

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, SEPTEMBER 8, 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: [August 25, 2020, City Council Meeting](#)
- C. Registering no objections to the: [OMG Food Mart liquor license renewal](#)
[Viafore's Deli liquor license renewal](#)
[Pint Defiance liquor license renewal](#)
- D. Setting a Public Hearing on September 22nd to receive comments on the Moratorium Extension

8. PUBLIC HEARING 7:15 P.M. OR SOON THEREAFTER

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- A. [Resolution: Pierce Transit Board Election Ballot](#)
- B. [Resolution: Rescinding Res. No. 1653 putting the EMS Levy on the November Ballot](#)
- C. [Approval of Amendment #1 to the KPG Contract for the Alameda Overlay Project](#)
- D. [Approval of Amendment #1 to the KPG Contract for the Emerson Sidewalk Project](#)

11. CITY MANAGER COMMENTS

12. DEPARTMENT HEAD COMMENTS

13. COUNCILMEMBER COMMENTS

14. EXECUTIVE SESSION

- A. Labor Negotiations per RCW 42.30.140

15. ADJOURNMENT

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

ACCOUNTS PAYABLE

City Of Fircrest
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
22779	09/02/2020	09/08/2020	6904	A R C Architects Inc	29,255.44	P#54 Pool / Bathhouse And Community Center Prof. Eng. Services 6/26/20 To 7/25/20
	594 76 62 03 Buildings & Structures		301 000 594 Park Bond Capi	29,255.44	P#54 Pool / Bathhouse And Community Center Prof. Eng. Services 6/26/20 To 7/25/20	
22823	09/02/2020	09/08/2020	6904	A R C Architects Inc	61,415.83	P#54 Pool / Bathhouse And Community Center Prof. Eng. Services 5/26/20 To 6/25/20
	594 76 62 03 Buildings & Structures		301 000 594 Park Bond Capi	61,415.83	P#54 Pool / Bathhouse And Community Center Prof. Eng. Services 5/26/20 To 6/25/20	
Total A R C Architects Inc				90,671.27		
22782	09/02/2020	09/08/2020	6811	Alarm Works NW LLC	9,168.93	P#60 Pool And Bathhouse Security System Installation & Monitoring (09/2020 To 08/2021)
	594 76 62 03 Buildings & Structures		301 000 594 Park Bond Capi	9,168.93	P#60 Pool And Bathhouse Security System Installation & Monitoring (09/2020 To 08/2021)	
22827	09/02/2020	09/08/2020	3532	Beardemphl, Scott	5.62	12-01560.2 - 4712 ALAMEDA AVE
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-5.62		
22828	09/03/2020	09/08/2020	8191	Boback, Robert	80.80	03-02500.4 - 549 ALAMEDA AVE
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-23.72		
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-17.82		
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-39.26		
22816	09/02/2020	09/08/2020	4278	Budget Batteries Inc	99.14	Battery For Mower
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	99.14	Battery For Mower	
22806	09/02/2020	09/08/2020	2106	Callow, James	33.42	04-01550.1 - 534 FORREST PARK DR
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-11.64		
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-1.53		
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-20.25		
22797	09/02/2020	09/08/2020	6018	Canon Financial Services Inc	159.51	Police Copier / Fax Rental August 2020
	521 22 45 00 Oper Rentals - Copier - Pol		001 000 521 General Fund	159.51	Police Copier / Fax Rental 08/2020	
22798	09/02/2020	09/08/2020	6018	Canon Financial Services Inc	563.79	Copier Rental August 2020 - City Hall, Court, Parks / Rec, Public Works
	512 50 45 00 Oper Rentals - Copier - Coi		001 000 512 General Fund	140.95	Ct 08/2020	
	518 10 45 00 Oper Rentals - Copier - No.		001 000 518 General Fund	140.95	CH 08/2020	

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531 50 45 00	Oper Rentals - Copier - Sto		415 000 531 Storm Drain	35.24	PW 08/2020
534 10 45 02	Oper Rentals - Copier - Wa		425 000 534 Water Fund (de	35.23	PW 08/2020
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535 Sewer Fund (de	35.24	PW 08/2020
542 30 45 00	Oper Rentals - Copier - Str		101 000 542 City Street Fun	35.24	PW 08/2020
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	126.85	REC 08/2020
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	14.09	Parks 08/2020
Total Canon Financial Services Inc				723.30	
22766	09/02/2020	09/08/2020	5805	CenturyLink	44.12 Long Distance Access And Usage August 2020
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	44.12	Long Distance 08/2020
22814	09/02/2020	09/08/2020	7088	Certified Laboratories	899.92 Spill Guard Absorbant, Hand Sanitizer For All Trucks (COVID-19 Expense)
531 50 31 02	Oper Supplies - Storm		415 000 531 Storm Drain	187.93	Spill Guard Absorbant
531 50 31 02	Oper Supplies - Storm		415 000 531 Storm Drain	37.05	Hand Sanitizer For All Trucks (COVID-19 Expense)
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	187.93	Spill Guard Absorbant
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	37.05	Hand Sanitizer For All Trucks (COVID-19 Expense)
535 50 31 01	Oper Supplies - Sewer Mai		430 000 535 Sewer Fund (de	187.93	Spill Guard Absorbant
535 50 31 01	Oper Supplies - Sewer Mai		430 000 535 Sewer Fund (de	37.05	Hand Sanitizer For All Trucks (COVID-19 Expense)
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fun	187.93	Spill Guard Absorbant
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fun	37.05	Hand Sanitizer For All Trucks (COVID-19 Expense)
22789	09/02/2020	09/08/2020	4313	Chuckals Inc	72.98 Public Works Supplies
531 50 31 01	Office Supplies - Storm		415 000 531 Storm Drain	18.25	PW Supplies
534 10 31 00	Office Supplies - Water		425 000 534 Water Fund (de	18.24	PW Supplies
535 10 31 00	Office Supplies - Swr Adm		430 000 535 Sewer Fund (de	18.24	PW Supplies
542 30 31 01	Office Supplies - Street Re		101 000 542 City Street Fun	18.25	PW Supplies
22833	09/04/2020	09/08/2020	4322	City of Tacoma Washington	3,632.59 Power - Various Locations August 2020
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	2,890.17	Hi/Low Tank, Wells 6, 7 & 8, Weathervane 08/2020
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	709.18	Pump #3, Drake St L/S, West Creek L/S, Commons L/S, Alameda L/S 08/2020
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fun	21.71	40th / Alameda 08/2020
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fun	11.53	5200 Emerson 08/2020
22762	08/31/2020	09/08/2020	8542	Consolidated Supply Co.	718.01 Adapters (25) For Water Service Repairs
534 50 31 01	Oper Supplies - Water Mai		425 000 534 Water Fund (de	718.01	Adapters (25) For Water Service Repairs
22767	09/02/2020	09/08/2020	3573	Copiers Northwest Inc	92.60 Copier Usage 7/14/2020 To 8/13/2020 Police
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	92.60	Copier Usage 7/14/2020 To 8/13/2020 Police

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22799	09/02/2020	09/08/2020	3573		
			Copiers Northwest Inc	136.62	Printer Usage September 2020 - Police
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	136.62	Printer Usage 09/2020 - Police
Total Copiers Northwest Inc				229.22	
22804	09/02/2020	09/08/2020	363		
			Corcoran, Colleen T	263.68	8 Laptop Cases - Quantity 8 (COVID-19 Expense)
518 10 35 00	Small Tools & Equip - Nor		001 000 518 General Fund	263.68	8 Laptop Cases - Quantity 8 (COVID-19 Expense)
22783	09/02/2020	09/08/2020	9250		
			Cottonwood Community LLC	132.86	07-00125.4 - 1537 COTTONWOOD AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-34.10	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-36.66	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-62.10	
22765	09/02/2020	09/08/2020	3589		
			Databar Inc	2,153.06	August 2020 Statement Production And Postage
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	72.37	TT Insert Extra Mailing 08/2020
531 50 42 01	Postage - Storm		415 000 531 Storm Drain	264.98	UB Postage 08/2020
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	428.59	UB Statements 08/2020
534 10 42 01	Postage - Water		425 000 534 Water Fund (de	264.97	UB Postage 08/2020
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	428.59	UB Statements 08/2020
535 10 42 02	Postage - Sewer		430 000 535 Sewer Fund (de	264.97	UB Postage 08/2020
535 10 49 05	Mailing Service - Sewer		430 000 535 Sewer Fund (de	428.59	UB Statements 08/2020
22794	09/02/2020	09/08/2020	3589		
			Databar Inc	422.15	August 2020 Town Topics Separate Mailing
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	422.15	08/2020 TT Separate Mailing
Total Databar Inc				2,575.21	
22777	09/02/2020	09/08/2020	9303		
			Deal, Robert L.	2,183.28	Police Background Checks (49.25 Hrs) & Mileage August 2020
521 22 41 00	Prof. Services/Consulting		001 000 521 General Fund	2,183.28	Police Background Checks (49.25 Hrs) & Mileage 08/2020
22773	09/02/2020	09/08/2020	3594		
			Dept Of Ecology	780.00	P#64 Community Center Stormwater Fee (7/1/20 - 6/30/20)
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	780.00	P#64 Community Center Stormwater Fee (7/1/20 - 6/30/20)
22774	09/02/2020	09/08/2020	3594		
			Dept Of Ecology	780.00	P#60 Pool And Bathhouse Stormwater Fee (7/1/20 - 6/30/21)

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594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	780.00	P#60 Pool And Bathhouse Stormwater Fee (7/1/20 - 6/30/21)
Total Dept Of Ecology				1,560.00	
22838	09/04/2020	09/08/2020	3596	47,534.27	Dept Of Health DWSRF Loan Payment 2020
591 34 78 00	Principal Loan Payment - V		425 000 580 Water Fund (de	44,217.93	DWSRF Loan Payment 2020 - Principal
592 34 83 00	Interest - Water		425 000 591 Water Fund (de	3,316.34	DWSRF Loan Payment 2020 - Interest
22769	09/02/2020	09/08/2020	9326	1,450.00	Engineering Economics, Inc. P#64 Community Center Prof. Eng. Services (LEED) Through 6/19/20
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	1,450.00	P#64 Community Center Prof. Eng. Services (LEED) Through 6/19/20
22764	09/02/2020	09/08/2020	4858	1,453.05	Ewing Irrigation Products Inc Turface Material For Baseball Fields (120 Bags)
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	1,453.05	Turface Material For Baseball Fields (120 Bags)
22801	09/02/2020	09/08/2020	7827	50.00	Exercise Science Center Police Physical Assessment - R. O'Meara
521 10 41 00	Professional Services - Civ:		001 000 521 General Fund	50.00	Police Physical Assessment - R. O'Meara
22812	09/02/2020	09/08/2020	3638	1,307.10	Fircrest Golf Club Golf Tank Land Rental September 2020
534 10 45 01	Land Rental/Water Tank		425 000 534 Water Fund (de	1,307.10	Golf Tank Land Rental 09/2020
22795	09/02/2020	09/08/2020	3642	92.57	Flags A' Flying LLC Replacement Flag - City Hall
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	92.57	Replacement Flag - CH
22778	09/02/2020	09/08/2020	7982	174.64	Fotheringham, John 04-01080.1 - 1038 GREENWAY AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-44.51	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-32.69	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-97.44	
22826	09/02/2020	09/08/2020	9338	1,700.77	Fuelman Fleet Program Gas / Fuel August 2020
548 65 31 05	Non-Dept Gas		501 000 548 Equipment Ren	16.15	Non-Dept 08/2020
548 65 31 05	Non-Dept Gas		501 000 548 Equipment Ren	29.97	
548 65 31 06	Facilities Gas		501 000 548 Equipment Ren	53.54	Facilities 08/2020
548 65 31 08	Police Gas		501 000 548 Equipment Ren	148.84	Police 08/2020
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	833.93	Parks 08/2020
548 65 31 12	Street Gas		501 000 548 Equipment Ren	288.84	Street 08/2020
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	329.50	W / S 08/2020
22831	09/03/2020	09/08/2020	8353	200.51	Gaerlan, Bernadette 06-02871.0 - 1033 PINEHURST ST

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343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-44.66		
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-47.89		
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-107.96		
22759	08/31/2020	09/08/2020	6774	Greenleaf Landscaping 1 Inc	4,326.49	Monthly Landscape Service August 2020
518 30 41 01	Contract Maintenance		001 000 518 General Fund	3,201.60	Monthly Landscape Service 08/2020	
542 80 49 03	Beautification Services (co		101 000 542 City Street Fun	1,124.89	Monthly Landscape Service 08/2020	
22760	08/31/2020	09/08/2020	6774	Greenleaf Landscaping 1 Inc	285.74	Irrigation Repair At Big Island & Emerson Island
542 80 31 04	Beautification-Supplies		101 000 542 City Street Fun	285.74	Irrigation Repair At Big Island & Emerson Island	
Total Greenleaf Landscaping 1 Inc				4,612.23		
22796	09/02/2020	09/08/2020	7383	Holden Polygraph LLC	300.00	Polygraph Testing - R. O'Meara
521 10 41 00	Professional Services - Civ		001 000 521 General Fund	300.00	Polygraph Testing - R. O'Meara	
22818	09/02/2020	09/08/2020	3692	Home Depot Credit Services	134.66	P#65 Estate Place L/S Materials
594 35 63 01	Other Improvements Sewer		432 000 594 Sewer Improve	134.66	P#65 Estate Place L/S Sod And Fertilizer	
22819	09/02/2020	09/08/2020	3692	Home Depot Credit Services	29.58	P#65 Estate Place L/S Materials
594 35 63 01	Other Improvements Sewer		432 000 594 Sewer Improve	29.58	P#65 Estate Place L/S Irrigation Parts	
22820	09/02/2020	09/08/2020	3692	Home Depot Credit Services	87.21	Repair Parts For Estate Place L/S
535 50 31 01	Oper Supplies - Sewer Mai		430 000 535 Sewer Fund (de	87.21	Repair Parts For Estate Place L/S	
22821	09/02/2020	09/08/2020	3692	Home Depot Credit Services	54.97	Peak Exhaust Fluid For All Trucks
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	18.32	Peak Exhaust Fluid For All Trucks	
548 65 48 13	O & M - Storm		501 000 548 Equipment Ren	18.32	Peak Exhaust Fluid For All Trucks	
548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Ren	18.33	Peak Exhaust Fluid For All Trucks	
22822	09/02/2020	09/08/2020	3692	Home Depot Credit Services	319.35	P#65 Estate Place L/S Materials
594 35 63 01	Other Improvements Sewer		432 000 594 Sewer Improve	319.35	P#65 Estate Place L/S Retaining Wall Blocks	
Total Home Depot Credit Services				625.77		
22761	08/31/2020	09/08/2020	9316	JMK Language Services	100.00	Spanish Interpreting (2 Hrs)
512 50 41 03	Prof Srvs - Interpreter		001 000 512 General Fund	100.00	Spanish Interpreting (2 Hrs) XZ0538237	
22784	09/02/2020	09/08/2020	5428	Jeff Boers	1,425.00	July & August 2020 Land Use Consulting (15 Hrs)

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	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	1,425.00	July & August 2020 Land Use Consulting (15 Hrs)
22781	09/02/2020	09/08/2020	5079	26.98	Les Schwab Tires Mower Tire Repair
	548 65 48 11	O & M - Parks/Rec	501 000 548 Equipment Ren	26.98	Mower Tire Repair
22805	09/02/2020	09/08/2020	8404	2,771.00	Linda Kaye Briggs P#55 Capital Campaign August 2020 (17 Hrs)
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capi	2,771.00	P#55 Capital Campaign August 2020 (17 Hrs)
22817	09/02/2020	09/08/2020	3791	11.48	Lowe's Company-#338954 Quikrete For Park Playground Sign
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	11.48	Quikrete For Park Playground Sign
22785	09/02/2020	09/08/2020	318	467.05	Maenhout, Sherry L SAA #1772 Microcut Shredder And Shredder Lubricant
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	27.46	Shredder Lubricant
	521 22 35 00	Small Tools & Equip - Poli	001 000 521 General Fund	439.59	SAA #1772 Microcut Shredder
22771	09/02/2020	09/08/2020	9327	295.00	National Center for State Courts Fundamental Issues Of Caseflow Management Course Fee - K. Perry
	512 50 49 01	Reg & Tuition - Court	001 000 512 General Fund	295.00	Fundamental Issues Of Caseflow Management Course Fee - K. Perry
22810	09/02/2020	09/08/2020	9337	25,746.89	Northsound Auto Group, LLC 2020 Jeep Compass
	594 48 64 14	Water/Sewer - ERR Capita	501 000 548 Equipment Ren	25,746.89	2020 Jeep Compass
22829	09/03/2020	09/08/2020	8853	231.84	OakRidge Homes LTD 07-03080.0 - 1066 11TH TEE DR
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-79.36	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-152.48	
22830	09/03/2020	09/08/2020	8854	208.94	OakRidge Homes LTD 07-03090.0 - 1070 11TH TEE DR
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-71.49	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-137.45	
22738	08/25/2020	09/08/2020	9015	85.35	OakRidge Homes LTD 07-03230.0 - 1069 11TH TEE DR
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-29.05	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-56.30	
22832	09/03/2020	09/08/2020	9015	191.15	OakRidge Homes LTD 07-03230.0 - 1069 11TH TEE DR
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-58.74	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-132.41	

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			Total OakRidge Homes LTD	276.50	
22793	09/02/2020	09/08/2020	3923 Orca Pacific Inc	549.77	Chlorine For Wells (145 Gallons)
	534 80 31 03 Oper Supplies - Chlorine		425 000 534 Water Fund (de	549.77	Chlorine For Wells (145 Gallons)
22690	08/18/2020	09/08/2020	8626 Pacific Office Automation Inc	128.07	September 2020 Postage Meter Rental
	518 10 42 01 Postage - Non-Dept		001 000 518 General Fund	128.07	09/2020 Postage Machine Rental
22807	09/02/2020	09/08/2020	3955 Petrocard Systems Inc	328.24	Gas / Fuel August 2020
	548 65 31 11 Parks/Rec Gas		501 000 548 Equipment Ren	60.79	Parks 08/2020
	548 65 31 12 Street Gas		501 000 548 Equipment Ren	84.33	Street 08/2020
	548 65 31 13 Storm Gas		501 000 548 Equipment Ren	57.34	Storm 08/2020
	548 65 31 14 Wtr/Swr Gas		501 000 548 Equipment Ren	125.78	W / S 08/2020
22811	09/02/2020	09/08/2020	5710 Rainier Connect, Mashell Telecom	106.95	Internet Access Fee September 2020
	518 81 42 00 Communication - I/S		001 000 518 General Fund	106.95	Internet 09/2020
22768	09/02/2020	09/08/2020	337 Roberts, Christopher	283.37	Rifle Sling & Ear Protection (8 Units) For Range
	521 22 35 00 Small Tools & Equip - Poli		001 000 521 General Fund	283.37	Rifle Sling & Ear Protection (8 Units) For Range
22808	09/02/2020	09/08/2020	9061 Schauer, Rebecca	50.00	Refund Peewee Soccer Fees (COVID-19 Cancellation)
	347 60 00 04 Indoor Soccer		001 000 340 General Fund	-50.00	Refund Peewee Soccer Fees (COVID-19 Cancellation)
22834	09/04/2020	09/08/2020	6088 Sentinel Pest Control Inc	192.33	Pest Control - Public Works September 2020
	531 50 48 00 Rep & Maint - Storm		415 000 531 Storm Drain	48.08	Pest Control - PW 09/2020
	534 50 48 01 Rep & Maint - Water Main		425 000 534 Water Fund (de	48.08	Pest Control - PW 09/2020
	535 50 48 00 Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	48.08	Pest Control - PW 09/2020
	542 30 48 01 Rep & Maint - Street Maint		101 000 542 City Street Fun	48.09	Pest Control - PW 09/2020
22835	09/04/2020	09/08/2020	6088 Sentinel Pest Control Inc	109.90	Pest Control - Rec Center September 2020
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	109.90	Pest Control - REC 09/2020
			Total Sentinel Pest Control Inc	302.23	
22772	09/02/2020	09/08/2020	7308 SiteCrafting Inc	99.00	Monthly Hosting Cityoffircrest.net 8/15/20
	518 81 41 02 Web Design & Maintenanc		001 000 518 General Fund	99.00	Monthly Hosting Cityoffircrest.net 8/15/20
22776	09/02/2020	09/08/2020	2100 Smith, Ely J.	340.65	04-01490.1 - 510 FORREST PARK DR

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343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-76.48	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-81.55	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-182.62	
22788	09/02/2020	09/08/2020	4690	3,180.00	Inspections, Mileage And Calls August 2020
	524 20 41 01	Bldg Inspec/Plan Review	001 000 524 General Fund	3,180.00	Inspections, Mileage And Calls August 2020
22770	09/02/2020	09/08/2020	7749	34.71	Jumpsuit Alteration - J. Johnson
	521 22 49 01	Uniforms/Clothing/Laundry	001 000 521 General Fund	34.71	Jumpsuit Alteration - J. Johnson
22790	09/02/2020	09/08/2020	7749	88.16	Sergeant Stripes - V. Celis
	521 22 49 01	Uniforms/Clothing/Laundry	001 000 521 General Fund	88.16	Sergeant Stripes - V. Celis
			Total Sound Uniform Solutions Inc	122.87	
22800	09/02/2020	09/08/2020	4084	269.39	Disinfectant Concentrate For Sprayers (COVID-19 Expense)
	518 30 31 04	Oper Sup/CH	001 000 518 General Fund	269.39	Disinfectant Concentrate For Sprayers (COVID-19 Expense)
22787	09/02/2020	09/08/2020	4102	4,655.70	2020 City Streets Re-Striping
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fund	4,655.70	2020 City Streets Re-Striping
22758	08/31/2020	09/08/2020	4328	947.57	#60943D LOF & Replaced Tires
	548 65 48 08	O & M - Police	501 000 548 Equipment Ren	947.57	#60943D LOF & Replaced Tires
22792	09/02/2020	09/08/2020	4328	31.16	#60942D Tire Repair
	548 65 48 08	O & M - Police	501 000 548 Equipment Ren	31.16	#60942D Tire Repair
22802	09/02/2020	09/08/2020	4328	51.93	#60942D Tire Repair
	548 65 48 08	O & M - Police	501 000 548 Equipment Ren	51.93	#60942D Tire Repair
22803	09/02/2020	09/08/2020	4328	88.13	#66368D LOF
	548 65 48 08	O & M - Police	501 000 548 Equipment Ren	88.13	#66368D LOF
			Total Systems for Public Safety Inc	1,118.79	
22824	09/02/2020	09/08/2020	5934	1,280.43	City Hall Charges Through 8/25/20
	511 60 35 00	Small Tools & Equip - Leg	001 000 511 General Fund	131.88	Docusign Annual Fee (COVID-19 Expense)

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/08/2020

Time: 12:00:50 Date: 09/04/2020
Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo		
511 60 35 00	Small Tools & Equip - Leg		001 000 511 General Fund	39.56	Zoom Webinar 08/2020 (COVID-19 Expense)		
511 60 41 02	Recording Software Service		001 000 511 General Fund	158.69	SoundCloud Annual Fee		
512 50 49 01	Reg & Tuition - Court		001 000 512 General Fund	295.00	Court Performance Standards Course - K. Perry		
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	250.00	WFOA 2020 Conf. Reg. - L. Davis		
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	155.00	Passport Postage		
518 11 41 01	Advertising - Personnel		001 000 518 General Fund	175.00	Job Posting - Police Officer		
518 81 49 01	Software Licenses		001 000 518 General Fund	75.30	Splashtop 3 Licenses For Court (COVID-19 Expense)		
22813	09/02/2020	09/08/2020	8483		US Bank, Public Works Dept Account	2.00	Public Works Charges Through 8/25/20
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	2.00	Late Payment Fee - PW		
22825	09/02/2020	09/08/2020	8484		US Bank, Recreation Dept Account	184.69	Rec Charges Through 8/25/20
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	132.11	Storage Bins		
573 90 49 01	Community Events		001 000 573 General Fund	52.58	Furry 4k Supplies, Website Graphics 08/2020		
22809	09/02/2020	09/08/2020	4172		Union 76 Royal	151.08	Gas / Fuel August 2020
548 65 31 08	Police Gas		501 000 548 Equipment Ren	29.65	#68056D Gas 08/2020		
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	121.43	#38454D Gas 08/2020		
22763	08/31/2020	09/08/2020	9253		University Place Tire & Auto	71.92	#63581D LOF
548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Ren	71.92	#63581D LOF		
22791	09/02/2020	09/08/2020	4179		Unum Life Insurance Company of America	46.80	Retired Benefits September 2020
521 22 20 02	LEOFF I Long Term Care]		001 000 521 General Fund	46.80	Police 0220603-011 09/2020		
22837	09/04/2020	09/08/2020	4180		Utilities Underground	43.19	Locates August 2020
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	21.60	Locates 08/2020		
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	21.59	Locates 08/2020		
22775	09/02/2020	09/08/2020	3645		WEX BANK, Wright Express FSC	58.88	Gas / Fuel August 2020
548 65 31 08	Police Gas		501 000 548 Equipment Ren	58.88	Police 08/2020		
22780	09/02/2020	09/08/2020	4108		Washington Tractor	123.09	Service Assessment On John Deere Mower Deck
548 65 48 11	O & M - Parks/Rec		501 000 548 Equipment Ren	123.09	Service Assessment On John Deere Mower Deck		
22786	09/02/2020	09/08/2020	4231		Water Mgmt Labs Inc	147.00	Coliform Testing August 2020
534 80 41 00	Water Testing		425 000 534 Water Fund (de	147.00	Coliform Testing 08/2020		
22815	09/02/2020	09/08/2020	4231		Water Mgmt Labs Inc	140.00	Fluoride Testing August 2020

ACCOUNTS PAYABLE

City Of Fircrest
MCAG #: 0583

As Of: 09/08/2020

Time: 12:00:50 Date: 09/04/2020
Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 80 41 00			Water Testing	140.00	Fluoride Testing 08/2020
			425 000 534 Water Fund (de	287.00	
Total Water Mgmt Labs Inc				287.00	
Report Total:				217,940.05	

Fund	
001 General Fund	17,153.53
101 City Street Fund	6,426.13
301 Park Bond Capital Fund	105,621.20
415 Storm Drain	1,255.23
425 Water Fund (department)	54,786.79
430 Sewer Fund (department)	2,831.97
432 Sewer Improvement Fund	483.59
501 Equipment Rental Fund	29,381.61

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 7:02 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, and Denny Waltier were present. Councilmembers Joe Barrentine and Jaime Nixon were absent and excused.

PRESIDING OFFICER’S REPORT

A. Pool and Community Center Project

Parks and Recreation Director Grover reported that the contractor continues to complete punch list items and make progress. PSE will be connecting the meter Friday and the pool startup training will be next Tuesday. Grover has contacted a salvage company and plans to be out of the building by September 19th. A brief discussion was held on lifeguard certification renewals, engaging the public on social justice issues, and setting a standard or protocol for safely conducting in-person meetings.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited Public comments; the following individuals provided comment:

Brian Rybolt, 1036 Daniels Drive, has concerns about people blackberries on Emerson if they are sprayed with pesticides.

Nikki Buford, 1405 Evergreen Drive, has concerns about the crosswalk on Emerson with the rate of speed of some drivers and asked if the City will install a flashing light.

Nancy Atwood, 1204 Farallone Avenue, commented that the City is doing a great job during this health crisis.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

No report at this time.

B. Pierce County Regional Council

Reynolds reported that the last PCRC meeting was June 18th and there may be a meeting next month

C. Public Safety, Courts

Nixon was absent; no report provided

D. Street, Water, Sewer, and Storm Drain

Wittner reported that residents have raised concerns on Facebook about their utility bills and there was a brief discussion on how to inform residents about their utility bills. Public Works Director Wakefield reports that new residents are sent a welcome packet and his staff will look at the website to ensure information is clear. The Alameda Grind and Overlay Project has started, and the traffic impacts have been minimal.

E. Other Liaison Reports

Waltier reported that the last four, of 34 total units, for 11th Tee Condos were issued permits and 10 units are occupied

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 215341 through Voucher Check No. 215391 in the amount of \$793,002.57; approval of Payroll Check No. 13945 through Payroll Check No. 13946 in the amount of \$101,464.77; approval of the

August 11, 2020, Regular Meeting Minutes; **Reynolds MOVED to approve the Consent Calendar as read; seconded by Waltier. The Motion Carried (5-0).**

PUBLIC HEARING

There was no Public Hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Approval of Award of Construction of Community Center Project

City Manager Pingel briefed the Council on the bid opening and reports that Kassel & Associates, Inc. was the lowest, responsive bid. Pingel also reported that the anticipated notice to proceed will be scheduled for September 21st. **Wittner MOVED to authorize the City Manager to award the contract for the Community Center project to Kassel & Associates, Inc. for \$7,629,258 plus a contingency amount of \$694,200 for a total of \$8,323,458 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; The was a brief discussion held on this being a monumental occasion and how the Council came together to support the project. The Council thanked the Steering Committee and is proud of the work the City has completed. George invited public comment; Nikki Buford asked if there was consideration for minority-owned businesses or if it was the lowest bidder. Pingel reported that we must award the contract to the lowest responsive bidder. **The motion carried (5-0)**

B. Resolution No. 1667: Approval of Amendment #2 to the Contract with Parametrix for Inspection and Reporting Services

City Manager Pingel introduced the amendment and reported that Parametrix has been very valuable thus far and is happy to have them early in the planning stages. **Viafore MOVED to adopt Resolution No. 1667, authorizing the City Manager to execute Amendment #2 to the contract for project inspection and reporting services for the Fircrest Pool and Community Center project with Parametrix.; seconded by Wittner.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (5-0)**

C. Resolution No. 1668: Approval of Amendment #1 to the Contract with MTC-Inc. for Special Inspection and Materials Testing Services

City Manager Pingel introduced the amendment and reports that the Community Center phase is much less complex than the pool phase. **Wittner MOVED to adopt Resolution No. 1668, authorizing the City Manager to execute Amendment #1 of the contract for materials testing and special inspection services for the Fircrest Pool and Community Center project with Materials Testing & Consulting, Inc.; seconded by Viafore.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (5-0)**

D. Resolution No. 1669: Approval of Interlocal Agreement with Pierce County Flood Control District for use of the Opportunity Fund

Public Work Director Wakefield briefed the Council on the agreement that enables the City to access the opportunity funds for

upcoming stormwater projects. The available funds can be used as a match for the Department of Ecology grant. **Wittner MOVED to adopt Resolution No. 1669 authorizing the City Manager to execute an Interlocal Agreement with Pierce County Flood Control District for the Opportunity fund Program; seconded by Viafore.** George invited Councilmember comment; none were provided. George invited public comment; none were provided. **The motion carried (5-0)**

E. Resolution No. 1670: Approval of the RCO applications

Parks & Recreation Director Grover briefed the Council on the applications for resurfacing the tennis courts as well as the Fircrest Park turf renovation and LED light conversion. **Wittner MOVED to adopt Resolution No. 1659, authorizing the City Manager to act as the authorized representative/agent on behalf of the City of Fircrest and to legally bind the City of Fircrest concerning the Fircrest Park improvement and Tennis Court projects for which we seek grant Funding Assistance through the Recreation and Conservation Office; seconded by Viafore.** George invited Councilmember comments; There was a discussion on the name used for the tennis courts, the desire to increase the matching funds, and changing the wording in the application to address the increase in matching funds. **Viafore MOVED to increase the matching funds to 50% of the overall cost; seconded by Reynolds.** George invited public comment; none were provided. **The motion carried (5-0).**

CITY MANAGER COMMENTS

City Manager Pingel updated the Council that we need a motion to set a special meeting for the September 1st Joint Meeting. **Viafore MOVED to set a joint public meeting with the Planning Commission at City Hall on September 1st at 6 pm for the sole purpose of a Form-Based Code discussion and presentation; seconded by Nixon.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (5-0).** Pingel reported that the staff intends to have closed bids for the assets in the Community Center. **Viafore MOVED to authorize the City Manager to prepare and execute all required contracts to surplus the Roy H. Murphy Community Center building and its assets; seconded by Wittner.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. **The motion carried (5-0).** Lastly, Pingel updated the Council on the Pierce Transit Board open seat nomination and asked for consensus as to how to move forward with a nomination. Discussions included coordinating with Mr. Keel and alternating seats with University Place. Councilmember Reynolds expressed interest in the seat should it become available. **Viafore MOVED to nominate Councilmember Reynolds for a position on the Pierce Transit Board for the University Place/ Fircrest seat and authorize the City Manager to execute all required documentation; seconded by Waltier.** George invited Councilmember comment; Viafore commented that he supports Reynolds and would like to ensure coordinating with Mr. Keel. George commented that he will follow-up with Mr. Keel. George invited public comment; none were provided. **The motion carried (5-0).**

DEPARTMENT HEAD COMMENTS

Police Chief Cheesman reported that we have extended a conditional employment offer to Mr. Robert O'Meara and we will interview another candidate tomorrow. The Covid-19 testing concluded today, and results are taking roughly 24 hours. Cheesman also reported that last night an officer's tire was slashed, and City Hall's American Flag was cut in half. Police will continue to be diligent in seeking information to find this person.

Public Works Director Wakefield reported that the art contest for the calendar are due on September 4th but may be delayed. Wakefield would like to have outreach on our Facebook.

COUNCILMEMBER COMMENTS

- Viafore commented that he supports posting the videos of the prowler on Facebook to help find the suspect and he would like an update on the Whittier School construction. Viafore expressed concern with the design guidelines currently in the FMC and would like to know if the staff intends to bring amendments to the Council. Pingel reported that staff does intend to bring amended design guidelines to the Council in the future. Viafore would also like to address the landscape guidelines as it relates to street trees and the requirements for private developers burying the sewer drain lines due to the way the 11th Tee Drive Condos open drainage turned out.
- Reynolds commented that she would like to see our landscaping guidelines and our Tree City proposal include bee-friendly trees and plantings.
- Wittner commented that an Eagle Scout who lives here in Fircrest has built a bee aviary at the church community garden off Emerson Street.
- Barrentine was absent; no comments were provided.
- Waltier commented that the lady who has commented at Council meetings in the past has sold her home and he will be in contact with Grover about the reader board.
- Nixon was absent; no comments were provided.
- George thanked those who attended the meeting.

EXECUTIVE SESSION

At 8:35 P.M. George reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed 9:00 P.M., to discuss labor negotiations per RCW 42.30.110. George noted that Pingel and City Clerk Westman would be joining Council in the Executive Session.

At 8:45 P.M., the Council reconvened into regular session.

ADJOURNMENT

Viafore MOVED to adjourn the meeting at 8:45 P.M., seconded by Reynolds. The Motion Carried (5-0).

Hunter T. George, Mayor

Jayne Westman, City Clerk



**Washington State
Liquor and Cannabis Board**

PO Box 43098, , Olympia WA 98504-3098, (360) 664-1600

**MAYOR OF FIRCREST
115 RAMSDALL
FIRCREST, WA 98466**



Washington State
Liquor and Cannabis Board
PO Box 43098

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

CITY OF FIRCREST

AUG 10 2020

RECEIVED

August 06, 2020

Dear Local Authority:

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

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

1) Objection to License Renewal

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

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

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

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

2) Status of License While Objection Pending

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

3) Procedure Following Licensing Division Receipt of Objection

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

4) Procedure if Board Does Not Renew License

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

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

5) Procedure if Board Renews License Over Your Objection

CITY OF FIRCREST

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

AUG 10 2020

RECEIVED

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

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 08/06/2020

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST
(BY ZIP CODE) FOR EXPIRATION DATE OF 20201130

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



LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name: Orchard Market Group, LLC
Establishment Name: OMG Food Mart
Address: 4040 Orchard St STE #118, Fircrest, WA 98466
License Number: 421187
Request Received: 8/12/2020
Expiration Date: 11/30/2020

Department Comments

Finance

No concerns

Planning and Building

Allowed by zone. No objection.

Police

We have no concerns with the service of alcohol at this establishment.

Colleen Corcoran

Director Signature

8/25/2020

Date

Angelic Stahlwecker

Director Signature

8/26/2020

Date

John Cheesman

Director Signature

8/31/2020

Date



LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name: Viafore's Italian Delicatessen
Establishment Name: Viafore's
Address: 604 Regents Blvd, Fircrest, WA 98466
License Number: 355916
Request Received: 8/12/2020
Expiration Date: 11/30/2020

Department Comments

Finance

No concerns

Planning and Building

Business no longer active.

Police

Viafore's is no longer in business

Colleen Corcoran

Director Signature

8/25/2020

Date

Angelic Stahlwecker

Director Signature

8/26/2020

Date

John Cheesman

Director Signature

8/31/2020

Date

NOTES:

At this time, the establishment is closed and intends to dissolve the business by the renewal date.



LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name: Titlow Associates, LLC
Establishment Name: Pint Defiance
Address: 2049 Mildred St, Fircrest, WA 98466
License Number: 089097
Request Received: 8/12/2020
Expiration Date: 11/30/2020

Department Comments

Finance

No concerns

Planning and Building

Allowed by zone. No objection.

Police

We have no concerns with the service of alcohol at this establishment.

Colleen Corcoran

Director Signature

8/25/2020

Date

Angelic Stahlwecker

Director Signature

8/26/2020

Date

John Cheesman

Director Signature

8/31/2020

Date

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: September 08, 2020

SUBJECT: 10A Pierce Transit Board Nomination

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____ to nominate Councilmember Kent Keel from the City of University Place to serve as a member of the Board of Commissioners for Pierce Transit who will represent the City of University Place and the City of Fircrest.

PROPOSAL: On July 22, 2020, at the Pierce Transit Board Composition Review Meeting, the members present unanimously voted to change the composition of the Board. Under the new Board composition, the cities of University Place and Fircrest will now share a seat and will need to elect a representative to serve on the Pierce Transit Board to represent both cities.

FISCAL IMPACT: Adopting this resolution will not have a significant fiscal impact.

ADVANTAGES: To assure that Fircrest and University Place are adequately represented, and their concerns are addressed, it is important to select a representative that will fulfill that role.

DISADVANTAGES: None of significance.

ALTERNATIVES: Take no action and not submit a nomination for the individual that will represent Fircrest.

HISTORY: Prior to the July 22, 2020 Board Composition Review meeting, the City of Fircrest along with the cities of Auburn, Pacific, Gig Harbor, and the towns of Ruston and Steilacoom were represented by Nancy Henderson. Ms. Henderson is a Councilmember for the Town of Steilacoom. Under the new Board composition, the cities of University Place and Fircrest will now share a seat and will need to elect a representative to serve on the Pierce Transit Board to represent both cities. According to Pierce Transit Code Section 2.02.020, Pierce Transit is required to seek nominees from cities that have shared representation or at large representation. All nominees must be elected officials, and the current term limit on the Pierce Transit Board is three years, or until the commissioner is no longer serving as an elected official. As information, the Pierce Transit Board meets the second Monday of each month and in addition to Special Board meetings that may occur from time to time, Board Members may also have committee responsibilities that require additional meeting commitments.

Attachment(s): [Resolution](#)
[Pierce Transit Board Letter and Nomination Form](#)

1 **CITY OF FIRCREST**
2 **RESOLUTION NO. _____**

3 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY**
4 **OF FIRCREST, WASHINGTON, NOMINATING AN**
5 **INDIVIDUAL TO SERVE AS A MEMBER OF THE BOARD**
6 **OF COMMISSIONERS FOR PIERCE TRANSIT.**

7 **WHEREAS**, the Board of Commissioners for Pierce Transit unanimously voted to
8 change the composition of the Board; and

9 **WHEREAS**, the cities of University Place and Fircrest will now share a seat and
10 will need to elect a representative to serve on the Pierce Transit Board to represent
11 both cities; and

12 **WHEREAS**, pursuant to Pierce Transit Bylaw Section 2.04.030, Pierce Transit is
13 required to seek nominees from the cities and towns that are represented by this
14 position; and

15 **WHEREAS**, in order to assure that Fircrest and University Place are adequately
16 represented, and their concerns are addressed, it is important to select a representative
17 that will fulfill that role.

18 **WHEREAS**, the Pierce Transit board has requested a nomination from the City of
19 Fircrest for one of the nominees; Now, Therefore,

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

21 **Section 1.** The City of Fircrest casts its nomination for Councilmember Kent Keel of
22 the City of University Place to serve as a member of the Board of Commissioners for
23 Pierce Transit.

24 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**
25 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 8th day of
26 September 2020.

27 APPROVED:

28 _____
29 Hunter T. George, Mayor

30 ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney



CITY OF FIRCREST

AUG 31 2020

RECEIVED

August 28, 2020

Ms. Jayne Westman, City Clerk
City of Fircrest
115 Ramsdell St.
Fircrest, WA 98466

Dear Ms. Westman,

Recently, you were sent a letter from Pierce Transit requesting your council's/city's nomination for a representative to serve on the Pierce Transit Board to represent the cities of University Place and Fircrest.

Nomination(s) received as of the August 26 deadline were:

Councilmember Kent Keel, City of University Place
Councilmember Shannon Reynolds, City of Fircrest

At your next council meeting, please select one nominee from the list above and complete the enclosed ballot form. **A certified copy of the council resolution or motion must accompany the enclosed ballot.** Please forward the ballot and appropriate verification to me on or before **5 p.m. on September 9, 2020.**

Pierce Transit will announce the election results shortly after September 9 and provide further information should the results end in a tie vote.

Should you have any questions, please call me at 581-8066.

Sincerely,

A handwritten signature in black ink that reads "Deanne Jacobson".

Deanne Jacobson
Clerk of the Board

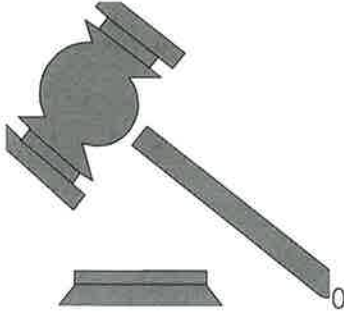
Enclosure: Ballot Form



CITY OF FIRCREST

AUG 31 2020

RECEIVED



**OFFICIAL BALLOT
CITIES OF UNIVERSITY PLACE AND FIRCREST**

Candidates: Councilmember Kent Keel, City of University Place
Councilmember Shannon Reynolds, City of Fircrest

The city/town of _____ wishes to cast its vote for
Councilmember/Mayor _____ of
the City of _____ to serve as a member of
the Board of Commissioners for Pierce Transit for a three-year term, with the term
commencing from the date of attendance of the first Pierce Transit Board meeting after the
election results are determined, representing the cities of University Place and Fircrest.

Date: _____

By: _____
Title: _____

This form must be accompanied by a certified copy of the council resolution or motion. Ballots must be received by Pierce Transit's Clerk of the Board by **5 p.m., September 9, 2020**.

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: September 8, 2020

SUBJECT: 10B Resolution to Rescind Resolution No. 1653

FROM: Scott Pingel, City Manager

RECOMMENDED MOTIONS: I move to adopt Resolution No. _____, which rescinds Resolution No. 1653.

PROPOSAL: Council is being asked to adopt the attached resolution, which would rescind Resolution No. 1653.

FISCAL IMPACT: None.

ADVANTAGES: Rescinding Resolution No. 1653 will ensure there is no confusion historically regarding the Emergency Medical Care and Services Levy for the years 2021 through 2027.

DISADVANTAGES: None.

ALTERNATIVES: None that are feasible.

HISTORY: On April 14, 2020, the City Council adopted Resolution Nos. 1652 and 1653. Resolution No. 1652 authorized the placement on the August 4, 2020, Primary Election of the Emergency Medical Care and Services Levy for the years 2021 through 2027. Since the deadline to place the proposition on the November 3 General Election was August 4, it was necessary to adopt a resolution to place it on the General Election ballot before we knew the outcome of the Primary Election. Resolution No. 1653 was adopted in order to be submitted to the Pierce County Auditor before the deadline. The levy passed at the Primary Election making Resolution No. 1653 unnecessary. Resolution No. 1653 should be rescinded to keep the record straight and to avoid the possibility that it would be inadvertently placed again on the ballot.

Attachment(s): [Resolution](#)
[Primary Election Results](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, RESCINDING RESOLUTION NO.
1653.**

WHEREAS, April 14, 2020, the City Council adopted Resolution No. 1652 which placed the Emergency Medical Care and Medical Services Levy for the years 2021 through 2027 on the August 4, 2020, Primary Election ballot; and

WHEREAS, Resolution No. 1653 was adopted in order to meet the Pierce County Auditor's August 4, 2020 submittal deadline for General Election propositions; and

WHEREAS, the Emergency Medical Care and Medical Services Levy for the years 2021 through 2027 passed at the August 4, 2020, Primary Election; and

WHEREAS, it is unnecessary to place the proposition on the ballot on the November 3, 2020, General Election ballot; Now, Therefore,

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

Section 1. Resolution No. 1653 adopted April 14, 2020, is rescinded.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 8th day of
September 2020.

APPROVED

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

CERTIFICATE OF ELECTION

City of Fircrest

We, the undersigned members of the Pierce County Election Canvassing Board for the State of Washington, do hereby certify that on August 4, 2020, an Election was held in the above named district.

The Proposition submitted to the voters in said district for their approval and adoption or rejection is as follows:

**Special Election - Proposition No. 1
Emergency Medical Care and Services**

Official Ballot Title: Shall the City of Fircrest's authority to impose regular property tax levies of up to fifty cents or less per thousand dollars of assessed valuation for emergency medical care and services be renewed for six consecutive years?

Yes: 2,248 75.61%
No: 725 24.39%

A simple majority needed to pass.

The Canvassing Board is responsible for certifying the final official vote totals only. The sponsoring District is responsible for making the final legal determination of whether the measure passed or failed based on the certified vote totals and applicable law.

Based on the pass/fail requirement determined by the District, the results of the canvass indicate this measure PASSED having received a simple majority of the votes cast.


Dated at Tacoma, Washington, this 18th day of August, 2020.



Auditor or Designee



Pierce County Council Chair or Designee



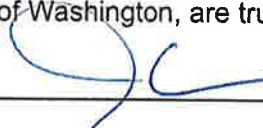
Prosecuting Attorney or Designee



Oath of Authenticity

STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)


I solemnly swear that the official returns and supporting documentation of the Primary Election held on August 4, 2020 in Pierce County, State of Washington, are true and correct.




County Auditor



Subscribed and sworn before me this 18th day of August, 2020.



County Legislative Authority (witness) or Designee


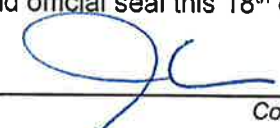
County Prosecuting Attorney (witness) or Designee


Certification of the Canvassing Board


STATE OF WASHINGTON)
) ss.
COUNTY OF PIERCE)

The undersigned officers designated by law as constituting the Canvassing Board for the County of Pierce, State of Washington, hereby certify that this is a full, true, and correct copy of the Abstract of Votes including the number of registered eligible voters, cumulative results, precinct results, and report of votes cast at the Primary Election held on August 4, 2020 in Pierce County, State of Washington,

Witness our hands and official seal this 18th day of August, 2020.



County Auditor or Designee


County Legislative Authority or Designee


County Prosecuting Attorney or Designee



Final Abstract

Pierce County, Washington, Primary Election, Aug 04, 2020

2020-08-18

All Precincts, All Districts, All ScanStations, All Contests, All Boxes

08:04:15

Total Ballots Cast: 274690, Registered Voters: 529289, Overall Turnout: 51.90%

548 precincts reported out of 555 total

City of Fircrest - Proposition No. 1 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Yes		No		Over Votes	Under Votes
Precinct 28-535	920	1447	874	677	77.46%	197	22.54%	0	46
Precinct 28-536	807	1234	781	592	75.80%	189	24.20%	0	26
Precinct 28-537	754	1223	717	552	76.99%	165	23.01%	0	37
Precinct 28-538	632	1143	601	427	71.05%	174	28.95%	0	31
Total	3113	5047	2973	2248	75.61%	725	24.39%	0	140

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: September 8, 2020

SUBJECT: 10C Resolution authorizing the City Manager to execute a First Amendment to the Professional Services Agreement with KPG, P.S. for providing construction management services for the Alameda Overlay Project

FROM: Jerry Wakefield, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____ authorizing the City Manager to execute a First Amendment to the Professional Services Agreement with KPG, P.S. for providing construction management services for the Alameda Overlay Project in an amount of \$31,622.00.

PROPOSAL:

Council is being asked to authorize the City Manager to amend the Professional Services Contract with KPG, P.S. to provide construction management services for the Alameda Overlay Project. These services included those necessary to provide new improvement plans used for the construction of the project.

FISCAL IMPACT:

The total agreement amount will result in a not-to-exceed budget of \$31,622.00. This cost is included in the grant that was accepted by the Council in December 2019. Funds would come from the grant and also the matching funds per our agreement with TIB. The original estimate and budget for this phase of the work was \$73,000.00. Because of the scope and bids of the project, the cost has been reduced.

ADVANTAGES:

Obtaining the grant allowed the City to proceed with the design and construction of the project. Entering into this amendment allows for the project to be completed with this assistance from our consultant.

DISADVANTAGES:

None.

ALTERNATIVES:

Not to proceed with the consultant and solicit services from other consultants, which would delay the project and more likely cost more money.

HISTORY:

In February of 2020, the City entered into a contract with KPG to provide engineering services to prepare the design for this project. In the scope of work, the construction management phase was identified and an estimate was provided. It was agreed upon that the estimate would be revised and updated on the project was bid. This amendment provides for an update of the scope of work for the construction management phase of the work and an update contract amount for these services.

As KPG has performed well in the design phase and it is recommended they continue their services for the construction management phase.

Attachment: [Resolution](#)
[First Amendment to the Agreement](#)
[Scope of Services Exhibit A-2](#)
[Consultant Costs – Exhibit B](#)

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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 FIRST AMENDMENT TO THE PROFESSIONAL
SERVICES AGREEMENT WITH KPG, P.S. FOR FINAL DESIGN AND
BID CALL SERVICES FOR THE ALAMEDA OVERLAY PROJECT.**

WHEREAS, the City of Fircrest has contracted with KPG, P.S. to prepare the design of the Alameda Overlay Project; and

WHEREAS, the City of Fircrest has secured the necessary funding to finance the work identified in the Alameda Overlay Project; and

WHEREAS, the City wishes to amend the contract with KPG, P.S. to provide construction management services for the Alameda Overlay Project; 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 first amendment to the professional services agreement with KPG, P.S. for the construction management phase of the Alameda Overlay Project in an amount not to exceed \$31,622.00.

APPROVED AND ADOPTED this 8th day of September 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

**FIRST AMENDMENT
TO THE CITY OF FIRCREST
CONSULTING SERVICES AGREEMENT
FOR ALAMEDA OVERLAY ENGINEERING SERVICES**

This first amendment is hereby made and entered into this 8th day of September 2020, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and KPG, P.S., hereinafter referred to as “Consultant”, to be effective September 9, 2020.

WITNESSETH:

1. **Purpose**

The purpose of this first amendment is to amend the February 25, 2020 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the February 25, 2020 agreement shall remain in full force and effect:

2. Scope of Services shall include Exhibit A-2 for the construction management phase of the work.

3. Compensation shall include the construction management phase as identified in Exhibit B and shall not exceed \$31,622.00.

4. All remaining provisions of the February 25, 2020 agreement and amendments shall remain in full force and effect.

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

CITY OF FIRCREST

KPG, P.S.

By _____
City Manager

By _____

Approved as to Form:

By _____
City Attorney

Exhibit A-2
Construction Management Services
Scope of Work
July 2020
Alameda Avenue Grind and Overlay Project
Electron Way to Regents Boulevard
TIB Number: 3-P-130(003)-1
And
Emerson Street Sidewalk Extension Project
TIB Number: P-P-130(P02)-1

This work will provide construction services for the construction contract to complete the City of Fircrest - Alameda Overlay Project and Emerson Street Sidewalk Project.

Alameda Overlay Project - The scope of work consists of the grind and overlay of Alameda Avenue from Electron Way to Regents Boulevard. The project limits are the southern crosswalk stripe at Electron Way to the southwest point of curvature on the south leg of Regents Boulevard and Alameda Avenue and totals approximately 2,055 linear feet. The project will also replace curb ramps to meet current ADA requirements, and all related work as shown on the Plans and as described in the Project Manual.

Emerson Street Sidewalk Extension Project. The scope of work includes construction of a continuous sidewalk on the south side of Emerson Street from the existing sidewalk approximately 200 feet west of the Thelma Gilmur Park entrance to the existing Alameda Avenue intersection improvements and totals approximately 1,300 linear feet, installation of RRFB and all related work as shown on the Plans and as described in the Project Manual.

A detailed scope for the Contract follows:

I. INTRODUCTION

The following scope of services and associated costs are based upon the assumptions outlined below.

General Assumptions:

- Both Projects will occur during the same time frame.
- Alameda Overlay - The level of service and fee is based on project duration of 20 **working days** with 2 days prior to construction and 5 days for closeout for a total of 27 days. This scope does not include effort associated with the alternative bid curb replacement.

- Emerson Street Sidewalk - The level of service and fee is based on project duration of 30 **working days** with 2 days prior to construction and 5 days for closeout for a total of 37 days.
 - The **proposed project team** will include a part-time project engineer, part-time documentation control specialist, survey support for monument demo and replacement per plans and specifications, and a part-time inspector. The project team will split time between both projects.
 - Materials testing consultant will be provided City if they determine it necessary.
 - KPG will utilize the Record of Materials (ROM) developed by KPG. This scope of services provides the management of the ROM.
 - City will review and execute the insurance, bonds, and the Construction Contract.
 - City will provide all community outreach in relation to phasing and direct impacts due to construction. The City's Contractor shall be responsible for the communication to the community on schedule and work activities.
 - KPG design engineers will be available during construction to answer questions and review RAM's, shop drawings, and answer RFI's.
 - Services will be performed in accordance with the Contract plans & special provisions, and City of Fircrest engineering standards.
 - Coordination of construction with franchise utilities will be the responsibility of the City's Contractor. If KPG is required to take over coordination effort for franchise utilities this may lead to added effort beyond this scope and negotiation with the City may be required.
 - Field Office: There are no provisions for a field office. KPG staff will utilize vehicles and the KPG Tacoma office which is located with 10 minutes from the project site for documentation review and storage.
 - Plant Selection Including Plant Establishment (PSIPE): There are no provisions within this contract or the project for PSIPE work.
 - City will be responsible for all Certified Payrolls and Affidavit of Wages Paid.
 - KPG will check Intent to pay prevailing Wages and provide copy to City.
-

II. SCOPE OF WORK

The objective and purpose of this Construction Management Services Agreement is for the Consultant to team with the City in order to successfully deliver the construction of the Project by ensuring that the improvements are constructed in accordance with the approved Plans and Specifications.

TASK 1: MANAGEMENT / COORDINATION /ADMINISTRATION

Provide overall project management, coordination with the City, monthly progress reports, and invoicing. This effort will include the following elements.

- 1.1 Organize and layout work for project staff. Prepare project instructions on contract administration procedures to be used during construction.
- 1.2 Review monthly expenditures and CM team scope activities. Prepare and submit monthly project progress letters to the City along with invoices describing CM services provided each month. Prepare and submit reporting required by funding source(s), if any.

Deliverables:

- Monthly invoices and progress reports

~~TASK 2: Assist City with the award process (Not Applicable)~~

Included in Original Scope of Work

- This task is not applicable to this Contract.

TASK 3: Administrative Services up to Contractor Notice to Proceed (NTP)

Administrative services are required up to NTP to establish procedures, communication and documentation with the City. This task also provides set up of the files, familiarization with the contract, and the beginning of material management and general “kick-off” coordination activities. Work under task 3 includes the following.

- Administrative process
 - Approval of Subcontractors – By KPG
 - Contractor progress payments – By City
- The following logs will be prepared
 - Record of Materials (ROM)
 - Material Tracking (not required)
 - ✓ ~~Monitors testing frequency per WSDOT Construction Manual~~
 - ✓ ~~Log acceptance and compaction tests~~
 - ✓ ~~Log pass or fail to include resolution of failing tests~~
 - ✓ ~~Track Tickets and tonnages~~
 - Submittal Reviews- By KPG
 - Request for Information (RFI) By KPG

- Change Management
 - ✓ Change Order By KPG
 - ✓ Case Log (Issues) Not Required
 - ✓ Design Changes/Clarifications By KPG
- Subcontractors approval By KPG
- Certified Payroll by City
- Materials on Hand Not Required
- Training (Not Applicable)
- The following templates will be prepared
 - Field Note Records – By KPG
 - Pay Estimate – By City
 - Forecasted Cost at Completion – Not required
 - Project Report – Not Required
 - Weekly Statement of Working Days - City
 - Change Order – Prepared by KPG
 - Change Order Justifications – Not required
 - Design Changes/Clarifications By KPG
 - Field Material Verifications By KPG
- Site visits to become familiar with project limits and physical constraints
- Familiarization with Contract Plans, Specifications, ~~Permits and Geotechnical Report~~
- Review ROW commitment files – Not required
- Manage RAMs By KPG
- Manage the ROM - By KPG
- Develop Team Communications and Stakeholders List – By City
- Prepare Pre-Construction (Precon) Agenda – By City
- Prepare Precon attendees list – By City
- Send invite to Precon attendees – By City
- Attend Precon, take notes, prepare and distribute minutes – By City
- Assist City with Utility Coordination
- Pre-construction photographs – By KPG
- Review Contractor's Schedule – By KPG

TASK 4: Construction Management (CM) and Administrative Services. NTP to Physical Completion.

CM and administrative services are to be shared by the City, Project Engineer and Documentation Specialist. Work includes the following.

- Maintain Logs identified in Task 3
- Coordinate material inspections from materials lab – By KPG if testing is requested by City.
- Review material reports from testing lab – By KPG if testing is performed.
- ~~Track quantities according to the Construction Manual to get the required amount of testing~~
- Review RAMs and apply or facilitate approval codes – By KPG

- Transmit ROM to the Contractor and request that they submit material requirements via the RAM process – By KPG
- Facilitate approved RAMs to the Inspector who will verify that all the material delivered to the site is according to the approved RAMs – By KPG
- Administer Contractor adherence of the ROM – By KPG
- Review and approval of Traffic Control Plans – By City
- Review and respond to Contractor Serial Letters – City and KPG
- Issue Field Directives/Corrective Action memorandums – By KPG
- Receive RFIs and issues raised by the Contractor answer RFIs and/or facilitate responses – By KPG
- Change Management
 - Negotiations with Contractor regarding 1-04.4 Changes
 - Prepare Change Order Form – By KPG
 - Update Case Log which includes – Not Required
 - ✓ Tracking issues
 - ✓ Anticipated impact to schedule
 - ✓ Costs
 - ✓ Forecast cost at completion
 - ✓ Warrant assessment for additional working days
- Confirm that submittals are in general Contract conformance. Review and/or facilitate review and approvals of submittals – By KPG
- Maintain project electronic and hard files - City and KPG
- Review Contractor's schedule for contract compliance – By KPG
- Prepare coordination agendas, conduct coordination meetings – By City
- Prepare minutes for coordination meetings and distribute to attendees By City
- Prepare Weekly Statement of Working Days and send to Contractor By City
- Review Request to Sublet (421-012) – By KPG
- ~~Underutilized Disadvantaged Business Enterprise (UDBE) tasks~~
 - ~~Conduct UDBE On Site Review for Construction Subcontractors/Regular Dealers/Manufacturers (272-052)~~
 - ~~Coordination with WSDOT Office of Equal Opportunity for them to come to the project to perform their "Commercially Useful Function Review" of the COA, UDBEs~~
 - ~~Tracking UDBE quantities to confirm quantities/dollars will be met~~
 - ~~Facilitate resolution of COA shortfalls to include a change order that re-defines or redistributes the UDBE goals~~
- Coordination with stakeholders to include (By City)
 - Utilities
 - Metro and School Busses
 - Garbage, Recycle and Mail pick up and deliveries
 - Police and Fire departments
- Payroll Compliance to include checking (by City)
 - Certified Payrolls
 - Labor and Industry documentation (Statement of Intent, Affidavits of Wages Paid)
 - Notification to the Contractor of non-compliance

- Perform quality control checks on Inspector Field Note Records and Inspector Daily Reports By KPG
- Prepare progress pay estimates By City based on Pay Notes prepared by KPG
- ~~Review of City's Contractor record drawings~~
- Review Contractor's weekly "look ahead" Schedule – City and KPG
- Maintain a submittals list and prompt the Contractor for submittals – By KPG
- Coordinate with relative funding agencies (TIB) as needed/ required – City and KPG
- Prepare for outside audits and/or record reviews – By City
- Secure Contract schedule and activities for coordination with the public. (by City) Respond to general coordination regarding items such as status, schedule and access. Provide a broader public involvement that may involve flyers, news releases and public meetings
- Maintain hard and electronic files By City and KPG

TASK 5: Provide Field Inspection for each of the Project's Working Days

Inspections shall be made for each working day. The Inspector will act as the projects "in the field" focal point of coordination and field documentation. The inspector will monitor the Contractor's activities, produce Inspector Daily Reports, Field Note Records, verify that material delivered to the site is in contract compliance, coordinate with stakeholders to include the Contractor, material testing lab, Fire and Police Departments, School Districts, businesses, residents and traveling public. The following Tasks will be the responsibility of the Inspector:

- Produce and Conduct
 - Inspector Daily Reports
 - Field Note Records for all Contract Items
 - Progress photographs
 - Punch list items
- Observe and Monitor the Contractor's
 - Work for compliance with the Contract Documents
 - Traffic control procedures and implementation of the approved traffic control plans which could include notification to the Contractor on deficiencies that require immediate correction
 - Temporary erosion and sediment control procedures and systems and provide recommendations
 - Compliance with project permits
- Coordinate
 - Materials testing as requested by the City
 - With stakeholders like utilities, City departments, local businesses, traveling public, fire and police departments, and residences as needed and in coordination with the City's Contractor to resolve potential field issues.
 - With the Project Engineer to identify and resolve project conflicts between the plans, special provisions and unforeseen conditions
- Meetings
 - Provide input to the Project Engineer for meeting agendas
 - Attend meetings as required
 - Weekly Coordination

- Others such as pre-paving, signal turn on, utility coordination and public outreach

TASK 6: Project Close Out

Assumption is the City's Contractor shall reach Physical Completion within specified contract time. Physical Completion shall include the final punch list work. This Contract shall include 2 additional Working Days beyond Physical completion to close out project with Contractor. If City's Contractor cannot close the project out within 2 Working days additional fee may be required. [DC1]

- Inspector
 - Prepare and monitor completion of the Punch List
 - Final Field Note Records
- Administrative
 - Project resolution meetings with the Contractor to resolve final quantities and issues - KPG
 - Prepare Substantial, Physical and Completion letters – By KPG
 - Final pay estimate By City
 - Gather outstanding labor compliance documentation such missing Certified Payrolls and Affidavits of Wages Paid with Labor and Industries – By City
 - Facilitate “Final Notice of Completion of Public Works Contract” form (F215-038-000) – By City
 - Coordinate final Record Reviews by funding agencies – By City

TASK 7: Survey

- KPG Survey group to tie out monuments prior to Contractor demolish. Re-establish monuments after Contractor sets the physical monuments in the field per plan and specifications

EXHIBIT B

PRIME CONSULTANT COST COMPUTATIONS

Client: City of Fircrest

Project: Alameda Overlay

KPG PROJECT NUMBER: 20007

20 working days + 2 days startup and 2 weeks closeout (15 Working days will be allocated to the Overaly and 5 days to the Curb Replacement)

DATE: 7/15/2020

Task No.	Task Description	Labor Hour Estimate						Total Hours and Labor Fee Estimate by Task	
		Project Engineer	Project Surveyor	Survey Crew II (W/Equip)	Document Control Specialist	Construction Observer II	Senior Admin		
		Sam L.	Survey manager	Survey Crew II	Darla	Design Eng.	Suzy		
		140	142	219	112	114	103	Hours	Fee
Task 1 - MANAGEMENT / COORDINATION /ADMINISTRATION									
1.1	Project Management Staffing and Administrative Services	6					4	10	\$ 1,252.61
1.2	Prepare, review and submit monthly expenditures	3					4	7	\$ 832.61
	Task Total	9	0	0	0	0	8	17	\$ 2,085.22
Task3 - Administrative Services up to Contractor Notice to Proceed (NTP) (2 Days)									
3.1	Administrative Services up to Contractor Notice to Proceed	2			4			6	\$ 728.81
3.2	PreCon Photos					4		4	\$ 454.16
3.3	Review plans and Specs				1	4		5	\$ 566.36
3.4	Prepare Hard and Electronic Files	2			4			6	\$ 728.81
3.5	Prepare ROM				2			2	\$ 224.40
3.6	Prepare PreCon Agenda	1			2			3	\$ 364.40
3.7	Prepare Templalates				3	4		7	\$ 790.76
3.8	Utility Coordination - (N/A)							0	\$ -
	Task Total	5	0	0	16	12	0	33	\$ 3,857.71
Task 4 - Construction Management (CM) and Administrative Services. During Construction. (20 Working Days)									
4.1	Construction Management Office Support	20			40			60	\$ 7,288.08
4.2	Construction Management Field Paperwork	20			40		4	64	\$ 7,700.69
4.3	Utility Coordination							0	\$ -
	Task Total	40	0	0	80	0	4	124	\$ 14,988.77
Task 5 - Provide Field Inspection for each of the Project's Working Days (20 Working Days @ 4 Hrs Day)									
5.1	Construction Inspection					70		70	\$ 7,947.76
5.2	Weekly Construction Meetings	8			8	4		20	\$ 2,471.77
5.3	Construction Inspection Nights (N/A)							0	\$ -
	Task Total	8	0	0	8	74	0	90	\$ 10,419.53
Task 6 - Project Closeout (Up to 10 Working Days)									
6.1	Construction Management Office Support	4			15			19	\$ 2,243.03
6.2	Construction Management Field Paperwork/Inspection				15	12		27	\$ 3,045.50
6.3	Prepare documentation to deliver to City	4			10			14	\$ 1,682.02

Task Total		8	0	0	40	12	0	60	\$ 6,970.55	
Task 7 - Materials Testing										
7.1	Subcontract with Material Tester						2	2	\$ 206.31	
7.2	Prepare invoices and Billings for Subcontractor						2	2	\$ 206.31	
Task Total		0	0	0	0	0	4	4	\$ 412.61	
Task 8 - Survey										
8.1	Survey Documentation		8					8	\$ 1,137.78	
8.2	Survey Field			10				10	\$ 2,191.11	
Task Total		0	8	10	0	0	0	18	\$ 3,328.90	
Total Labor Hours and Fee		9,800	1,138	2,191	16,157	11,127	1,650	222	\$ 42,063.30	
Subconsultants										
Materials Testing Lab										
									Subtotal	\$ -
									Administrative Charge (5%)	
									Total Subconsultant Expense	\$ -
Reimbursable Direct Non-Salary Costs										
									Mileage at current IRS rate	\$ 87.00
									Reproduction Allowance	\$ -
									Total Reimbursable Expense	\$ 87.00
									Total Estimated Budget =	\$ 42,150.30
									75% of Budget is Allocated to Overlay (TIB) =	\$ 31,612.72
									25% of Budget is allocated to Curb Replacement =	\$ 10,537.57

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: September 8, 2020

SUBJECT: 10D Resolution authorizing the City Manager to execute a First Amendment to the Professional Services Agreement with KPG, P.S. for providing construction management services for the Emerson Sidewalk Extension Project

FROM: Jerry Wakefield, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____ authorizing the City Manager to execute a First Amendment to the Professional Services Agreement with KPG, P.S. for providing construction management services for the Emerson Sidewalk Extension Project in an amount of \$40,563.46.

PROPOSAL:

Council is being asked to authorize the City Manager to amend the Professional Services Contract with KPG, P.S. to provide construction management services for the Emerson Sidewalk Extension Overlay Project. These services included those necessary to provide new improvement plans used for the construction of the project.

FISCAL IMPACT:

The total agreement amount will result in a not-to-exceed budget of \$40,563.46. This cost is included in the grant that was accepted by the Council in December 2019. Funds would come from the grant as well as the matching funds per our agreement with TIB. The original estimate and budget for this phase of the work was \$54,000.00. Because of the scope and bids of the project, the cost has been reduced.

ADVANTAGES:

The grant allowed the City to proceed with the design and construction of the project. Entering into this contract amendment allows for the project to be completed with this assistance from our consultant.

DISADVANTAGES:

None.

ALTERNATIVES:

Not to proceed with the consultant and solicit services from other consultants, which would delay the project and more likely cost more money.

HISTORY:

In February of 2020, the City entered into a contract with KPG to provide engineering services to prepare the design for this project. In the scope of work, the construction management phase was identified and an estimate was provided. It was agreed upon that the estimate would be revised and updated on the project was bid. This amendment provides for an update of the scope of work for the construction management phase of the work and an update contract amount for these services.

As KPG has performed well during the design phase, it is recommended they continue their services for the construction management phase.

Attachment: [Resolution](#)
[First Amendment to the Agreement](#)
[Scope of Services Exhibit A-2](#)
[Consultant Costs – Exhibit B](#)

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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 FIRST AMENDMENT TO THE PROFESSIONAL
SERVICES AGREEMENT WITH KPG, P.S. FOR FINAL DESIGN AND
BID CALL SERVICES FOR THE EMERSON SIDEWALK
EXTENSION PROJECT.**

WHEREAS, the City of Fircrest has contracted with KPG, P.S. to prepare the design of the Emerson Sidewalk Extension Project; and

WHEREAS, the City of Fircrest has secured the necessary funding to finance the work identified in the Emerson Sidewalk Extension Project; and

WHEREAS, the City wishes to amend the contract with KPG, P.S. to provide construction management services for the Emerson Sidewalk Extension Project; 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 first amendment to the professional services agreement with KPG, P.S. for the construction management phase of the Emerson Sidewalk Extension Project in an amount not to exceed \$40,563.46.

APPROVED AND ADOPTED this 8th day of September 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

**FIRST AMENDMENT
TO THE CITY OF FIRCREST
CONSULTING SERVICES AGREEMENT
FOR EMERSON SIDEWALK EXTENSION ENGINEERING SERVICES**

This first amendment is hereby made and entered into this 8th day of September 2020, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the "City" and KPG, P.S., hereinafter referred to as "Consultant", to be effective September 9, 2020.

WITNESSETH:

1. **Purpose**

The purpose of this first amendment is to amend the February 25, 2020 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the February 25, 2020 agreement shall remain in full force and effect.

2. Scope of Services shall include Exhibit A-2 for the construction management phase of the work.

3. Compensation shall include the construction management phase as identified in Exhibit B and shall not exceed \$40,563.46.

4. All remaining provisions of the February 25, 2020 agreement and amendments shall remain in full force and effect.

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

CITY OF FIRCREST

KPG, P.S.

By _____
City Manager

By _____

Approved as to Form:

By _____
City Attorney

Exhibit A-2
Construction Management Services
Scope of Work
July 2020
Alameda Avenue Grind and Overlay Project
Electron Way to Regents Boulevard
TIB Number: 3-P-130(003)-1
And
Emerson Street Sidewalk Extension Project
TIB Number: P-P-130(P02)-1

This work will provide construction services for the construction contract to complete the City of Fircrest - Alameda Overlay Project and Emerson Street Sidewalk Project.

Alameda Overlay Project - The scope of work consists of the grind and overlay of Alameda Avenue from Electron Way to Regents Boulevard. The project limits are the southern crosswalk stripe at Electron Way to the southwest point of curvature on the south leg of Regents Boulevard and Alameda Avenue and totals approximately 2,055 linear feet. The project will also replace curb ramps to meet current ADA requirements, and all related work as shown on the Plans and as described in the Project Manual.

Emerson Street Sidewalk Extension Project. The scope of work includes construction of a continuous sidewalk on the south side of Emerson Street from the existing sidewalk approximately 200 feet west of the Thelma Gilmur Park entrance to the existing Alameda Avenue intersection improvements and totals approximately 1,300 linear feet, installation of RRFB and all related work as shown on the Plans and as described in the Project Manual.

A detailed scope for the Contract follows:

I. INTRODUCTION

The following scope of services and associated costs are based upon the assumptions outlined below.

General Assumptions:

- Both Projects will occur during the same time frame.
- Alameda Overlay - The level of service and fee is based on project duration of 20 **working days** with 2 days prior to construction and 5 days for closeout for a total of 27 days. This scope does not include effort associated with the alternative bid curb replacement.

- Emerson Street Sidewalk - The level of service and fee is based on project duration of 30 **working days** with 2 days prior to construction and 5 days for closeout for a total of 37 days.
 - The **proposed project team** will include a part-time project engineer, part-time documentation control specialist, survey support for monument demo and replacement per plans and specifications, and a part-time inspector. The project team will split time between both projects.
 - Materials testing consultant will be provided City if they determine it necessary.
 - KPG will utilize the Record of Materials (ROM) developed by KPG. This scope of services provides the management of the ROM.
 - City will review and execute the insurance, bonds, and the Construction Contract.
 - City will provide all community outreach in relation to phasing and direct impacts due to construction. The City's Contractor shall be responsible for the communication to the community on schedule and work activities.
 - KPG design engineers will be available during construction to answer questions and review RAM's, shop drawings, and answer RFI's.
 - Services will be performed in accordance with the Contract plans & special provisions, and City of Fircrest engineering standards.
 - Coordination of construction with franchise utilities will be the responsibility of the City's Contractor. If KPG is required to take over coordination effort for franchise utilities this may lead to added effort beyond this scope and negotiation with the City may be required.
 - Field Office: There are no provisions for a field office. KPG staff will utilize vehicles and the KPG Tacoma office which is located with 10 minutes from the project site for documentation review and storage.
 - Plant Selection Including Plant Establishment (PSIPE): There are no provisions within this contract or the project for PSIPE work.
 - City will be responsible for all Certified Payrolls and Affidavit of Wages Paid.
 - KPG will check Intent to pay prevailing Wages and provide copy to City.
-

II. SCOPE OF WORK

The objective and purpose of this Construction Management Services Agreement is for the Consultant to team with the City in order to successfully deliver the construction of the Project by ensuring that the improvements are constructed in accordance with the approved Plans and Specifications.

TASK 1: MANAGEMENT / COORDINATION /ADMINISTRATION

Provide overall project management, coordination with the City, monthly progress reports, and invoicing. This effort will include the following elements.

- 1.1 Organize and layout work for project staff. Prepare project instructions on contract administration procedures to be used during construction.
- 1.2 Review monthly expenditures and CM team scope activities. Prepare and submit monthly project progress letters to the City along with invoices describing CM services provided each month. Prepare and submit reporting required by funding source(s), if any.

Deliverables:

- Monthly invoices and progress reports

~~TASK 2: Assist City with the award process (Not Applicable)~~

Included in Original Scope of Work

- This task is not applicable to this Contract.

TASK 3: Administrative Services up to Contractor Notice to Proceed (NTP)

Administrative services are required up to NTP to establish procedures, communication and documentation with the City. This task also provides set up of the files, familiarization with the contract, and the beginning of material management and general “kick-off” coordination activities. Work under task 3 includes the following.

- Administrative process
 - Approval of Subcontractors – By KPG
 - Contractor progress payments – By City
- The following logs will be prepared
 - Record of Materials (ROM)
 - Material Tracking (not required)
 - ✓ ~~Monitors testing frequency per WSDOT Construction Manual~~
 - ✓ ~~Log acceptance and compaction tests~~
 - ✓ ~~Log pass or fail to include resolution of failing tests~~
 - ✓ ~~Track Tickets and tonnages~~
 - Submittal Reviews- By KPG
 - Request for Information (RFI) By KPG

- Change Management
 - ✓ Change Order By KPG
 - ✓ Case Log (Issues) Not Required
 - ✓ Design Changes/Clarifications By KPG
- Subcontractors approval By KPG
- Certified Payroll by City
- Materials on Hand Not Required
- Training (Not Applicable)
- The following templates will be prepared
 - Field Note Records – By KPG
 - Pay Estimate – By City
 - Forecasted Cost at Completion – Not required
 - Project Report – Not Required
 - Weekly Statement of Working Days - City
 - Change Order – Prepared by KPG
 - Change Order Justifications – Not required
 - Design Changes/Clarifications By KPG
 - Field Material Verifications By KPG
- Site visits to become familiar with project limits and physical constraints
- Familiarization with Contract Plans, Specifications, ~~Permits and Geotechnical Report~~
- Review ROW commitment files – Not required
- Manage RAMs By KPG
- Manage the ROM - By KPG
- Develop Team Communications and Stakeholders List – By City
- Prepare Pre-Construction (Precon) Agenda – By City
- Prepare Precon attendees list – By City
- Send invite to Precon attendees – By City
- Attend Precon, take notes, prepare and distribute minutes – By City
- Assist City with Utility Coordination
- Pre-construction photographs – By KPG
- Review Contractor's Schedule – By KPG

TASK 4: Construction Management (CM) and Administrative Services. NTP to Physical Completion.

CM and administrative services are to be shared by the City, Project Engineer and Documentation Specialist. Work includes the following.

- Maintain Logs identified in Task 3
- Coordinate material inspections from materials lab – By KPG if testing is requested by City.
- Review material reports from testing lab – By KPG if testing is performed.
- ~~Track quantities according to the Construction Manual to get the required amount of testing~~
- Review RAMs and apply or facilitate approval codes – By KPG

- Transmit ROM to the Contractor and request that they submit material requirements via the RAM process – By KPG
- Facilitate approved RAMs to the Inspector who will verify that all the material delivered to the site is according to the approved RAMs – By KPG
- Administer Contractor adherence of the ROM – By KPG
- Review and approval of Traffic Control Plans – By City
- Review and respond to Contractor Serial Letters – City and KPG
- Issue Field Directives/Corrective Action memorandums – By KPG
- Receive RFIs and issues raised by the Contractor answer RFIs and/or facilitate responses – By KPG
- Change Management
 - Negotiations with Contractor regarding 1-04.4 Changes
 - Prepare Change Order Form – By KPG
 - Update Case Log which includes – Not Required
 - ✓ Tracking issues
 - ✓ Anticipated impact to schedule
 - ✓ Costs
 - ✓ Forecast cost at completion
 - ✓ Warrant assessment for additional working days
- Confirm that submittals are in general Contract conformance. Review and/or facilitate review and approvals of submittals – By KPG
- Maintain project electronic and hard files - City and KPG
- Review Contractor's schedule for contract compliance – By KPG
- Prepare coordination agendas, conduct coordination meetings – By City
- Prepare minutes for coordination meetings and distribute to attendees By City
- Prepare Weekly Statement of Working Days and send to Contractor By City
- Review Request to Sublet (421-012) – By KPG
- ~~Underutilized Disadvantaged Business Enterprise (UDBE) tasks~~
 - ~~Conduct UDBE On Site Review for Construction Subcontractors/Regular Dealers/Manufacturers (272-052)~~
 - ~~Coordination with WSDOT Office of Equal Opportunity for them to come to the project to perform their "Commercially Useful Function Review" of the COA, UDBEs~~
 - ~~Tracking UDBE quantities to confirm quantities/dollars will be met~~
 - ~~Facilitate resolution of COA shortfalls to include a change order that re-defines or redistributes the UDBE goals~~
- Coordination with stakeholders to include (By City)
 - Utilities
 - Metro and School Busses
 - Garbage, Recycle and Mail pick up and deliveries
 - Police and Fire departments
- Payroll Compliance to include checking (by City)
 - Certified Payrolls
 - Labor and Industry documentation (Statement of Intent, Affidavits of Wages Paid)
 - Notification to the Contractor of non-compliance

- Perform quality control checks on Inspector Field Note Records and Inspector Daily Reports By KPG
- Prepare progress pay estimates By City based on Pay Notes prepared by KPG
- ~~Review of City's Contractor record drawings~~
- Review Contractor's weekly "look ahead" Schedule – City and KPG
- Maintain a submittals list and prompt the Contractor for submittals – By KPG
- Coordinate with relative funding agencies (TIB) as needed/ required – City and KPG
- Prepare for outside audits and/or record reviews – By City
- Secure Contract schedule and activities for coordination with the public. (by City) Respond to general coordination regarding items such as status, schedule and access. Provide a broader public involvement that may involve flyers, news releases and public meetings
- Maintain hard and electronic files By City and KPG

TASK 5: Provide Field Inspection for each of the Project's Working Days

Inspections shall be made for each working day. The Inspector will act as the projects "in the field" focal point of coordination and field documentation. The inspector will monitor the Contractor's activities, produce Inspector Daily Reports, Field Note Records, verify that material delivered to the site is in contract compliance, coordinate with stakeholders to include the Contractor, material testing lab, Fire and Police Departments, School Districts, businesses, residents and traveling public. The following Tasks will be the responsibility of the Inspector:

- Produce and Conduct
 - Inspector Daily Reports
 - Field Note Records for all Contract Items
 - Progress photographs
 - Punch list items
- Observe and Monitor the Contractor's
 - Work for compliance with the Contract Documents
 - Traffic control procedures and implementation of the approved traffic control plans which could include notification to the Contractor on deficiencies that require immediate correction
 - Temporary erosion and sediment control procedures and systems and provide recommendations
 - Compliance with project permits
- Coordinate
 - Materials testing as requested by the City
 - With stakeholders like utilities, City departments, local businesses, traveling public, fire and police departments, and residences as needed and in coordination with the City's Contractor to resolve potential field issues.
 - With the Project Engineer to identify and resolve project conflicts between the plans, special provisions and unforeseen conditions
- Meetings
 - Provide input to the Project Engineer for meeting agendas
 - Attend meetings as required
 - Weekly Coordination

- Others such as pre-paving, signal turn on, utility coordination and public outreach

TASK 6: Project Close Out

Assumption is the City's Contractor shall reach Physical Completion within specified contract time. Physical Completion shall include the final punch list work. This Contract shall include 2 additional Working Days beyond Physical completion to close out project with Contractor. If City's Contractor cannot close the project out within 2 Working days additional fee may be required. [DC1]

- Inspector
 - Prepare and monitor completion of the Punch List
 - Final Field Note Records
- Administrative
 - Project resolution meetings with the Contractor to resolve final quantities and issues - KPG
 - Prepare Substantial, Physical and Completion letters – By KPG
 - Final pay estimate By City
 - Gather outstanding labor compliance documentation such missing Certified Payrolls and Affidavits of Wages Paid with Labor and Industries – By City
 - Facilitate “Final Notice of Completion of Public Works Contract” form (F215-038-000) – By City
 - Coordinate final Record Reviews by funding agencies – By City

TASK 7: Survey

- KPG Survey group to tie out monuments prior to Contractor demolish. Re-establish monuments after Contractor sets the physical monuments in the field per plan and specifications

EXHIBIT B

PRIME CONSULTANT COST COMPUTATIONS

Client: City of Fircrest

Project: Emerson Sidewalks

KPG PROJECT NUMBER: 20008

30 working days + 2 days startup and 2 weeks closeout

DATE: 7/24/2020

Task No.	Task Description	Labor Hour Estimate				Total Hours and Labor Fee Estimate by Task	
		Project Engineer	Document Control Specialist	Construction Observer II	Senior Admin		
		Sam L.	Darla	Design Eng.	Suzy		
		140	112	114	103	Hours	Fee
Task 1 - MANAGEMENT / COORDINATION /ADMINISTRATION							
1.1	Project Management and Administrative Services	8			4	12	\$ 1,532.61
1.2	Prepare, review and submit monthly expenditures	4			4	8	\$ 972.61
Task Total		12	0	0	8	20	\$ 2,505.22
Task 2 - Assist City with the award process (N/A - Design)							
2.1	Assist City with Award Process					0	\$ -
2.2	Bid Tab Analysis and Verify Contractor					0	\$ -
2.3	Communications					0	\$ -
Task Total		0	0	0	0	0	\$ -
Task3 - Administrative Services up to Contractor Notice to Proceed (NTP) (2 Days)							
3.1	Administrative Services up to Contractor Notice to Proceed	4	4			8	\$ 1,008.81
3.2	PreCon Photos			3		3	\$ 340.62
3.3	Review plans and Specs		1	4		5	\$ 566.36
3.4	Prepare Hard and Electronic Files	2	4			6	\$ 728.81
3.5	Prepare ROM		4			4	\$ 448.81
3.6	Prepare PreCon Agenda	2	2			4	\$ 504.40
3.7	Prepare Templalates		3	4		7	\$ 790.76
3.8	Utility Coordination - (N/A)					0	\$ -
Task Total		8	18	11	0	37	\$ 4,388.57

Task 4 - Construction Management (CM) and Administrative Services. NTP to Physical Completion. (30 Working Days)								
4.1	Construction Management Office Support	40	24			64	\$ 8,292.85	
4.2	Construction Management Field Paperwork	30	40		10	80	\$ 9,719.61	
4.3	Utility Coordination					0	\$ -	
Task Total		70	64	0	10	144	\$ 18,012.46	
Task 5 - Providepart Time Field Inspection for each of the Project's Working Days (30 Working Days)								
5.1	Construction Inspection			86		86	\$ 9,764.39	
5.2	Weekly Construction Meetings			4		4	\$ 454.16	
5.3	Construction Inspection Nights (N/A)					0	\$ -	
Task Total		0	0	90	0	90	\$ 10,218.55	
Task 6 - Project Closeout (5Working Days)								
6.1	Construction Management Office Support	2	10			12	\$ 1,402.02	
6.2	Construction Management Field Paperwork/Inspection		10	10		20	\$ 2,257.41	
6.3	Prepare documentation to deliver to City	2	8			10	\$ 1,177.62	
Task Total		4	28	10	0	42	\$ 4,837.05	
Task 7 - Materials Testing								
7.1	Subcontract with Material Tester				2	2	\$ 206.31	
7.2	Prepare invoices and Billings for Subcontractor				2	2	\$ 206.31	
Task Total		0	0	0	4	4	\$ 412.61	
Total Labor Hours and Fee		3,360	5,161	12,603	1,238	193	\$ 40,374.46	
Subconsultants								
Materials Testing Lab (by City)								
							Subtotal	\$ -
							Administrative Charge (5%)	\$ -
							Total Subconsultant Expense	\$ -
Reimbursable Direct Non-Salary Costs								
							Mileage at current IRS rate	\$ 189.00
							Reproduction Allowance	\$ -
							Total Reimbursable Expense	\$ 189.00
							Total Estimated Budget	\$ 40,563.46