washington, Criminal Justice Programs, DUI, Liquor Excise Tax and Liquor Board Profits. This category is only at 40.3%. One cause of the discrepancy is because the planning grant for \$20,000 has not been billed to the State. The second reason relates to the amount of revenue the City receives for City Assistance from the State. We have only received 38.1% of the estimated revenue. That is approximately \$14,000 less. The State's new estimate is that cities will only receive 72% of their max allowed. For the City that amounts to \$92,683 (\$27,317 less than budgeted).

Total Other Services & Charges chart (Figure B-9): This category consists of Passport Fees, Planning Permits, Site Development, Plan Checking Fees, Swimming Pool Revenue and Recreation Fees. Instructor Based Revenue is based on revenue collected. The City collects the fee for classes taught by outside instructors and pays the instructors a percentage of the amount collected. There is normally an increase in the summer months when the pool is open. This category is the most affected by Covid-19. With the buildings closed there is no recreation or swimming pool revenue. We did not have any passport revenue for half of March through May. We are currently processing passports by appointment only.

Total Fines & Forfeits chart (Figure B-10): This category consists of revenue received from the Court, Investigative Fund Assessments and DUI Investigative Fund Assessments. Covid-19 has impacted this revenue line substantially. As of 6/30/20 we have only received 39% of projected. This line was increased from prior years assuming full staffing at the Police Department and emphasis patrol. We are currently down two officers and there is no emphasis patrol being conducted. Due to Covid-19 court was closed. The approximate shortfall from budget is expected to be about \$60,000 for the year.

Total Miscellaneous Revenue chart (Figure B-11): This category consists of Interest, Space & Facilities Rentals, Donations, and other miscellaneous revenues. The large changes from month to month occur when interest revenue is received from interest payments on bonds, as well as quarterly payments received from Tacoma. Currently we do not have any funds invested in bonds. The Space and Facilities line is only at 8.2% because of the inability to rent space at recreation facilities. The total for this category is at 47.4% of estimate.

GENERAL FUND EXPENDITURES

If you look at the General Fund Expenditures spreadsheet (Figure C-1), the General Fund Actual to Budget Chart (Figure C-2) and the Expenditures by Department Chart (Figure C-3) you can see the total expenditure for each department and how it compares to the budgeted amounts along with the percentage spent through June. The total spent as of 6/30/20 was \$2,628,955 or 42.7% of the total General Fund Budget. At the end of the 2nd Quarter we should be at 50% or less. There will be saving in the pool and recreation budget since these departments are mostly closed.

OPERATING REVENUE TO EXPENDITURES COMPARISION

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

General Fund: If we look at the second quarter 2020 General Fund operating revenue of \$2,817,663 compared to the second quarter operating expenditures of \$2,562,939, we see that operating revenue is \$254,724 more than expenditures. When including capital and non-revenues and expenditures the EFB at the end of the 2nd Quarter increased by \$188,838. Remember that in May (July this year) and November we receive a large amount for property taxes.

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

AVAILABLE CASH BALANCES

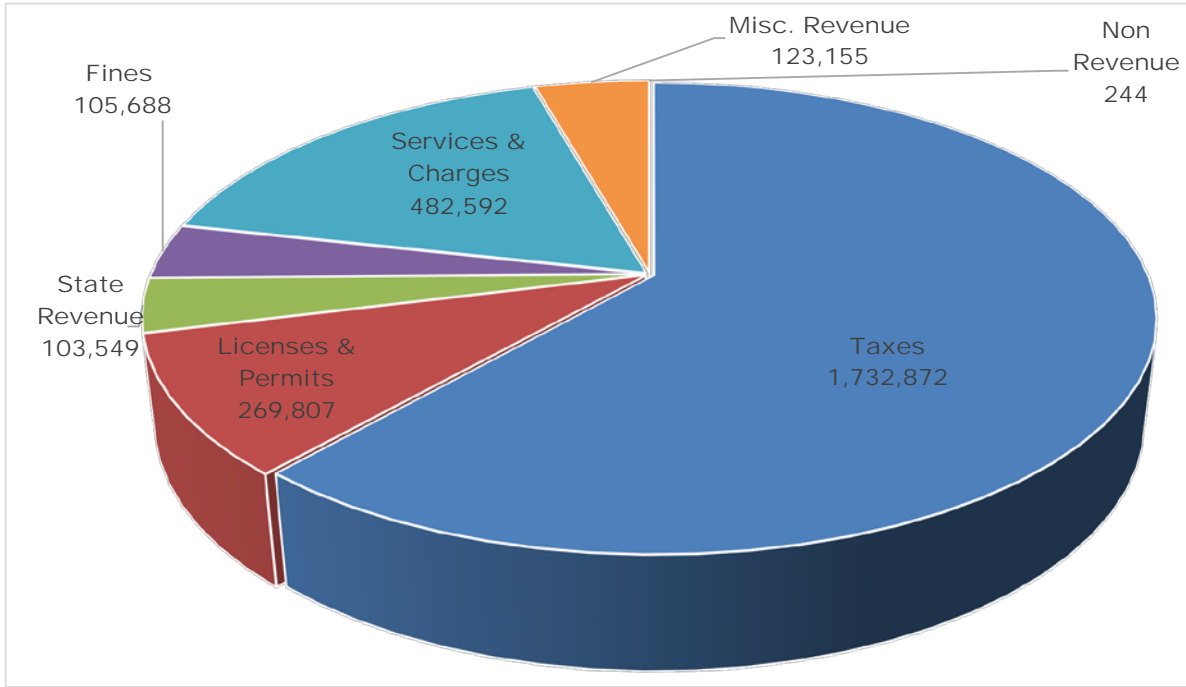
The Available Cash Balance per Fund (Figure E) spreadsheet shows the current available cash per fund after bond investments, reserves for cash flow and dedicated reserves are met. This amount is needed for cash flow, future capital costs, emergencies and unexpected expenditures not included in the adopted budget. Notice that Water does not have enough fund balance to cover the three-month reserve requirement.

CONCLUSION

As we move further into unknown territory regarding the impact of Covid-19 the above information is very useful in making financial decisions. The City has been very conservative during the past budgeting processes leaving us with a healthy fund balance to help weather the pandemic.

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

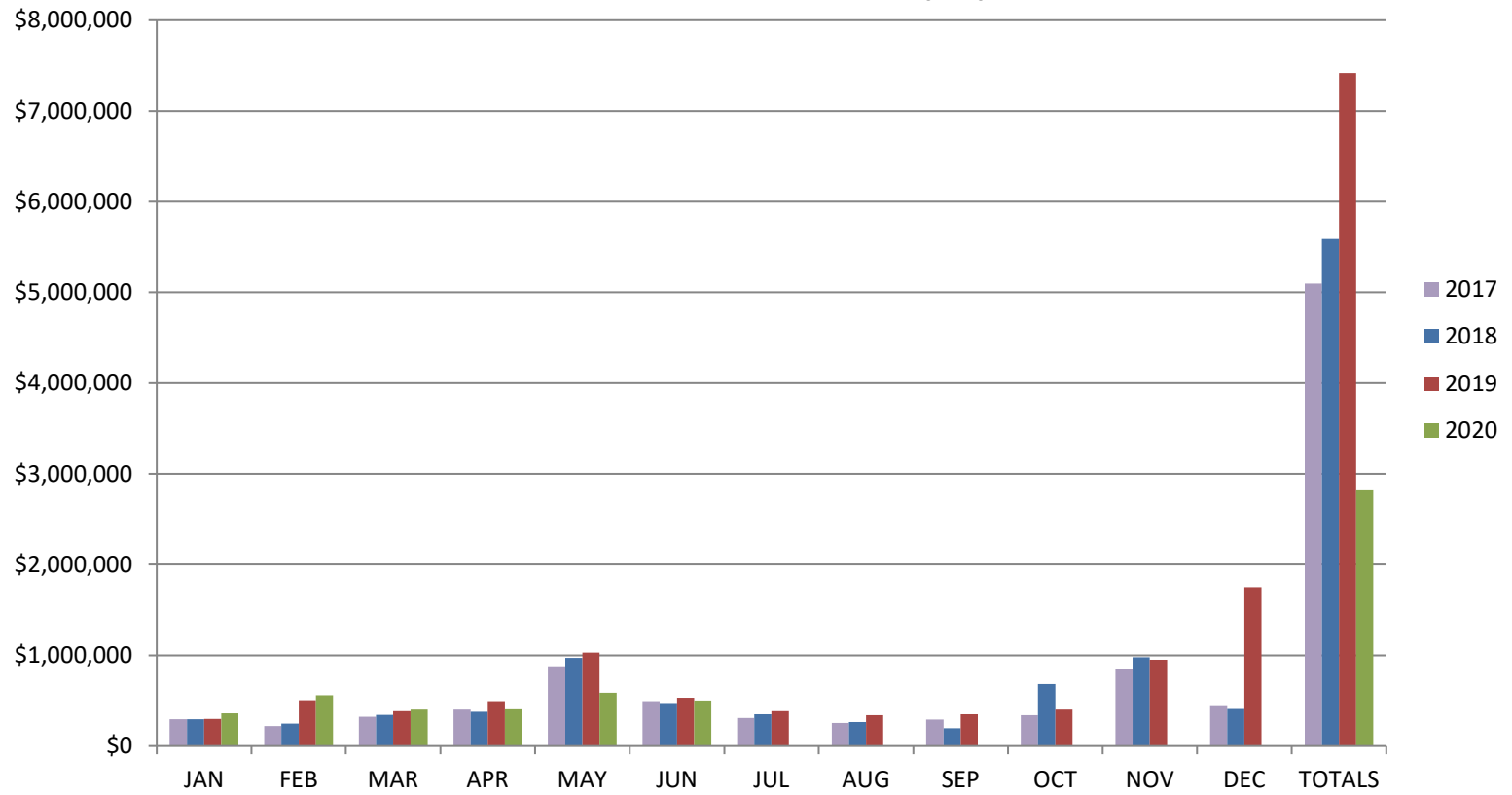
**City of Fircrest
Figure A
General Fund Revenue as of June 30, 2020**



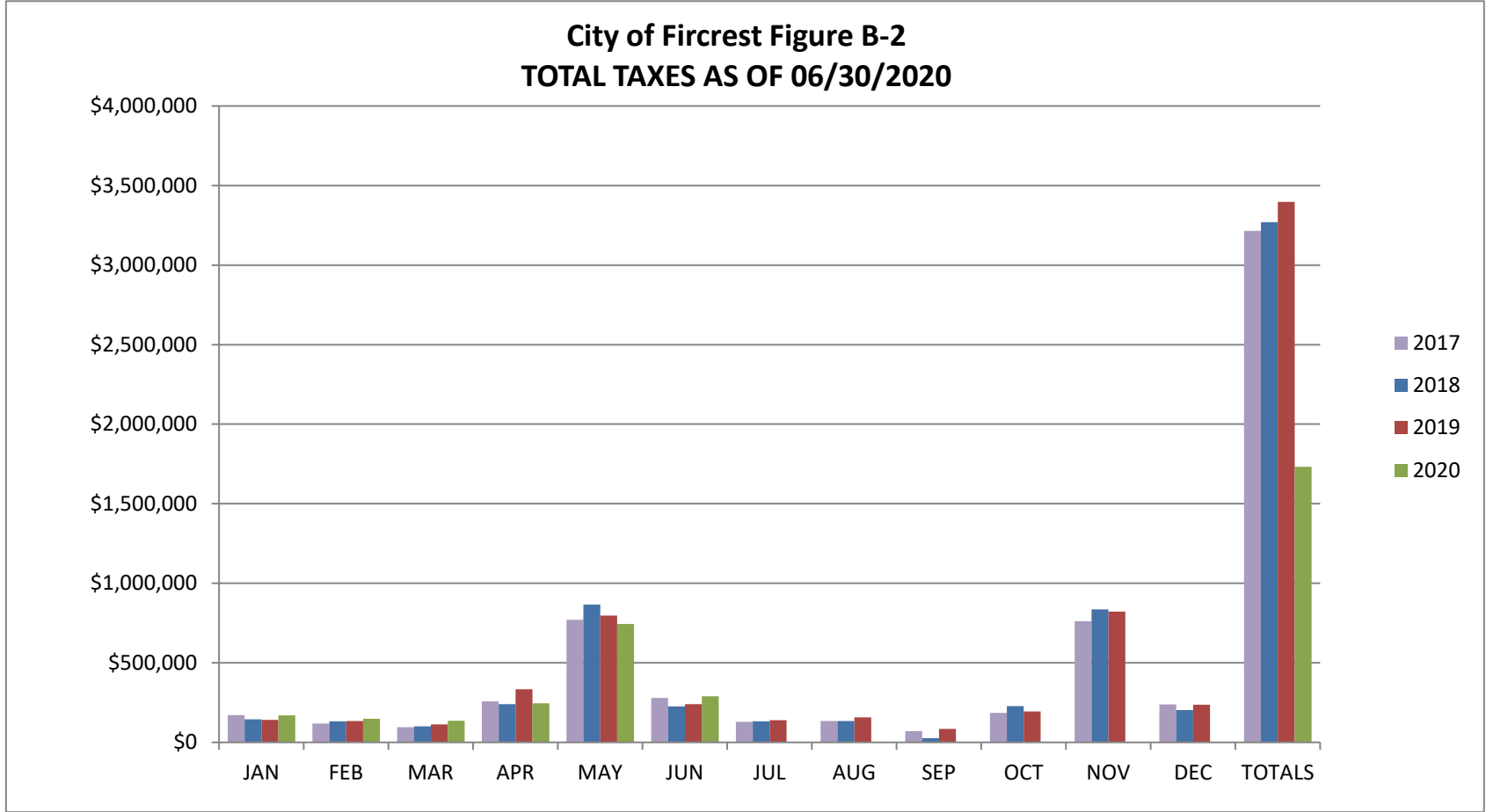
	<u>YTD 6/30/2020</u>	<u>Budget</u>	<u>%</u>
Taxes	1,732,872	3,411,953	50.8%
Licenses & Permits	269,807	539,900	50.0%
State Revenue	103,549	236,700	43.7%
Fines & Forfeits	105,688	269,600	39.2%
Serv & Charges	482,592	1,104,537	43.7%
Misc. Revenue	123,155	259,855	47.4%
Non Revenue	<u>244</u>	<u>0</u>	<u>0.0%</u>
TOTAL GEN FUND REV	2,817,907	5,822,545	48.4%

Figure A

**City of Fircrest Figure B-1
TOTAL GENERAL FUND REVENUE AS OF 6/30/2020**



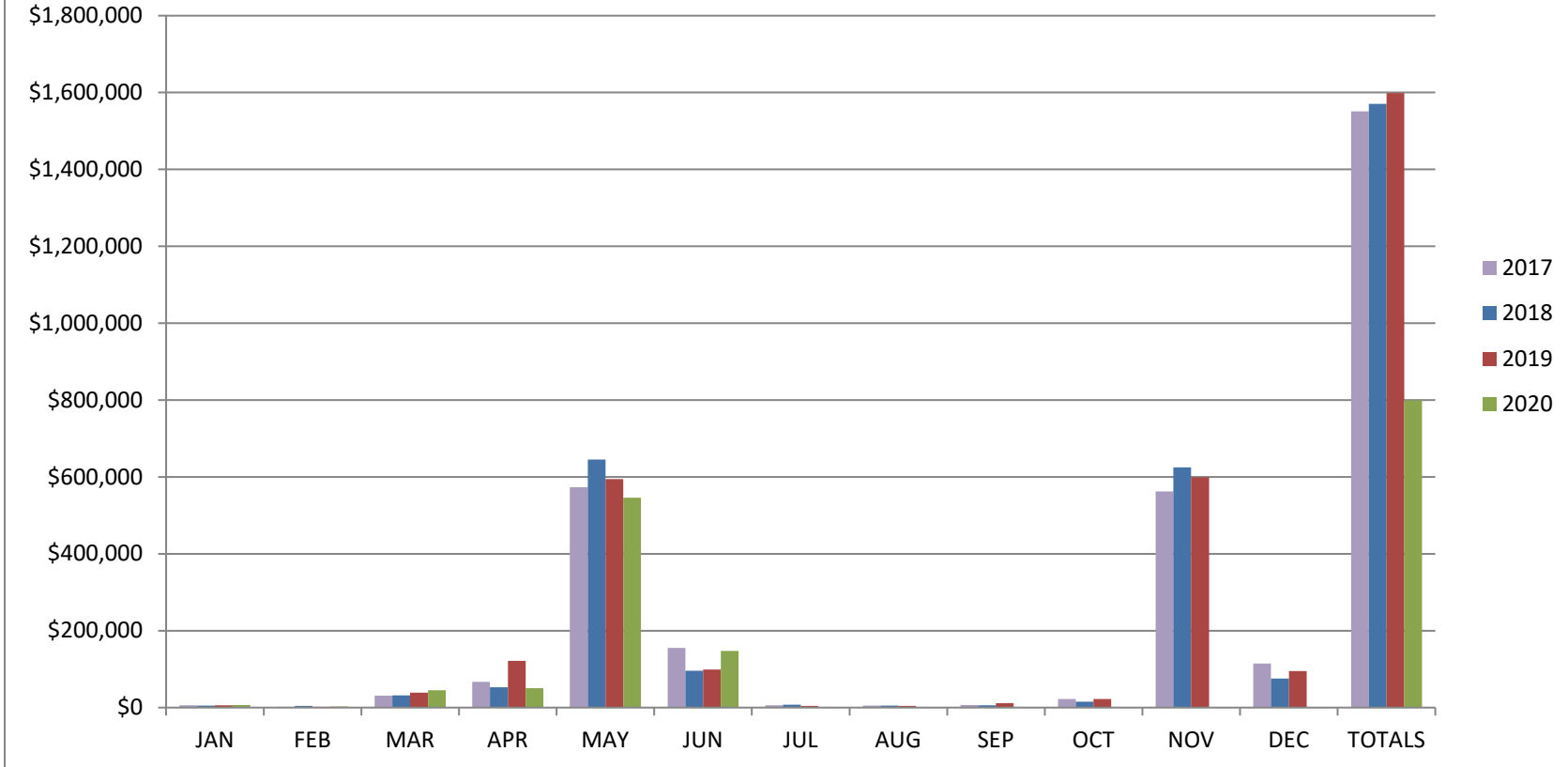
**City of Fircrest Figure B-2
TOTAL TAXES AS OF 06/30/2020**



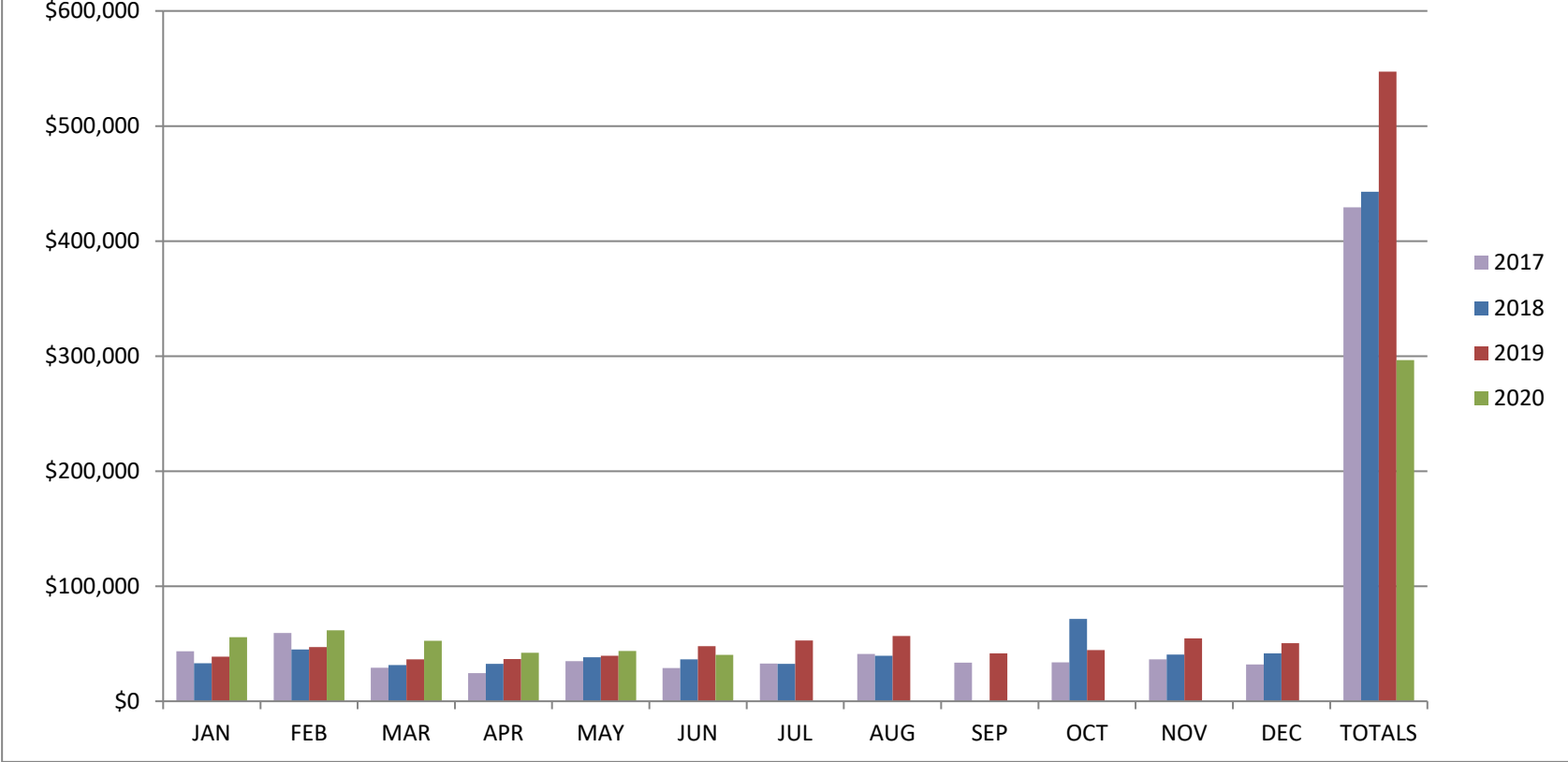
Taxes include General Property, EMS, Retail Sales and Use, Zoo, Local Criminal Justice, Water, Sewer, Gas, Garbage, Cable, and Phone

The major source of revenue in this category is property tax which is limited to a 1% increase collected from the previous year.

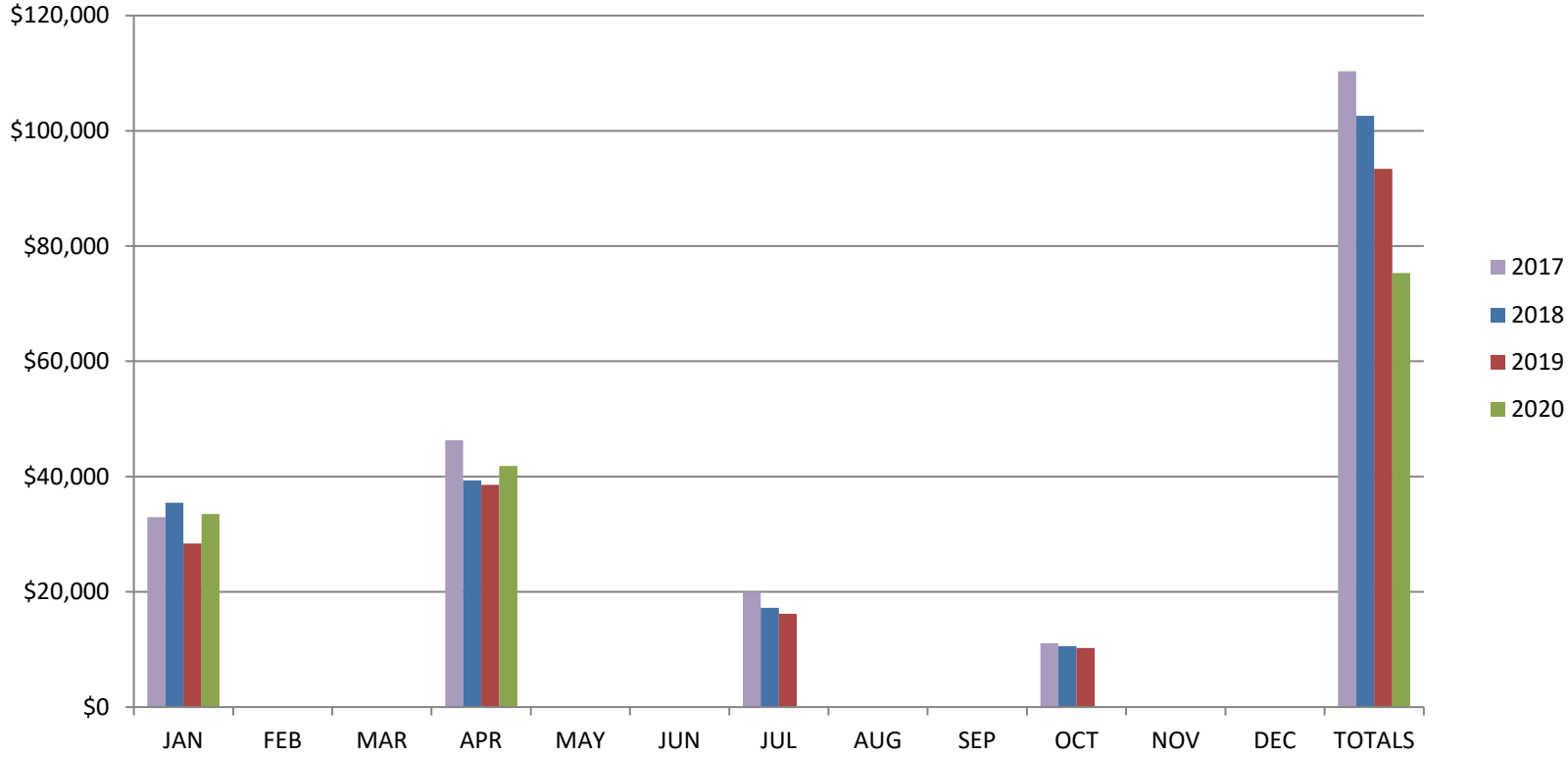
**City of Fircrest Figure B-3
GENERAL PROPERTY TAX AS OF 6/30/2020**



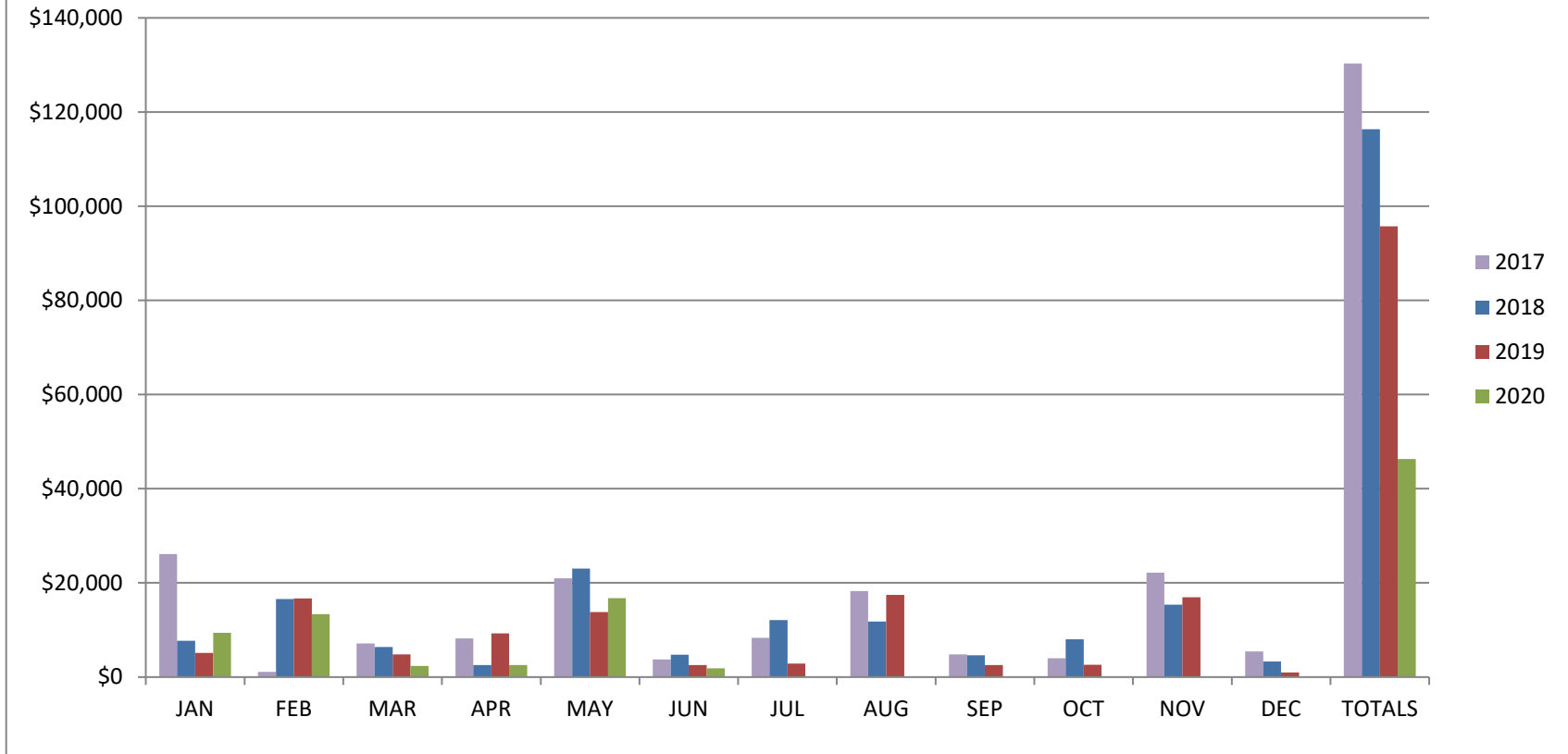
**City of Fircrest Figure B-4
RETAIL SALES TAX AS OF 6/30/2020**



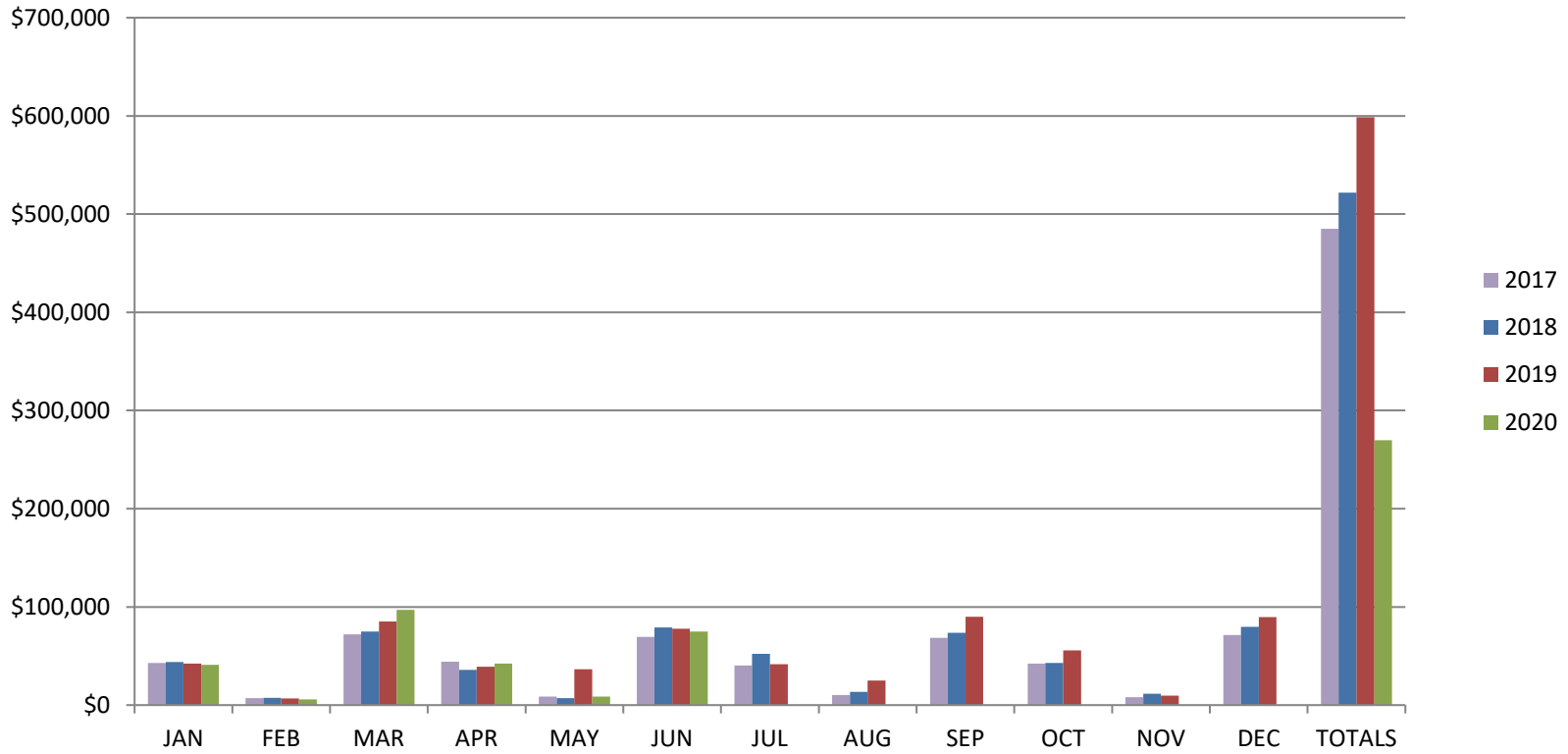
**City of Fircrest Figure B-5
GAS UTILITY TAX AS OF 6/30/2020**



**City of Fircrest Figure B-6
TELEPHONE TAX AS OF 6/30/2020**

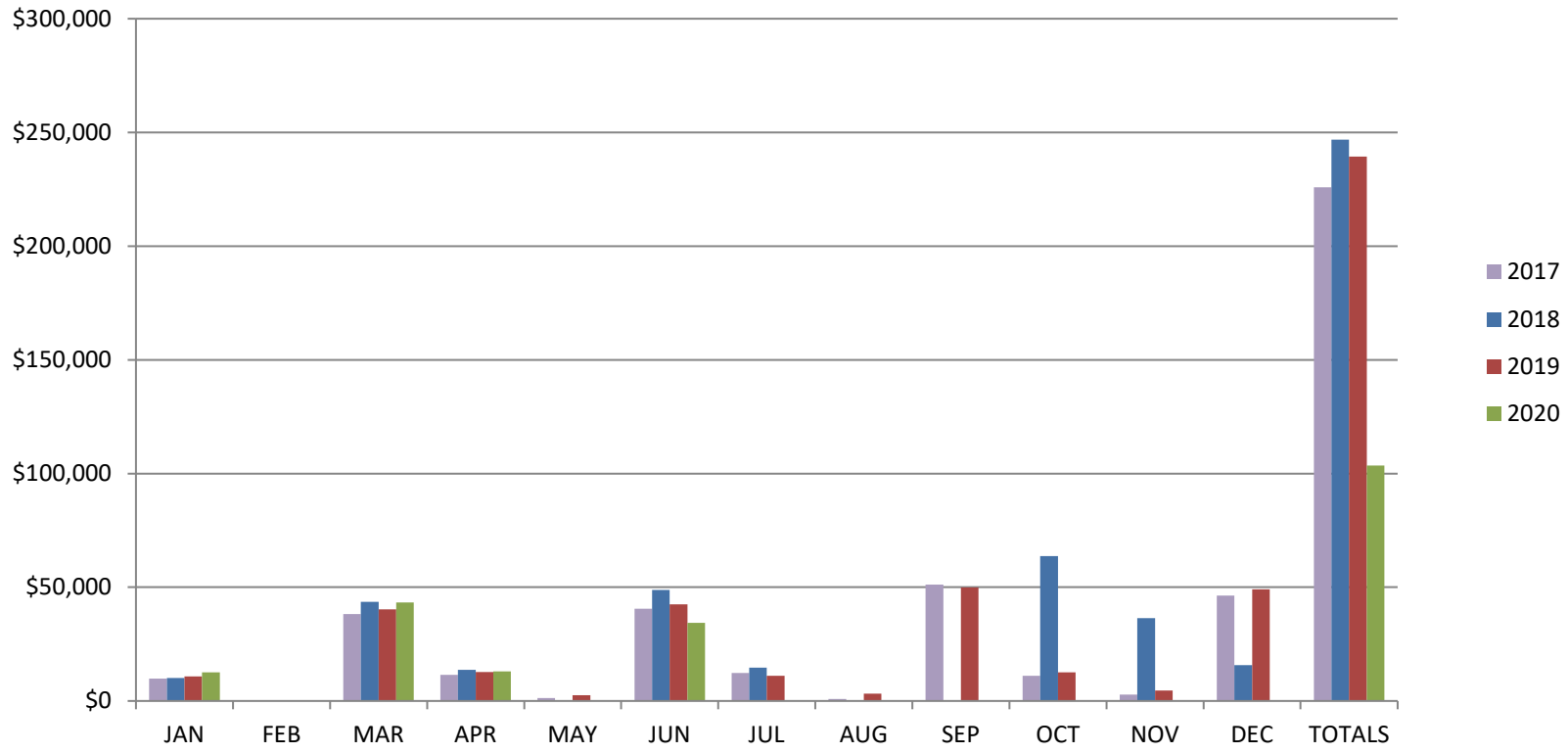


**City of Fircrest Figure B-7
TOTAL LICENSES & PERMITS AS OF 6/30/2020**



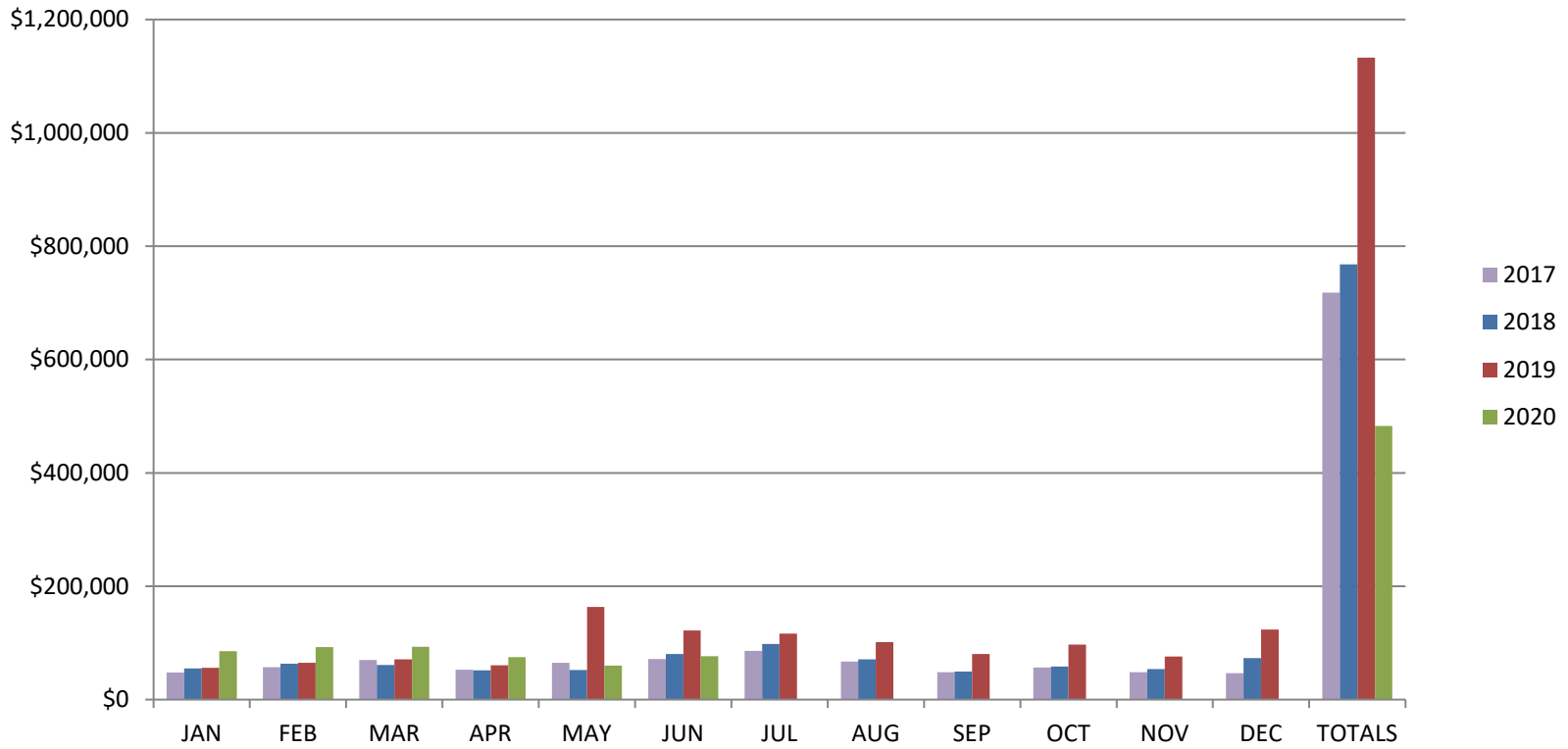
Licenses & Permits include Non Compete/Franchise Fees, Business Licenses, Building, Mechanical, Plumbing, and Excavate Permits

**City of Fircrest Figure B-8
TOTAL INTERGOV'T REVENUE AS OF 6/30/2020**



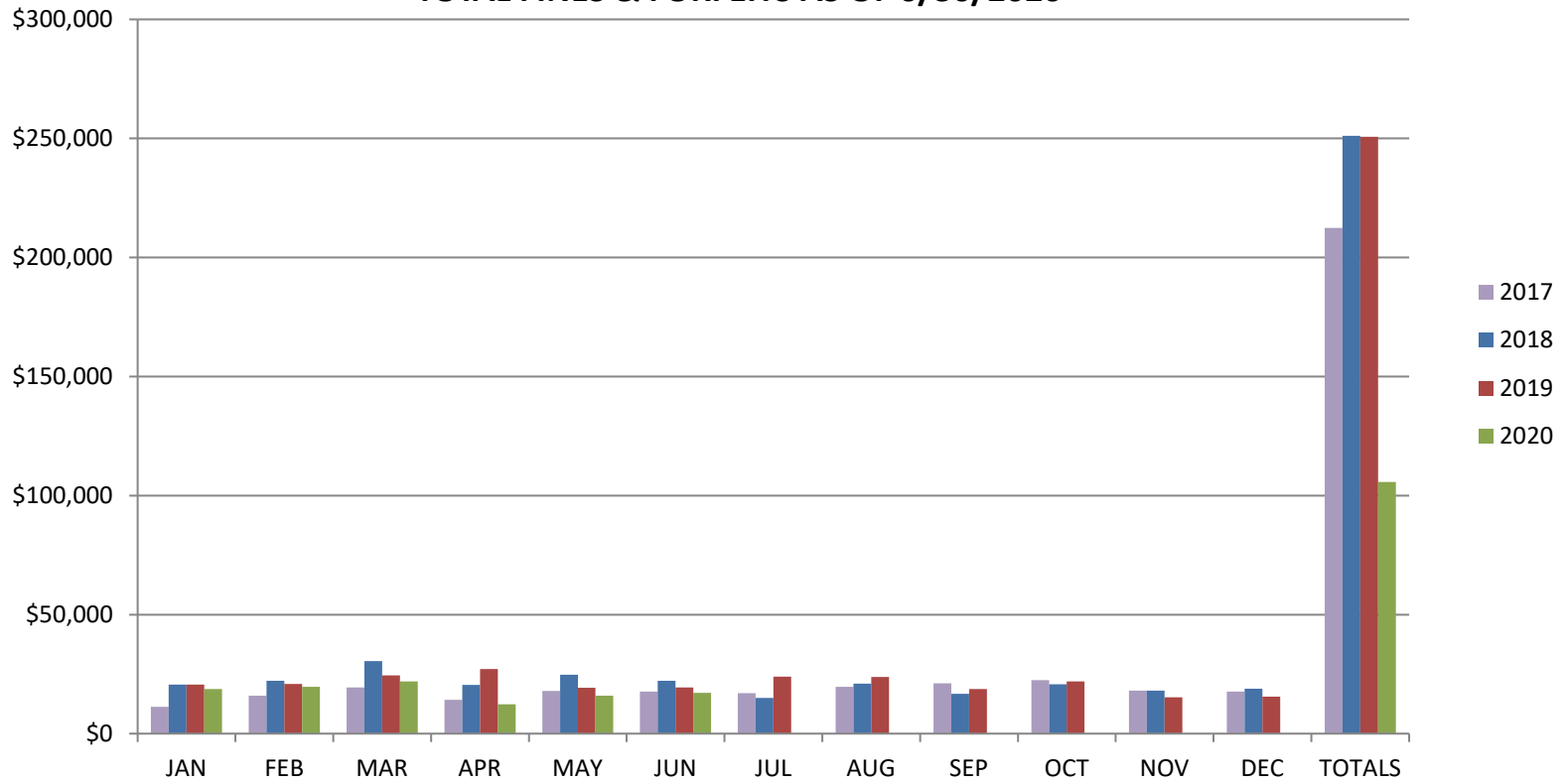
Intergovernmental includes Overtime Reimbursements for the State, City Assistance, CJ Special Programs, DUI-Cities, Liquor Excise Tax and Liquor Board Profits

**City of Fircrest Figure B-9
TOTAL OTHER SERVICES & CHARGES AS OF 6/30/2020**



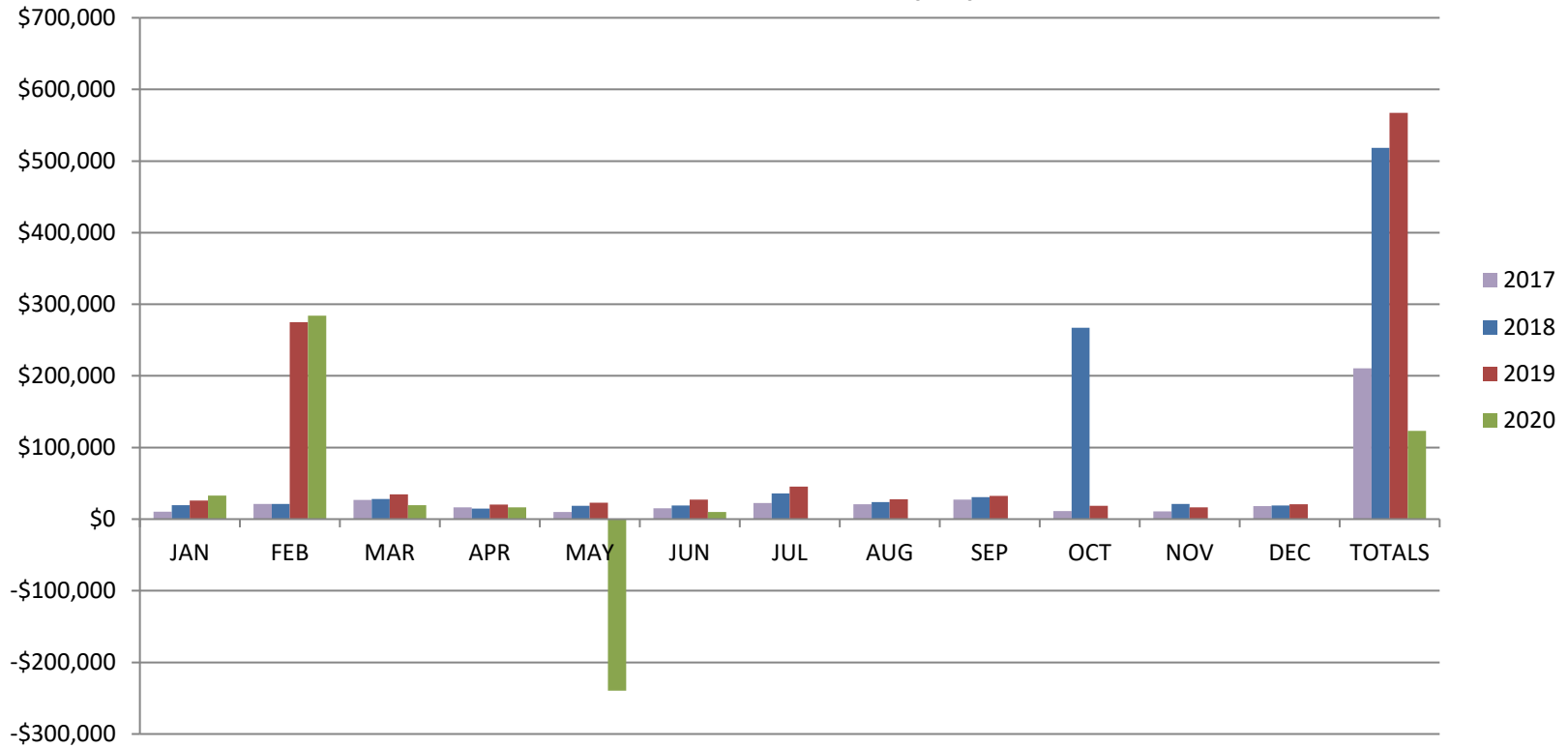
Other Services & Charges include Passport Fees, Planning Fees, Swimming Pool Fees/Lessons, Recreation Fees, Reimbursement for Police Overtime Non State and Interdepartmental Fees

**City of Fircrest Figure B-10
TOTAL FINES & FORFEITS AS OF 6/30/2020**



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

**City of Fircrest Figure B-11
TOTAL MISC REVENUE AS OF 6/30/2020**



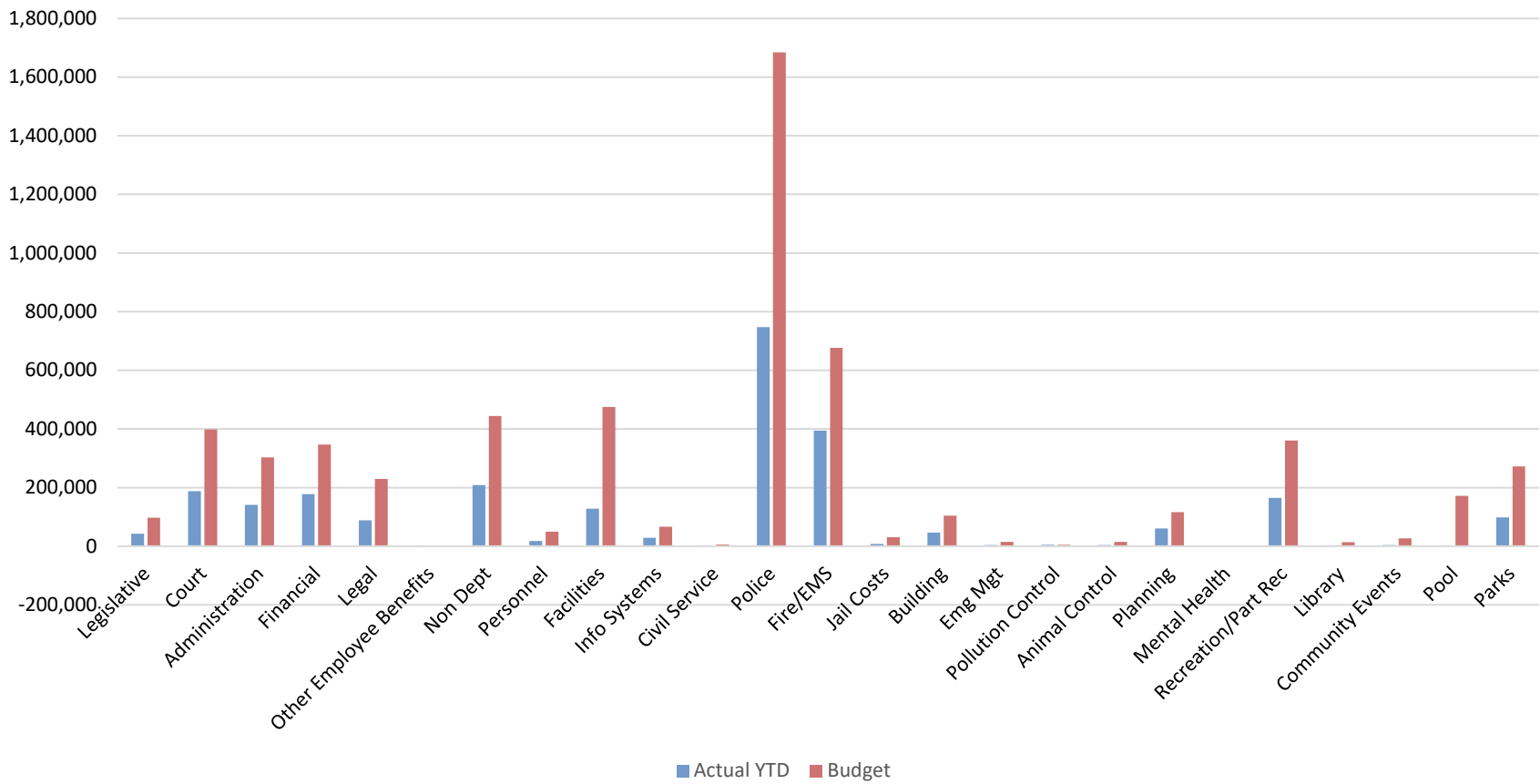
Miscellaneous includes Investment Interest, Space & Facility Rentals, Donations, Reimbursements, and other miscellaneous revenues. The large increase in October of 2018, February 2019 and February 2020 are from donations for the Pool and Community Center project. The decrease in May was a correction moving the February 2020 donation from the General Fund to the Park Capital Fund.

City of Fircrest Figure C-1

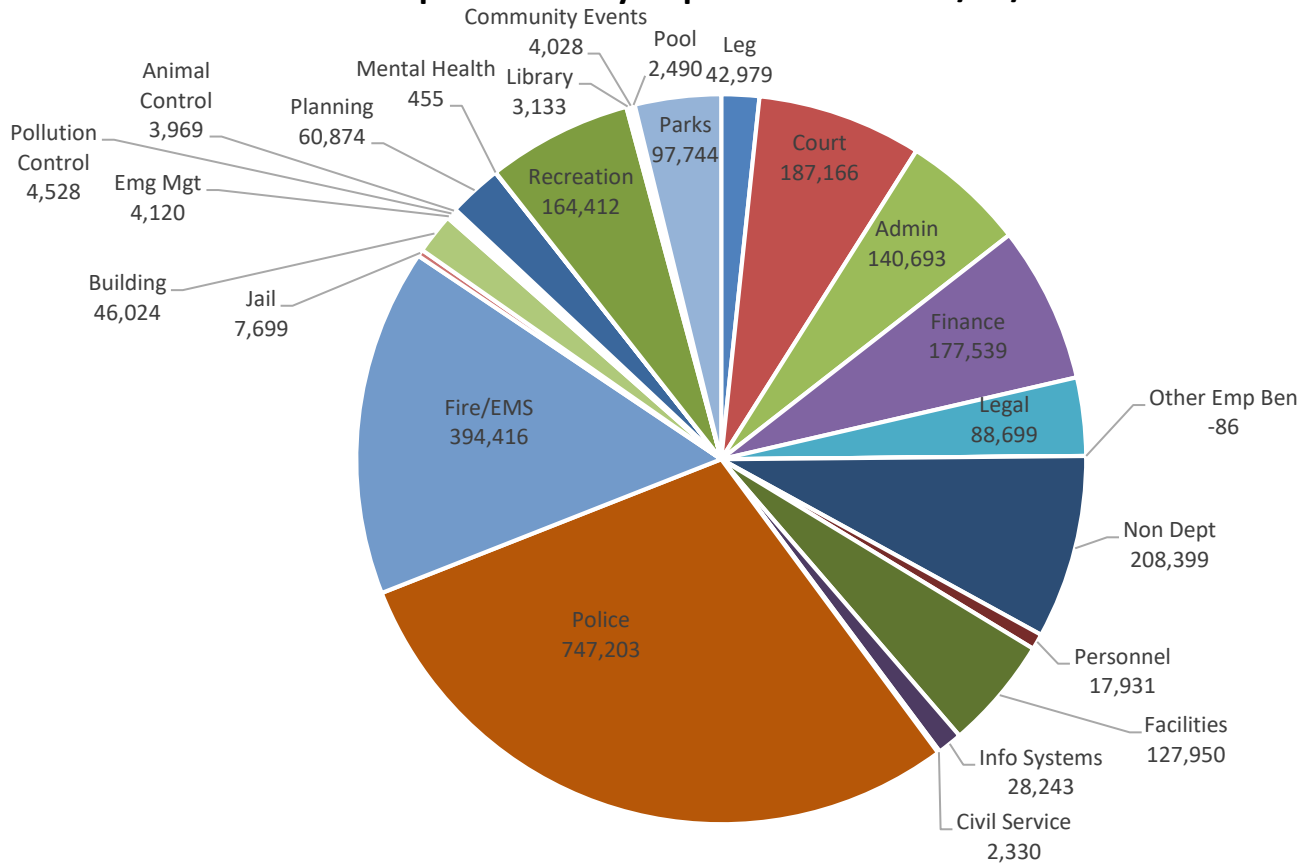
General Fund Expenditures by Departments as of 06/30/2020

<u>DEPARTMENT</u>	<u>YTD</u>	<u>BUDGET</u>	<u>REMAINING</u>	<u>% Expensed</u>
Legislative	42,979	97,240	54,261	44.2%
Court	187,166	398,095	210,929	47.0%
Administration	140,693	302,460	161,767	46.5%
Financial	177,539	347,096	169,557	51.1%
Legal	88,699	229,100	140,401	38.7%
Other Employee Benefits	-86	1,500	1,586	-5.7%
Non Dept	208,399	443,862	235,463	47.0%
Personnel	17,931	49,080	31,149	36.5%
Facilities	127,950	475,255	347,305	26.9%
Info Systems	28,243	66,370	38,127	42.6%
Civil Service	2,330	5,725	3,395	40.7%
Police	747,203	1,684,382	937,179	44.4%
Fire/EMS	394,416	676,141	281,725	58.3%
Jail Costs	7,699	30,500	22,801	25.2%
Building	46,024	104,200	58,176	44.2%
Emg Mgt	4,120	14,485	10,365	28.4%
Pollution Control	4,528	4,530	2	100.0%
Animal Control	3,969	15,000	11,031	26.5%
Planning	60,874	115,640	54,766	52.6%
Mental Health	455	2,153	1,698	21.1%
Recreation/Part Rec	164,412	360,840	196,428	45.6%
Library	3,133	14,000	10,868	22.4%
Community Events	4,028	26,400	22,372	15.3%
Pool	2,490	171,280	168,791	1.5%
Parks	97,744	271,623	173,879	36.0%
Total Gen Fund Oper Exp	2,562,939	5,906,957	3,344,018	43.4%
Non Expenditures	129	0	-129	0.0%
Capital	65,886	255,345	189,459	25.8%
Total General Fund	2,628,955	6,162,302	3,533,347	42.7%

**City of Fircrest Figure C-2
GENERAL FUND ACTUAL TO BUDGET AS OF 06/30/2020**



City of Fircrest Figure C-3 Expenditures by Department as of 06/30/20



- Legislative
- Court
- Administration
- Financial
- Legal
- Other Employee Benefits
- Non Dept
- Personnel
- Facilities
- Info Systems
- Civil Service
- Police
- Fire/EMS
- Jail Costs
- Building
- Emg Mgt
- Pollution Control
- Animal Control
- Planning
- Mental Health
- Recreation/Part Rec
- Library
- Community Events
- Pool
- Parks

Figure D

ACTUAL REVENUE OVER/(UNDER) EXPENDITURES AS OF 6/30/2020

	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Operating Revenue	2,817,663	231,827	267,572	0	503,135	0	1,371,200	0	74,989	0
Operating Expenditures	<u>(2,562,939)</u>	<u>(206,319)</u>	<u>(210,993)</u>	<u>0</u>	<u>(472,373)</u>	<u>0</u>	<u>(1,413,389)</u>	<u>0</u>	<u>(51,306)</u>	<u>0</u>
Net Operating Revenue Over/ (Under) Expenditures	254,724	25,508	56,579	0	30,763	0	(42,189)	0	23,684	0
Capital Contributions		162,337				8,800	0	10,000	114,086	139,387
Capital Expenditures	<u>(65,886)</u>	<u>(54,381)</u>	<u>0</u>	<u>(53,216)</u>	<u>0</u>	<u>(67,158)</u>	<u>0</u>	<u>(10,200)</u>	<u>(22,519)</u>	<u>0</u>
	(65,886)	107,956	0	(53,216)	0	(58,358)	0	(200)	91,567	139,387
Total Net Revenue over(under) Expenditures	188,838	133,465	56,579	(53,216)	30,763	(58,358)	(42,189)	(200)	115,251	139,387
Non Revenue	244						0	0	0	
Capital Transfer In	0	3,266		40,950		54,080	0	115,000	0	
Non Expenditures	(129)	0	0	0		0		0	0	
Capital Transfer Out	<u>0</u>	<u>0</u>	<u>(40,950)</u>	<u>0</u>	<u>(54,080)</u>	<u>0</u>	<u>(115,000)</u>	<u>0</u>	<u>0</u>	<u>0</u>
	115	3,266	(40,950)	40,950	(54,080)	54,080	(115,000)	115,000	0	0
Total Change in Fund Balance	188,953	136,731	15,629	(12,266)	(23,317)	(4,278)	(157,189)	114,800	115,251	139,387

ACTUAL BEGINNING/ENDING FUND BALANCES AS OF 3/30/2020

Beginning Fund Balance (cash)	3,821,419	18,603	264,997	541,357	289,348	208,092	1,079,765	1,394,771	1,311,468	1,587,706
Total Change in Fund Balance	<u>188,953</u>	<u>136,731</u>	<u>15,629</u>	<u>(12,266)</u>	<u>(23,317)</u>	<u>(4,278)</u>	<u>(157,189)</u>	<u>114,800</u>	<u>115,251</u>	<u>139,387</u>
Ending Fund Balance (total cash balance)	4,010,372	155,334	280,626	529,091	266,030	203,815	922,576	1,509,570	1,426,720	1,727,093

Figure E

AVAILABLE CASH AS OF 6/30/2020

	<u>General</u>	<u>Street</u>	<u>Storm</u>	<u>Storm Cap</u>	<u>Water</u>	<u>Water Cap</u>	<u>Sewer</u>	<u>Sewer Cap</u>	<u>ERR</u>	<u>REET</u>
Undesignated Fund Balances										
Total Cash Balance	4,010,372	155,334	280,626	529,091	266,030	203,815	922,576	1,509,570	1,426,720	1,727,093
Less Designated Light Fund	(593,258)									
Less Designated 44th/Alameda	661,838									
Undesignated Funds Invested in Bonds	0									
Reserved for cash flow (3 months of operating expenses)	<u>(1,476,739)</u>	<u>(140,250)</u>	<u>(123,289)</u>	<u>0</u>	<u>(279,268)</u>	<u>0</u>	<u>(705,911)</u>	<u>0</u>	<u>(39,660)</u>	
Undesignated Fund Balance Available	<u>2,602,213</u>	<u>15,084</u>	<u>157,337</u>	<u>529,091</u>	<u>(13,238)</u>	<u>203,815</u>	<u>216,665</u>	<u>1,509,570</u>	<u>1,387,059</u>	<u>1,727,093</u>
Designated Fund Balance-Sale of Light										
Designated Light Fund (total cash)	593,258									
Designated Light Fund invested in bond	-									
Designated from sale of Light Fund Cash Available	593,258									
Designated Fund Balance-Sale of 44th/Alameda										
Designated 44th/Alameda Fund (cash)	661,838									
Designated 44th/Alameda invested in bond	<u>0</u>									
Designated 44th/Alameda Property Sale Cash Available	661,838									
CUMULATIVE RESERVES										
Designated Fund Balance	3,250,000	150,000			11,513		369,250			
Cumulative Reserve Fund Balance Available	<u>3,250,000</u>	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>11,513</u>	<u>0</u>	<u>369,250</u>	<u>0</u>	<u>0</u>	<u>0</u>

Total invested at LGIP \$17,548,065.54