

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, OCTOBER 13, 2020  
7:00 P.M.**

**COUNCIL CHAMBERS  
FIRCREST CITY HALL, 115 RAMSDELL STREET**

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**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PRESIDING OFFICER'S REPORT**

- A. Pool and Community Center Project

**5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

(Please email the City Clerk if you would like to make a public comment or speak at the appropriate time)

**6. COMMITTEE, COMMISSION & LIAISON REPORTS**

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

**7. CONSENT CALENDAR**

- A. Approval of [vouchers/payroll checks](#)
- B. Registering no objections: [Sammy's Pizza Liquor License Renewal](#)
- C. Approval of Minutes: [September 08, 2020, Regular Meeting](#)  
[September 21, 2020, Study Session](#)  
[September 22, 2020, Regular Meeting](#)  
[September 28, 2020, Special Meeting](#)

**8. PUBLIC HEARING 7:15 P.M.**

- A. [To receive comments on 2021 Budget Revenue Sources](#)
- B. [To receive comments on 2021 Preliminary Budget](#)

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

- A. [Resolution: Pierce County Dept. of Assigned Counsel Agreement](#)
- B. [Ordinance: 2021 Ad Valorem Tax Levy](#)
- C. [Resolution: 2021 Regular Tax Levy](#)
- D. [Resolution: 2021 EMS Tax Levy](#)
- E. [Motion: 2021 Regular Property Tax and Regular EMS Levy Certification Forms](#)
- F. [Ordinance: Salaries of Non-Union Employees, Including Casual and Seasonal Employees](#)
- G. [Ordinance: Municipal Court Judge and Chief Examiner Monthly Rate of Pay](#)
- H. [Resolution: Comfort, Davies and Smith, P.S. Contract Amendment](#)
- I. [Resolution: Insurance Broker Services Contract Amendment](#)

**11. CITY MANAGER COMMENTS**

- A. Tot Lot & Fircrest Playground
- B. Tot Lot Swings

**12. DEPARTMENT HEAD COMMENTS**

**13. COUNCILMEMBER COMMENTS**

**14. EXECUTIVE SESSION**

- A. To discuss Labor Negotiations per RCW 42.30.140

**15. ADJOURNMENT**

# ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>23021</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>7188</b>	<b>A Work Safe Service Inc</b>	<b>55.00 Pre-Employment Drug Screening - E. Garcia</b>
	518 11 41 02	Drug & Alcohol - Personne	001 000 518	General Fund	55.00 Pre-Employment Drug Screening - E. Garcia
<b>22954</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>130</b>	<b>Allen, Joanne</b>	<b>59.00 Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00 Library Reimbursement 1 Year
<b>22957</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>3705</b>	<b>Alpine Products Inc</b>	<b>215.82 Yellow Paint For Hydrants</b>
	534 50 31 01	Oper Supplies - Water Mai	425 000 534	Water Fund (de	215.82 Yellow Paint For Hydrants
<b>23018</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>4281</b>	<b>Builders Exchange Of Washington Inc</b>	<b>379.05 P#60 Community Center Project Published Online</b>
	594 76 62 03	Buildings & Structures	301 000 594	Park Bond Capi	379.05 P#60 Community Center Project Published Online
<b>22959</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>4280</b>	<b>Builders' Hardware &amp; Supply Co.</b>	<b>31.56 Building Keys For Police Officers</b>
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518	General Fund	31.56 Building Keys For Police Officers
<b>22953</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>3572</b>	<b>CED</b>	<b>314.07 Photocells (30) For Street Lights</b>
	542 63 31 00	Oper Supplies - Street Ligh	101 000 542	City Street Fun	314.07 Photocells (30) For Street Lights
<b>23059</b>	<b>10/07/2020</b>	<b>10/13/2020</b>	<b>6318</b>	<b>Callahan, Jamie</b>	<b>301.47 01-00640.1 - 166 HARVARD AVE</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-81.32
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-77.81
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-142.34
<b>23034</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>6775</b>	<b>Campbell, Sara</b>	<b>29.50 Library Reimbursement 1/2 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	29.50 Library Reimbursement 1/2 Year
<b>22935</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>6018</b>	<b>Canon Financial Services Inc</b>	<b>563.79 Copier Rental September 2020 - City Hall, Court, Parks / Rec, Public Works</b>
	512 50 45 00	Oper Rentals - Copier - Coi	001 000 512	General Fund	140.95 Court 09/2020
	518 10 45 00	Oper Rentals - Copier - No	001 000 518	General Fund	140.95 City Hall 09/2020
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	Storm Drain	35.24 PW 09/2020
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534	Water Fund (de	35.24 PW 09/2020
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535	Sewer Fund (de	35.23 PW 09/2020
	542 30 45 00	Oper Rentals - Copier - Str	101 000 542	City Street Fun	35.24 PW 09/2020
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	126.85 Rec 09/2020
	576 80 45 00	Oper Rentals - Copier - Par	001 000 576	General Fund	14.09 Parks 09/2020
<b>22936</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>6018</b>	<b>Canon Financial Services Inc</b>	<b>159.51 Police Copier / Fax Rental September 2020</b>
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	General Fund	159.51 Police Copier / Fax Rental 09/2020

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			Total Canon Financial Services Inc	723.30	
<b>23019</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>4290 Cascade Recreation, Inc</b>	<b>3,035.45</b>	<b>Wood Chips For Fircrest Park And Tot Lot (45 Yds)</b>
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	3,035.45	Wood Chips For Fircrest Park And Tot Lot (45 Yds)
<b>23005</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>2518 Caughlan, Nancy L</b>	<b>48.64</b>	<b>05-02270.0 - 1031 BROADVIEW DR</b>
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-20.13	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-20.54	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-7.97	
<b>22969</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>5805 CenturyLink</b>	<b>51.03</b>	<b>Long Distance Access And Usage September 2020</b>
	518 10 42 00 Communication - Non Dep		001 000 518 General Fund	51.03	Long Distance Access And Usage 09/2020
<b>22941</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>4313 Chuckals Inc</b>	<b>134.83</b>	<b>Central Supplies</b>
	518 10 34 01 Central Office Supplies		001 000 518 General Fund	134.83	Central Supplies
<b>23058</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>4313 Chuckals Inc</b>	<b>99.28</b>	<b>Public Works Supplies</b>
	535 10 31 00 Office Supplies - Swr Adm		430 000 535 Sewer Fund (de	99.28	PW Supplies
			Total Chuckals Inc	234.11	
<b>23038</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>4322 City of Tacoma Washington</b>	<b>9,790.76</b>	<b>Power - Various Locations September 2020</b>
	518 30 47 00 Public Utility Services - Ci		001 000 518 General Fund	665.27	CH 09/2020
	531 50 47 02 Public Utility Services/Bldg		415 000 531 Storm Drain	90.60	PW 09/2020
	534 10 47 00 Utility Services/Building -		425 000 534 Water Fund (de	90.60	PW 09/2020
	534 80 47 01 Utility Services/Pumping		425 000 534 Water Fund (de	6,075.92	Surface Water, Hi/Low Tank, Wells #4, 6, 7, 8 & 9, GC Tank, Weathervane 09/2020
	535 10 47 00 Utility Services/Building -		430 000 535 Sewer Fund (de	90.61	PW 09/2020
	535 80 47 01 Utility Services/Pumping		430 000 535 Sewer Fund (de	1,695.52	Pump #3, Drake St L/S, Contra Costa L/S, Estate Pl L/S, Commons L/S, Alameda L/S 09/2020
	542 30 47 02 Electricity & Gas/Bldg - St		101 000 542 City Street Fun	90.60	PW 09/2020
	542 30 47 03 Electricity/Traffic Lights		101 000 542 City Street Fun	58.20	40th / Alameda, 400 Alameda 09/2020
	542 63 47 00 Electricity/Street Lights		101 000 542 City Street Fun	11.83	5200 Emerson 09/2020
	548 65 47 00 Utilities ShopGarage		501 000 548 Equipment Ren	26.45	F&E Garage 09/2020
	576 80 47 00 Public Utility Services - Pa		001 000 576 General Fund	895.16	Rec Center (Old & New), Tot Lot, Whittier Lights & Irrig 09/2020
<b>22938</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>3573 Copiers Northwest Inc</b>	<b>61.77</b>	<b>Copier Usage 8/14/20 - 9/13/20 Police</b>

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521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	61.77	Copier Usage 8/14/20 - 9/13/20 Police
<b>23052</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>4714</b>	<b>182.98</b>	<b>Police Training Shirts (8)</b>
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	182.98	Police Training Shirts (8)
<b>23042</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>9303</b>	<b>306.94</b>	<b>Police Background Checks (6.75 Hrs) &amp; Mileage September 2020</b>
521 22 41 00	Prof. Services/Consulting		001 000 521 General Fund	306.94	Police Background Checks (6.75 Hrs) & Mileage 09/2020
<b>23049</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>3594</b>	<b>2,883.51</b>	<b>Stormwater Fee 7/1/20 - 6/30/21 1st Half</b>
531 50 49 01	Operation Permit		415 000 531 Storm Drain	2,883.51	Stormwater Fee 7/1/20 - 6/30/21 1st Half
<b>23048</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>5952</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23008</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>2151</b>	<b>201.32</b>	<b>04-02000.0 - 1020 MONTEREY LANE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-54.95	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-58.73	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-87.64	
<b>23001</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>1290</b>	<b>44.01</b>	<b>02-00090.6 - 217 ELDORADO AVE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-40.34	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	35.09	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-38.76	
<b>23014</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>4858</b>	<b>133.76</b>	<b>Irrigation Supplies For Parks</b>
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	133.76	Irrigation Supplies For Parks
<b>22992</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>8610</b>	<b>3,254.00</b>	<b>September 2020 Janitorial Services</b>
518 30 41 01	Contract Maintenance		001 000 518 General Fund	3,254.00	09/2020 Janitorial Services
<b>23031</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>3638</b>	<b>1,307.10</b>	<b>Golf Tank Land Rental October 2020</b>
534 10 45 01	Land Rental/Water Tank		425 000 534 Water Fund (de	1,307.10	Golf Tank Land Rental 10/2020
<b>23009</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>2317</b>	<b>109.46</b>	<b>05-00320.2 - 1208 BUENA VISTA AVE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-40.33	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-16.83	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-52.30	
<b>22962</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>3649</b>	<b>1,248.35</b>	<b>Root Cutting - Farallone Storm Drain To Creek</b>

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531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	1,248.35	Root Cutting - Farallone Storm Drain To Creek
<b>23067</b>	<b>10/08/2020</b>	<b>10/13/2020</b>	<b>9338</b>	<b>1,722.84</b>	<b>Fuelman Fleet Program Gas / Fuel September 2020</b>
548 65 31 05	Non-Dept Gas		501 000 548 Equipment Ren	-33.02	Credit For August Bill Correction
548 65 31 05	Non-Dept Gas		501 000 548 Equipment Ren	430.72	Interest & Late Fee - To Be Credited 11/1/20
548 65 31 06	Facilities Gas		501 000 548 Equipment Ren	54.85	F&E 09/2020
548 65 31 08	Police Gas		501 000 548 Equipment Ren	706.09	Police 09/2020
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	100.99	Parks 09/2020
548 65 31 12	Street Gas		501 000 548 Equipment Ren	229.88	Street 09/2020
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	233.33	W / S 09/2020
<b>23029</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>7230</b>	<b>157.16</b>	<b>Galls, LLC Hashmarks (50) For Uniforms</b>
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	157.16	Hashmarks (50) For Uniforms
<b>23040</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>7230</b>	<b>37.85</b>	<b>Galls, LLC Collar Brass - R. O'Meara, E. Garcia</b>
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	37.85	Collar Brass - R. O'Meara, E. Garcia
			Total Galls, LLC	195.01	
<b>23045</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>7681</b>	<b>59.00</b>	<b>Gardner, Susan Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>22964</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>6774</b>	<b>4,326.49</b>	<b>Greenleaf Landscaping 1 Inc Monthly Landscape Service September 2020</b>
518 30 41 01	Contract Maintenance		001 000 518 General Fund	3,201.60	Monthly Landscape Service 09/2020
542 80 49 03	Beautification Services (co		101 000 542 City Street Fun	1,124.89	Monthly Landscape Service 09/2020
<b>22989</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>6774</b>	<b>1,593.55</b>	<b>Greenleaf Landscaping 1 Inc Hedge Trimming - Public Safety Building</b>
518 30 41 02	General Fund Property Mai		001 000 518 General Fund	1,593.55	Hedge Trimming - PSB
			Total Greenleaf Landscaping 1 Inc	5,920.04	
<b>22997</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>3672</b>	<b>74.69</b>	<b>Guardian Security Inc Building Keys For Officers - Public Safety Building</b>
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	74.69	Building Keys For Officers - PSB
<b>22960</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>7032</b>	<b>2,534.29</b>	<b>Gutter Maintenance Services Gutter Replacement - Public Safety Building</b>
594 18 62 00	Building & Structures-Faci		001 000 518 General Fund	2,534.29	Gutter Replacement - PSB
<b>22955</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>9273</b>	<b>59.00</b>	<b>Hanberg, Sean Library Reimbursement 1 Year</b>

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<b>22945</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>9378</b>		<b>Hinrichs, William Warren</b>
				<b>1,107.79</b>	<b>Flag Pole Painting - Alice Peers Park, Public Safety Building</b>
594 18 62 00	Building & Structures-Faci		001 000 518 General Fund	1,107.79	Flag Pole Painting - Alice Peers Park, Public Safety Building
<b>22943</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>7383</b>		<b>Holden Polygraph LLC</b>
				<b>300.00</b>	<b>Polygraph Testing - E. Garcia</b>
521 10 41 00	Professional Services - Civ		001 000 521 General Fund	300.00	Polygraph Testing - E. Garcia
<b>22984</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>3692</b>		<b>Home Depot Credit Services</b>
				<b>5.12</b>	<b>Concrete For Monterey Street Repair</b>
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	5.12	Concrete For Monterey Street Repair
<b>22985</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>3692</b>		<b>Home Depot Credit Services</b>
				<b>17.48</b>	<b>Supplies For City Hall Repair</b>
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	17.48	Supplies For City Hall Repair
			Total Home Depot Credit Services	22.60	
<b>22934</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>9316</b>		<b>JMK Language Services</b>
				<b>100.00</b>	<b>Spanish Interpreting (2 Hrs)</b>
512 50 41 03	Prof Srvs - Interpreter		001 000 512 General Fund	100.00	Spanish Interpreting (2 Hrs)
<b>23004</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>7372</b>		<b>Jansen, LeeAnn</b>
				<b>174.80</b>	<b>12-01060.6 - 4802 63RD AVE W</b>
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-174.80	
<b>23054</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>5428</b>		<b>Jeff Boers</b>
				<b>1,377.50</b>	<b>September 2020 Land Use Consulting (14.5 Hrs)</b>
558 60 41 00	Prof Svcs - Planning		001 000 558 General Fund	1,377.50	09/2020 Land Use Consulting (14.5 Hrs)
<b>22988</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>5644</b>		<b>Kinzner, Delores</b>
				<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23012</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>7337</b>		<b>Larsen, Roman A</b>
				<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23056</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>3776</b>		<b>Lemay Mobile Shredding</b>
				<b>285.00</b>	<b>Public Works Shredding - Attic Purge 09/11/20</b>
531 50 49 00	Miscellaneous - Storm		415 000 531 Storm Drain	71.25	Public Works Shredding - Attic Purge 09/11/20
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	71.25	Public Works Shredding - Attic Purge 09/11/20
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	71.25	Public Works Shredding - Attic Purge 09/11/20
542 30 49 01	Miscellaneous - Street		101 000 542 City Street Fund	71.25	Public Works Shredding - Attic Purge 09/11/20

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<b>23011</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>8404</b>	<b>Linda Kaye Briggs</b>	<b>2,526.30</b>	<b>P#55 Capital Campaign September 2020 (15.5 Hrs)</b>
	594 76 62 03	Buildings & Structures	301 000 594	Park Bond Capi	2,526.30	P#55 Capital Campaign September 2020 (15.5 Hrs)
<b>23025</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>2123</b>	<b>Londgren, Elizabeth</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
<b>22987</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>318</b>	<b>Maenhout, Sherry L</b>	<b>41.87</b>	<b>Refill Tapes For Labelmaker</b>
	521 22 31 00	Office & Oper Sup - Police	001 000 521	General Fund	41.87	Refill Tapes For Labelmaker
<b>23002</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>1679</b>	<b>Martin, Dolores</b>	<b>126.83</b>	<b>03-00410.0 - 1214 REGENTS BLVD</b>
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-41.89	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-36.80	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-48.14	
<b>23039</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>7465</b>	<b>Merryweather, Caroline</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
<b>23006</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>3459</b>	<b>Miller, Marion L.</b>	<b>172.10</b>	<b>12-00880.3 - 4523 62ND AVE W</b>
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-172.10	
<b>23044</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>5484</b>	<b>Mishko, Abby</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
<b>23046</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>1952</b>	<b>Morasch, Lynn</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
<b>22966</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>6589</b>	<b>Murray, Smith &amp; Associates Inc</b>	<b>3,822.50</b>	<b>2020 Water System Plan Prof. Eng. Services Through 8/31/20</b>
	534 10 41 00	Prof Svcs - Water	425 000 534	Water Fund (de	3,822.50	2020 Water System Plan Prof. Eng. Services Through 8/31/20
<b>23065</b>	<b>10/07/2020</b>	<b>10/13/2020</b>	<b>9327</b>	<b>National Center for State Courts</b>	<b>295.00</b>	<b>Managing Court Financial Resources Course Fee - K. Perry</b>
	512 50 49 01	Reg & Tuition - Court	001 000 512	General Fund	295.00	Managing Court Financial Resources Course Fee - K. Perry
<b>23020</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>7286</b>	<b>National Recreation &amp; Parks Association</b>	<b>175.00</b>	<b>NRPA Membership (11/1/20 - 10/31/21)</b>
	571 10 49 03	Dues,Memberships,Subscri	001 000 571	General Fund	175.00	NRPA Membership (11/1/20 - 10/31/21)

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<b>23010</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>8855</b>	<b>OakRidge Homes LTD</b>	<b>220.14</b>	<b>07-03070.0 - 1064 11TH TEE DR</b>
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-83.52	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-136.62	
<b>23007</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>8991</b>	<b>OakRidge Homes LTD</b>	<b>214.05</b>	<b>07-03240.0 - 1071 11TH TEE DR</b>
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-79.63	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-134.42	
<b>22946</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>3923</b>	<b>Orca Pacific Inc</b>	<b>492.90</b>	<b>Chlorine (130 Gallons) For Wells</b>
	534 80 31 03	Oper Supplies - Chlorine	425 000 534	Water Fund (de	492.90	Chlorine (130 Gallons) For Wells
<b>22956</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>5030</b>	<b>Ostmann, Stephanie</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
<b>22942</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>3957</b>	<b>PC Budget &amp; Finance</b>	<b>11,543.00</b>	<b>2020 Specialized Services - Major Incident Detective And Forensics, SWAT</b>
	521 22 41 00	Prof. Services/Consulting	001 000 521	General Fund	11,543.00	2020 Specialized Services - Major Incident Detective And Forensics, SWAT
<b>22944</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>3957</b>	<b>PC Budget &amp; Finance</b>	<b>204.91</b>	<b>August 2020 Jail Services</b>
	523 60 40 01	Jail	001 000 523	General Fund	204.91	08/2020 Jail Services
			Total PC Budget & Finance		11,747.91	
<b>23057</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>3961</b>	<b>PCRCO, LLC dba LRI-HV</b>	<b>132.06</b>	<b>Dump Fees - Street Sweeping September 2020</b>
	531 50 47 01	Dumping Fees - Storm	415 000 531	Storm Drain	132.06	Dump Fees - SS 09/2020
<b>22937</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>8626</b>	<b>Pacific Office Automation Inc</b>	<b>128.07</b>	<b>October 2020 Postage Meter Rental</b>
	518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	128.07	10/2020 Postage Meter Rental
<b>23035</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>2122</b>	<b>Parent, Christine</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
<b>23036</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>1553</b>	<b>Porter, Ken</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
	572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement 1 Year
<b>23022</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>3986</b>	<b>Puget Sound Energy, BOT-01H</b>	<b>405.55</b>	<b>Natural Gas - Pool / Bathhouse September 2020</b>
	576 20 47 00	Public Utility Services - Po	001 000 576	General Fund	405.55	Natural Gas - POOL 09/2020
<b>22965</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>3989</b>	<b>Puget Sound Regional Council</b>	<b>2,141.00</b>	<b>2021 Membership Dues (7/1/20 - 6/30/21)</b>



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511 60 49 02	Dues, Memberships, Subsc		001 000 511 General Fund	2,141.00	2021 Membership Dues (7/1/20 - 6/30/21)	
<b>23043</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>5710</b>	<b>Rainier Connect, Mashell Telecom</b>	<b>106.95</b>	<b>Internet Access Fee October 2020</b>
518 81 42 00	Communication - I/S		001 000 518 General Fund	106.95	Internet 10/2020	
<b>22967</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>8893</b>	<b>Right Systems INC</b>	<b>17,122.97</b>	<b>P#60 Pool And Bathhouse Network Supplies And Accessories</b>
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	17,122.97	P#60 Pool And Bathhouse Network Supplies And Accessories	
<b>23051</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>337</b>	<b>Roberts, Christopher</b>	<b>18.30</b>	<b>Rifle Lens Assembly</b>
521 22 35 00	Small Tools & Equip - Poli		001 000 521 General Fund	18.30	Rifle Lens Assembly - C. Roberts	
<b>23047</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>5591</b>	<b>Ruzyla, Tonia</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 1 Year	
<b>23000</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>8594</b>	<b>Ryan, Julie</b>	<b>125.02</b>	<b>07-00116.6 - 1525 COTTONWOOD AVE</b>
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-27.84		
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-29.87		
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-67.31		
<b>23027</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>2230</b>	<b>Saalfeld, Jennifer</b>	<b>118.00</b>	<b>Library Reimbursement 1 Year (Steve / Jennifer)</b>
572 21 49 00	Library Services		001 000 572 General Fund	118.00	Library Reimbursement 1 Year (Steve / Jennifer)	
<b>22947</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>4035</b>	<b>Sarco Supply</b>	<b>95.26</b>	<b>Hand Sanitizer Wipes (COVID-19 Expense)</b>
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	95.26	Hand Sanitizer Wipes (COVID-19 Expense)	
<b>23037</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>6088</b>	<b>Sentinel Pest Control Inc</b>	<b>192.33</b>	<b>Pest Control - Public Works October 2020</b>
531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	48.08	Pest Control - PW 04/2019	
534 50 48 01	Rep & Maint - Water Main		425 000 534 Water Fund (de	48.08	Pest Control - PW 04/2019	
535 50 48 00	Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	48.08	Pest Control - PW 04/2019	
542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fun	48.09	Pest Control - PW 04/2019	
<b>22963</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>7308</b>	<b>SiteCrafting Inc</b>	<b>99.00</b>	<b>Monthly Hosting Cityoffircrest.net 9/15/20</b>
518 81 41 02	Web Design & Maintenanc		001 000 518 General Fund	99.00	Monthly Hosting Cityoffircrest.net 9/15/20	
<b>23013</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>4690</b>	<b>Sound Inspections</b>	<b>3,445.85</b>	<b>Inspections, Mileage And Calls September 2020</b>
524 20 41 01	Bldg Inspec/Plan Review		001 000 524 General Fund	3,445.85	Inspections, Mileage & Calls 09/2020	

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<b>23050</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>7749</b>	<b>Sound Uniform Solutions Inc</b>	<b>1,526.60</b>	<b>Jumpsuit And Dress Uniform With Accessories - R. O'Meara</b>
	521 22 49 01	Uniforms/Clothing/Laundr	001 000 521	General Fund	1,526.60	Jumpsuit And Dress Uniform With Accessories - R. O'Meara
<b>23030</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>5304</b>	<b>South Sound 911</b>	<b>31,230.00</b>	<b>4th Quarter Services</b>
	521 22 41 02	Dispatching - Lesa	001 000 521	General Fund	21,292.50	4th Quarter LE Communications
	521 22 41 04	Records	001 000 521	General Fund	1,760.00	4th Quarter Records/Permitting
	521 22 41 05	IT Charges	001 000 521	General Fund	8,177.50	4th Quarter RMS & IT Support
<b>22994</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>4084</b>	<b>Staples Business Advantage</b>	<b>6.69</b>	<b>Court Supplies</b>
	512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	6.69	Court Supplies
<b>22995</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>4084</b>	<b>Staples Business Advantage</b>	<b>58.85</b>	<b>Court Supplies</b>
	512 50 31 00	Office & Oper Sup-Court	001 000 512	General Fund	58.85	Court Supplies
<b>22996</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>4084</b>	<b>Staples Business Advantage</b>	<b>132.67</b>	<b>Police Supplies</b>
	521 22 31 00	Office & Oper Sup - Police	001 000 521	General Fund	132.67	Police Supplies
				Total Staples Business Advantage	198.21	
<b>22958</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>4107</b>	<b>Summit Law Group</b>	<b>883.50</b>	<b>Legal Consulting For Police Guild &amp; FFCRA (COVID-19 Expense) - August 2020</b>
	515 41 41 02	Special Legal Counsel	001 000 515	General Fund	742.14	Legal Consulting For FFCRA (COVID-19 Expense) - 08/2020
	521 22 41 00	Prof. Services/Consulting	001 000 521	General Fund	141.36	Legal Consulting For Police Guild - 08/2020
<b>23041</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>4120</b>	<b>Tacoma Daily Index</b>	<b>379.85</b>	<b>September 2020 Publications</b>
	511 60 41 01	Advertising - Legislative	001 000 511	General Fund	228.60	Adv. For Bids - Rec Center Salvage X 2, Ord. 1658 Passed
	558 60 41 01	Advertising - Planning	001 000 558	General Fund	151.25	Public Hearing - Ext. Ord. 1654, Det. Of Nonsig. / Amends To Comp Plan
<b>23016</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>4135</b>	<b>Tacoma Screw Products Inc</b>	<b>220.43</b>	<b>Chain Wrench For Sprinklers</b>
	576 80 35 00	Small Tools & Equip - Parl	001 000 576	General Fund	220.43	Chain Wrench For Sprinklers
<b>23017</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>4135</b>	<b>Tacoma Screw Products Inc</b>	<b>20.11</b>	<b>Caster For Trailer</b>
	576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	20.11	Caster For Trailer

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			Total Tacoma Screw Products Inc	240.54	
<b>22991</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>4151 Tools Plus Industries LLC</b>	<b>83.71</b>	<b>Work Gloves (12 Pairs) For Crew</b>
	535 50 31 01 Oper Supplies - Sewer Mai		430 000 535 Sewer Fund (de	83.71	Work Gloves (12 Pairs) For Crew
<b>23066</b>	<b>10/07/2020</b>	<b>10/13/2020</b>	<b>9003 U.S. Bank St. Paul</b>	<b>489.04</b>	<b>Fiscal Agent Fee For Park Bond (11/13/19 - 6/30/21)</b>
	594 76 62 03 Buildings & Structures		301 000 594 Park Bond Capi	489.04	Fiscal Agent Fee For Park Bond (7/1/Fiscal Agent Fee For Park Bond (11/13/19 - 6/30/21)
<b>23053</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>5934 US Bank, City Hall Account</b>	<b>448.13</b>	<b>City Hall Charges Through 9/25/20</b>
	511 60 35 00 Small Tools & Equip - Leg		001 000 511 General Fund	39.56	Zoom Webinar 09/2020 (COVID-19 Expense)
	513 10 31 00 Office & Oper Sup - Admi		001 000 513 General Fund	62.99	Labor Law Posters
	514 23 49 01 Reg & Tuition - Finance		001 000 514 General Fund	250.00	WFOA 2020 Conf. Reg. - C. Corcoran
	518 10 35 00 Small Tools & Equip - Nor		001 000 518 General Fund	54.94	Laptop Cases (COVID-19 Expense)
	518 11 35 00 Small Tools & Equip - Pers		001 000 518 General Fund	32.96	Keyboard / Mouse - J. Westman
	571 10 35 00 Small Tools & Equip - Rec		001 000 571 General Fund	7.68	HDMI Cable
<b>23032</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>8482 US Bank, Police Department Account</b>	<b>43.28</b>	<b>Police Charges Through 9/25/20</b>
	521 22 31 00 Office & Oper Sup - Police		001 000 521 General Fund	35.99	Miranda Cards (15)
	521 22 49 00 Miscellaneous - Police		001 000 521 General Fund	7.29	Postage To Mail Blood Vials
<b>23033</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>8483 US Bank, Public Works Dept Account</b>	<b>64.00</b>	<b>Public Works Charges Through 9/25/20</b>
	594 48 64 14 Water/Sewer - ERR Capita		501 000 548 Equipment Ren	64.00	#71532D License Plates
<b>23068</b>	<b>10/09/2020</b>	<b>10/13/2020</b>	<b>8484 US Bank, Recreation Dept Account</b>	<b>1,199.45</b>	<b>Rec Charges Through 9/25/20</b>
	571 10 31 00 Office Supplies - Rec		001 000 571 General Fund	44.07	Cell Phone Charger - J. Schmidtke
	573 90 49 01 Community Events		001 000 573 General Fund	1,155.38	Prizes And Supplies For Halloween Events
<b>22990</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>4178 University Place Refuse Inc</b>	<b>1,182.65</b>	<b>Dump Fees - Street Sweeping And Yard Waste</b>
	531 50 47 01 Dumping Fees - Storm		415 000 531 Storm Drain	735.00	Dump Fees - Street Sweeping 09/2020
	542 30 47 01 Dumping Fees - Street		101 000 542 City Street Fun	447.65	Dump Fees - Yard Waste 09/2020
<b>22998</b>	<b>09/30/2020</b>	<b>10/13/2020</b>	<b>4179 Unum Life Insurance Company of America</b>	<b>46.80</b>	<b>Retired Benefits October 2020</b>
	521 22 20 02 LEOFF I Long Term Care ]		001 000 521 General Fund	46.80	Police 0220603-011 10/2020
<b>23055</b>	<b>10/06/2020</b>	<b>10/13/2020</b>	<b>4180 Utilities Underground</b>	<b>60.21</b>	<b>Locates September 2020</b>
	534 10 49 00 Miscellaneous - Water		425 000 534 Water Fund (de	30.11	Locates 09/2020
	535 10 49 00 Miscellaneous - Sewer		430 000 535 Sewer Fund (de	30.10	Locates 09/2020

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<b>23026</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>8459</b>		
	572 21 49 00	Library Services	<b>Vagias, David</b>	<b>59.00</b>	<b>Library Reimbursement 1 Year</b>
			001 000 572 General Fund	59.00	Library Reimbursement 1 Year
<b>23028</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>3645</b>		
	548 65 31 08	Police Gas	<b>WEX BANK, Wright Express FSC</b>	<b>319.63</b>	<b>Gas / Fuel September 2020</b>
			501 000 548 Equipment Ren	319.63	Police 09/2020
<b>22968</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>4229</b>		
	521 22 41 03	WACIC/NCIC	<b>Washington State Patrol</b>	<b>600.00</b>	<b>ACCESS User Fee 3rd Quarter 2020</b>
			001 000 521 General Fund	600.00	ACCESS User Fee 3rd Quarter 2020
<b>22961</b>	<b>09/28/2020</b>	<b>10/13/2020</b>	<b>4231</b>		
	534 80 41 00	Water Testing	<b>Water Mgmt Labs Inc</b>	<b>24.00</b>	<b>P#59 400 Summit Water Main Coliform Testing</b>
			425 000 534 Water Fund (de	24.00	P#59 400 Summit Water Main Coliform Testing
<b>23023</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>4231</b>		
	534 80 41 00	Water Testing	<b>Water Mgmt Labs Inc</b>	<b>252.00</b>	<b>Coliform And Fluoride Testing September 2020</b>
			425 000 534 Water Fund (de	252.00	Coliform & Fluoride Testing 09/2020
<b>23024</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>4231</b>		
	534 80 41 00	Water Testing	<b>Water Mgmt Labs Inc</b>	<b>35.00</b>	<b>Fluoride Testing September 2020</b>
			425 000 534 Water Fund (de	35.00	Fluoride Testing 09/2020
			Total Water Mgmt Labs Inc	311.00	
<b>23015</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>5286</b>		
	576 80 31 02	Oper Supplies - Parks	<b>Winsupply</b>	<b>698.66</b>	<b>Irrigation Supplies For Parks - Fittings And Valve Scrubber</b>
			001 000 576 General Fund	698.66	Irrigation Supplies For Parks - Fittings And Valve Scrubber
<b>22999</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>5335</b>		
	343 10 00 00	Storm Drain Fees & Charge	<b>Woloszynski, Jerald</b>	<b>258.91</b>	<b>07-00306.7 - 1446 COTTONWOOD AVE</b>
	343 40 00 00	Sale Of Water	415 000 340 Storm Drain	-57.67	
	343 50 00 00	Sewer Revenues	425 000 340 Water Fund (de	-61.84	
			430 000 340 Sewer Fund (de	-139.40	
<b>23003</b>	<b>10/05/2020</b>	<b>10/13/2020</b>	<b>8593</b>		
	343 10 00 00	Storm Drain Fees & Charge	<b>Yatsyuk, Sergiy</b>	<b>53.11</b>	<b>03-01380.0 - 702 CONTRA COSTA AVE</b>
	343 40 00 00	Sale Of Water	415 000 340 Storm Drain	-28.03	
	343 50 00 00	Sewer Revenues	425 000 340 Water Fund (de	-14.95	
			430 000 340 Sewer Fund (de	-10.13	
<b>22939</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>4273</b>		
	594 48 64 14	Water/Sewer - ERR Capital	<b>Zumar Industries Inc</b>	<b>124.71</b>	<b>#71532D Logo For New Jeep</b>
			501 000 548 Equipment Ren	124.71	#71532D Logo For New Jeep
<b>22940</b>	<b>09/21/2020</b>	<b>10/13/2020</b>	<b>4273</b>		
	542 30 31 02	Oper Supplies - Street Reg	<b>Zumar Industries Inc</b>	<b>1,129.77</b>	<b>Stop (10) And No Parking (30) Signs</b>
			101 000 542 City Street Fun	1,129.77	Stop (10) And No Parking (30) Signs

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Zumar Industries Inc	1,254.48	
			Report Total:	125,179.24	
<u>Fund</u>					
			001 General Fund	77,119.29	
			101 City Street Fund	3,336.71	
			301 Park Bond Capital Fund	20,517.36	
			415 Storm Drain	5,636.59	
			425 Water Fund (department)	12,945.95	
			430 Sewer Fund (department)	3,365.71	
			501 Equipment Rental Fund	2,257.63	

This report has been reviewed by:

REMARKS:

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date



## LIQUOR LICENSE RENEWAL

### Applicant Information

**Licensee Name:** Listening Juice Corporation  
**Establishment Name:** Sammy's Pizza  
**Address:** 1039 Regents Blvd  
**License Number:** 423427  
**Request Received:** September 9, 2020  
**Expiration Date:** December 31, 2020

### Department Comments

#### Finance

No concerns.

#### Planning and Building

Allowed by Code. No concerns.

#### Police

I have no issues or concerns.

*Colleen Corcoran*

Director Signature

9/11/2020

Date

*Angelic Stahlnecker*

Director Signature

9/10/2020

Date

*Acting Chief Victor Celis*

Director Signature

10/7/2020

Date



Washington State  
Liquor and Cannabis Board  
PO Box 43098, , Olympia WA 98504-3098, (360) 664-1600

CITY OF FIRCREST

SEP 09 2020

RECEIVED

MAYOR OF FIRCREST  
115 RAMSDELL  
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

SEP 09 2020

RECEIVED

September 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

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

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

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

CITY OF FIRCREST

SEP 09 2020

RECEIVED

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 09/06/2020

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20201231

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. LISTENING JUICE CORPORATION	SAMMY'S PIZZA FIRCREST / PETEY'S 1039 REGENTS BLVD FIRCREST WA 98466 6030	423427	BEER/WINE REST - BEER/WINE OFF PREMISES

**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 7:05 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Joe Barrentine, Denny Waltier, and Jamie Nixon were present.

**PRESIDING OFFICER’S REPORT**

**A. Pool and Community Center Project**

Mayor George reported that the Edwards Family Aquatic Center sign has been installed and the family was able to see the sign, pool, and bathhouse. The unveiling was attended by four generations of the Edwards Family. George thanked the staff for facilitating the event. City Manager Pingel reported that Kassel is close to turning over the site, but we are not at substantial completion yet. Parks and Recreation Director Grover reported that Puget Sound Energy fired off the boilers and Kassel is completing various punch list items. The staff is working to get everything in storage by next week. Councilmember Viafore commented that he is alarmed that there are many dead or diseased trees planted that the north end of the building. Pingel reported that those will be punch list items and will be addressed before completion.

Lastly, George reported that Councilmember Barrentine and himself gathered a small group of residents to discuss social justice issues. Discussions included how can Police engage teens and Teen Night, improving the process of committee appointments, and the possibility of changing the order of the meeting to move Councilmember and City Manager comments to the beginning of the meeting. Police Chief John Cheesman reported that Teen Night at the Community Center was successful and there is a Yearly Youth camp that was canceled this year due to COVID-19.

Viafore left the meeting at 7:37 pm and returned at 7:39 pm.

The draft Use of Force policy is complete and will be in the weekly update from the City Manager.

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

George invited Public comments; the following individuals provided comment:

Nikki Buford, 1405 Evergreen Drive, commented that she is happy to continue the conversation on social justice issues.

Vince Navarre, 1205 Del Monte Ave, asked when the small group of residents will meet and how will the public be notified. George reported that Mr. Navarre can send an e-mail to him for now.

Nancy Atwood, 1204 Farallone Avenue, commented that she is impressed with the City Council and the Fircrest Police Department.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

Viafore reported that he does not enjoy Zoom meetings and looks forward to in-person meetings. Viafore reports that the proposed budget and CARES grant will be coming to the next meeting and the 3-5-year forecast is coming soon.

**B. Environmental, Planning, and Building**

Waltier reported that the Form-Based Code meeting went well, and we are moving in the right direction.

**C. Finance, IT, Facilities**

Barrentine reported that the finance department is starting the audit and is very busy with the upcoming budget. The hardware transition is complete, and the Council will be receiving an update from Right Systems soon about the progress to date.

**D. Other Liaison Reports**

Nixon reported that the Police department has hired a new Police Officer, Bill O'Meara. They are close to hiring another officer as well, Eduardo Garcia, who is bi-lingual and will hopefully be starting next week.

Reynold reported that PCRC canceled the September meeting and the wildfires have destroyed the small town of Maldon and encouraged the Council to find a way to show support for the town.

**CONSENT CALENDAR**

George requested to remove Consent Calendar 7B and 7C item two; approval of the August 25, 2020, Regular Meeting Minutes; registering no objections to the Viafore's Deli liquor license renewal; there were no objections. George requested the City Clerk read the Consent Calendar as amended: approval of Voucher No. 215392 through Voucher Check No. 215448 in the amount of \$217,940.05; approval of Payroll Check No. 13947 through Payroll Check No. 13948 in the amount of \$102,925.43; approval of Payroll Check No. 13949 through Payroll Check No. 13952 in the amount of \$7,517.88; approval of Payroll Check No. 13953 through Payroll Check No. 13858 in the amount of \$79,483.50; Registering no objections to the OMG Food Mart and Pint Defiance liquor license renewals; Setting a Public Hearing on September 22, 2020, to receive comments on the Moratorium Extension. **Reynolds MOVED to approve the Consent Calendar as amended; seconded by Barrentine. The Motion Carried as amended (7-0).**

**PUBLIC HEARING**

No public hearing was scheduled.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Resolution No. 1671: Pierce Transit Board Nomination**

City Manager Pingel briefed the Council on the nomination of Kent Keel to the Pierce Transit Board of Commissioners. **Wittner MOVED 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; seconded by Barrentine.** George invited Councilmember Comments; discussion included cycle terms, changing Pierce Transit's by-laws, and entering into a Memorandum of Understanding with University Place about the seat rotation. George invited public comment; Brian Rybolt, 1036 Daniels Drive, commented that he would prefer Councilmember Reynolds have the seat due to Mr. Keel's affiliation with Sound Transit. **The motion carried (6-1) with Viafore dissenting and Reynolds abstaining.**

**B. Resolution No. 1672: Rescinding Resolution No. 1653 putting the EMS Levy on the November Ballot.**

City Manager Pingel briefed the Council on the resolution that would remove the ballot from the November election. **Nixon MOVED to adopt Resolution No. 1672, which rescinds Resolution No. 1653; seconded by Wittner.** George invited Councilmember Comment; George thanked the residents of Fircrest for passing the levy at the primary election. George invited public comment; none were provided. **The motion carried (7-0).**

**C. Resolution No. 1673: Approval of Amendment #1 to the KPG Contract for the Alameda Overlay Project**

Public Works Director Wakefield introduced the contract amendment and briefed the Council on the project coming in under the budgeted amount. **Wittner MOVED to adopt Resolution No. 1673, 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; seconded by Nixon.** George invited Councilmember comment; none were provided. George invited public comment; none were provided. **The motion carried (7-0).**

**D. Resolution No. 1674: Approval of Amendment #1 to the KPG Contract for the Emerson Sidewalk Project**

Public Works Director Wakefield introduced the contract amendment that includes the construction phase of the project and briefed the Council on the project coming in under the budgeted amount. **Wittner MOVED to adopt Resolution No. 1673, 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; seconded by Waltier.** George invited Councilmember comment; none were provided. George invited public comment; none were provided. **The motion carried (7-0).**

**CITY MANAGER COMMENTS**

City Manager Pingel provided an update on the fundraising bricks and reported that the size will be an 8” square brick and the estimated cost will be around 100 dollars per brick. The current space allows for 300 bricks, but we may be able to accommodate more if the demand requires it. Pingel reported on the CARES Act Business & Rental Assistance program status and that the applications were reviewed last Thursday. There was a brief discussion on public engagement and the concern that businesses and residents did not know about the program despite efforts made by Council and staff. Lastly, Pingel reported that Staff is in receipt of Officer Bob Deals’ e-mail and have been researching a High-deductible Healthcare Plan option that could benefit retirees and reduce the cost of COBRA.

**DEPARTMENT HEAD COMMENTS**

Police Chief Cheesman reported that he will be undergoing surgery and Sergeant Celis will be acting Chief in his absence.

Public Works Director Jerry Wakefield commented that he had a meeting with the Homeowner’s Association of the 11<sup>th</sup> Tee Condos. Wakefield briefed the Council on the history and timeline of the project and reported the system is private and met the Department of Ecology standards at the time of approval. Discussions included safety issues, the process of amending the Department of Ecology manual, and the possibility of the homeowner’s association changing the drainage system.

**COUNCILMEMBER COMMENTS**

- Viafore; asked for an update on the dead trees at the school and there is a dead tree on Alameda Ave. Viafore thinks it is great that Barrentine and George are engaging the public and hopes to improve communications with residents.
- Reynolds commented that consumer spending is down, and a slow recovery is anticipated. Interest rates are already low and only 37% of furloughed employees have returned to work and many residents may be suffering.
- Wittner; commented that Tacoma Schools start remote learning tomorrow.
- Barrentine; commented that he is always pleasantly surprised at the kindness of our residents despite the hard times we are facing.
- Waltier; no report.
- Nixon; commented that he would like to see the order change to allow for Councilmember comments to move to the beginning of the meeting.
- George; commented that University Place Schools started today, and he visited the advice booth set up by Sam Petroni. He received great advice from him and enjoyed the interaction.

**EXECUTIVE SESSION**

At 9:20 P.M. George reported that the Council would take a five-minute recess and convene into Executive Session, to discuss labor negotiations per RCW 42.30.110. George noted that Pingel would be joining Council in the Executive Session.

At 10:29 P.M., the Council reconvened into regular session.

**ADJOURNMENT**

**Viafore MOVED to adjourn the meeting at 10:29 P.M., seconded by Reynolds. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jayne Westman, City Clerk

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

Mayor Hunter T. George called the study session to order at 6:01 P.M. and led the pledge of allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Joe Barrentine, Denny Waltier, and Jaime Nixon were present.

**AGENDA MODIFICATIONS**

There were none.

**ADDITIONAL PARK BOND PROJECTS DISCUSSION**

City Manager Pingel presented an overview of the estimated pool and Community Center costs and updated the Council on the anticipated bond funds needed to complete the Community Center Phase. Any additional fundraising efforts would lower the bond funds needed and the \$1 million transfer from cumulative reserves is included in the \$8.8 million Non-bond Funds Pledged to Date line item. Parks and Recreation Director Grover gave a brief overview of the proposed projects and the projects that were already completed. Discussions included adding backstops at Whittier Park to the list, adding a Whittier Park Master Plan to be the guiding document for the park, and engaging the community to inform the Master Plan. There was consensus to start the Whittier Park Master Plan before making any major decisions that could then not fit into it and that there is no need for additional bathrooms at Fircrest Park. While the Fircrest Park site is under construction, it would be favorable to install new lighting and address the storage garage needs. There was a brief discussion about adding picnic tables at the Fox Property and utilizing it as a passive park. Grover reported that he will research the overall costs and bring it back to Council. Pingel asked for feedback on a monument sign at the corner of Contra Costa Ave and Electron Way to recognize the residents of the City who approved the Pool and Community Center levy. There was a consensus that the Council supports the idea and would like to wait until the project is further along until installing the sign.

**ADJOURNMENT**

**Wittner MOVED to adjourn the meeting at 6:49 P.M., seconded by Barrentine. The Motion Carried (7-0).**

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Hunter T. George, Mayor

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Jayne Westman, City Clerk

**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, Joe Barrentine, and Jaime Nixon were present. Councilmember Denny Waltier was absent and excused.

**PRESIDING OFFICER’S REPORT**

**A. Tacoma Public Utilities Rate Proposal Presentation**

Latasha Wortham presented the rate proposals for 2021 and highlighted the principals of how rates are set.

Councilmember Reynolds joined the meeting at 7:15 pm.

Wortham briefed the Council on budget impacts of COVID-19 and how Tacoma Public Utilities has responded as well as working with citizens who are struggling to pay for utilities. Discussions included water supply issues due to climate change, transitioning to monthly billings, and upcoming meter changeovers.

**B. Use of Force Policy Changes Presentation – Acting Chief Celis**

Acting Police Chief Celis presented the Use of Force policy changes that were guided by Campaign Zero “8 Can’t Wait.” Celis provided an overview of the eight policies and the impact that each had on our Use of Force policy. Discussions included passing a resolution to urge Pierce County to ban chokeholds, impacts of implementing body cameras on staff, and community discussions on social justice issues. George invited public comment; Nikki Buford, 1504 Evergreen Drive, asked why the policy states, “should” and not, “must.” Celis explained that the policy is not set in stone and depending on the circumstances, an officer may not be able to comply with a policy that is not flexible.

**C. Pool & Community Center Project**

Parks & Recreation Director Grover briefed the Council on the status of the Pool House construction and reported that the contractor is continuing to complete punch list items as well as installing the gate and fencing. Lastly, Grover reported that the Community Center surplus sale will be this Friday.

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

George invited Public comments; the following individuals provided comment:

Terry Carnes, 1008 Corona Drive, asked about the process to install a speed bump. Public Works Director Wakefield reported that the City does not install them due to noise, and maintenance issues.

Yolanda Brooks, 6464 19<sup>th</sup> Street W #C, requested law enforcement to be aware of violations of parking in emergency turnarounds and near fire hydrants.

Brian Rybolt, 1036 Daniels Drive, commented that speed bumps add to emergency response times.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Parks & Recreation**

Reynolds; no report at this time.

**B. Pierce County Regional Council**



Reynolds; PCRC is canceled for September.

**C. Public Safety, Courts**

Nixon; no report at this time.

**D. Street, Water, Sewer, and Storm Drain**

Wittner; no report at this time.

**E. Other Liaison Reports**

No other reports were provided.

**CONSENT CALENDAR**

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 215449 through Voucher Check No. 215484 in the amount of \$127,000.00; approval of Voucher No. 215485 through Voucher Check No. 215525 in the amount of \$389,406.52; approval of Payroll Check No. 13959 through Payroll Check No. 13959 in the amount of \$97,462.54; approval of the August 25, 2020, Regular Meeting Minutes; approval of the September 1, 2020, Joint Planning Commission Meeting Minutes; **Wittner MOVED to approve the Consent Calendar as read; seconded by Barrentine. The Motion Carried (6-0).**

**PUBLIC HEARING**

**A. To receive comments on renewing the 6-month Moratorium**

At 8:28 P.M. George opened the public hearing. Planning & Building Administrator Stahlnecker briefed the Council on the updated draft work plan and the timeline for adopting the Form-Based Code. George invited Councilmember comment; Stahlnecker was asked about receiving any public comments opposing the moratorium or Form-Based Code and Stahlnecker reported that she has spoken to a few developers and real estate agents and there is no strong opposition. George invited public testimony; Rick Little, 154 Harvard Ave, commented that he would like to move forward with Form-Based Code soon as developers may want to acquire the property. Stahlnecker reported that due to COVID-19, the timeline was delayed but we are getting on track. Yolanda Brooks, 6464 64<sup>th</sup> Street W #C, asked if the Form-Based Code will extend to Alameda Ave. Stahlnecker reported that the Form-Based Code will only impact Commercial Mixed-Use Zone and information is available on the website. At 8:39 P.M., George closed the public hearing.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Ordinance No. 1658: Extension of the six-month moratorium adopted by Ordinance No. 1654**

Planning & Building Administrator Stahlnecker briefed the Council on moratorium extension and reported that at this time, the staff does not believe it will take the full six months to pass the Form-Based Code. **Nixon MOVED to adopt Ordinance No. 1658, renewing the six-month moratorium adopted on October 8, 2019, and extended on March 24, 2020, for an additional six-months, prohibiting the submission or acceptance of any development applications for new development, additions, and alterations in the property comprised of 44 acres, located at the northwest corner of the city, bounded by 19<sup>th</sup> Street West and Mildred Street West, zoned Commercial Mixed Use and Residential-30, and proposed to be designated as a countywide center in the countywide planning policies, said moratorium to be in effect while the city performs the activities described in this**

ordinance; seconded by Wittner. George invited Councilmember comments; none were provided. George invited public comment; none were provided. The motion carried (6-0)

**B. Resolution No. 1675: AWC Employer Master Participation Agreement – High Deductible Health Plan**

City Manager Pingel introduced the history and the potential benefit for retirees. Wittner **MOVED to adopt Resolution No. 1675, authorizing the City Manager to amend the agreement with the Association of Washington Cities (AWC) Employee Benefit Trust for the AWC Employer Master Participation Agreement to include a High Deductible Health Plan for employees; seconded by Barrentine.** George invited Councilmember comments; Wittner thanked Staff for moving so quickly. George invited public comment; none were provided. The motion carried (6-0)

**C. Resolution No. 1676: CARES Act Grant Contract Amendment**

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. 1676, authorizing the City Manager to execute grant contract Amendment #1 with the Washington Department of Commerce for an additional \$101,500 for reimbursement of COVID-19 related expenses. This amount to be added to the \$203,100 previously approved for a total grant amount of \$304,650; seconded by Nixon.** George invited Councilmember comments; none were provided. George invited public comment; none were provided. The motion carried (6-0)

**D. Resolution No. 1677: Approval of Additional Business and Rental Assistance Grants for the Fircrest Business and Tenant Assistance Program**

City Manager Pingel reported that the State has awarded additional funds from the CARES Act and the staff intends to award the additional funds to renters and businesses impacted by COVID-19. Nixon **MOVED to adopt Resolution No. 1677, authorizing additional Business and Rental Assistance grants totaling up to \$101,500 per the Fircrest Business and Tenant Assistance Program established by City of Fircrest Resolution No. 1663; seconded by Wittner.** George invited Councilmember comment; Wittner commented that if you know of someone struggling, to let them know about our assistance program. George invited public comment; Yolanda Brooks, 6464 19<sup>th</sup> Street W #C, asked if payments are paid directly to the landlord. Pingel reported that yes, all payments for rental assistance are paid to the landlord. The motion carried (6-0).

**E. Resolution No. 1678: Memorandum of Understanding with University Place about the Pierce Transit Board Representation**

City Manager Pingel briefed the Council on the Memorandum and that University Place passed their Memorandum at last night's meeting. Wittner **MOVED to adopt Resolution No. 1678, authorizing the City Manager to execute a Memorandum of Understanding with the City of University Place about representation on the Pierce Transit Board of Commissioners; seconded by Viafore.** George invited Councilmember comments; Viafore requested a legal opinion on letting the Chair sign the Memorandum and not City Manager Pingel. City Attorney Smith reported that we can cross out Mayor George's name and put the City Manager's name. George invited public comment; none were provided. The motion carried (6-0).

**F. 2021 Budget Introduction – City Manager Scott Pingel**

City Manager Pingel reported that the Council should have received the 2021 preliminary budget by e-mail and hard copies are available to be picked up at City Hall. Pingel highlighted some of the changes to the budget. Discussions included park bond levy rate, addressing the fiscal story of the Community Center and Pool in the next Town Topics, and Finance Director Corcoran reporting the preliminary budget is on the website.

### **CITY MANAGER COMMENTS**

City Manager Pingel updated the Council that the business and rental assistance checks will be going out tomorrow and Pingel intends to hand-deliver the business assistance checks.

### **DEPARTMENT HEAD COMMENTS**

Finance Director Corcoran reported that the audit entrance conference is scheduled for October 4<sup>th</sup> via Zoom and Viafore, George, and Barrentine will be attending.

Planning & Building Administrator Stahlnecker reported that the trees at Whittier will be installed soon.

Acting Police Chief Celis reported that we have hired two officers and they have both started training. George asked if they would be able to join a Zoom to meet the Council. Celis will try to coordinate the introductions.

### **COUNCILMEMBER COMMENTS**

- Nixon shared the health impacts of a disaster and behavioral health symptoms. He asks that we look out for our friends, family, and co-workers as this disaster looks different but can still impact mental health

Viafore left the meeting at 9:23 pm and returned at 9:25 pm.

Nixon also commented that all votes deserve to be counted and respected and is disappointed that some media are expressing that mail-in ballots are illegitimate. Lastly, Nixon is sorry to hear about the passing of Harold Moss.

- Barrentine thanked the attendees and to complete the Census and register to vote.
- Wittner thanked the attendees and congratulated Councilmember Reynold on her anniversary.
- Reynolds; thanked Councilmember Wittner.
- Viafore commented that he is happy to hear of progress on the trees and the trees on Regents may still be under warranty. Viafore thanked Barrentine and George for engaging the community on social justice issues and lastly, sends condolences to the Moss family. Harold Moss was a kind man and a great influence.
- George commented that he would like to dedicate a Study Session to social justice issues and sends condolences to the family of Harold Moss. He was an inspiring man. Lastly, thanked Police and staff for their input so far and he may suspend the rules for the next meeting to move the agenda items around.

### **EXECUTIVE SESSION**

At 9:43 P.M. George reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed 10:13 P.M., to discuss labor negotiations per RCW 42.30.110 and to Review the Performance of a Public Employee per RCW 42.30.110. George noted that City Manager Pingel would be joining Council in the Executive Session.

At 10:17 P.M., the Council reconvened into regular session.

**ADJOURNMENT**

**Viafore MOVED to adjourn the meeting at 10:18 P.M., seconded by Barrentine. The Motion Carried (6-0).**

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Hunter T. George, Mayor

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Jayne Westman, City Clerk

**CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**

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

**AGENDA MODIFICATIONS**

There were none.

**SETTING A PUBLIC HEARING ON OCTOBER 13, 2020 TO RECEIVE COMMENTS ON 2021 REVENUE SOURCES; TO RECEIVE COMMENTS ON THE 2021 PRELIMINARY BUDGET; AND OCTOBER 27, 2020, TO RECEIVE COMMENTS ON THE 2021 PRELIMINARY BUDGET**

Viafore **MOVED** to set a public hearing on October 13, 2020, to receive comments on 2021 revenue sources; to receive comments on the 2021 preliminary budget; and October 27, 2020, to receive comments on the 2021 preliminary budget; seconded by Reynolds. Wittner invited Councilmember comments; none were provided. Wittner invited public comments; none were provided. **The motion carried (7-0).**

**PRELIMINARY 2021 BUDGET**

City Manager Pingel presented the Preliminary 2021 Budget schedule and an overview of the budget review schedule.

Pingel presented the 2021 salaries, stating the preliminary budget included a 1% COLA increase, three reclassifications, and one position change. The Court Clerk and Lead Court Clerk designation will be eliminated, and the Court will now have Court Clerk I and Court Clerk II to allow for growth opportunities. Other reclassifications will be in Finance and Parks & Recreation. The Accountant I will move to Accountant II and the Community Events Specialist will be reclassified from an Office Assistant to an Administrative Assistant. Pingel also reminded Council that in 2020 we also eliminated the Public Works Support Coordinator position and hired a part-time Administrative Assistant as well as moved one Public Works Utility Worker into the Facilities Maintenance Supervisor position. The effects of those changes will be reflected in the 2021 budget.

Pingel presented the Equipment Repair & Replacement (ERR) Fund overview, which replacing nine computers. Pingel stated the 2021 budget included no rate increases other than the 1.9% sewer treatment pass-through increase and there are no street capital projects planned but we will replace the tables and chairs in Public Works. There was a brief discussion on the Storm Drain Maintenance, and Public Works Director Wakefield confirmed that staff does inspect half of the catch basins and cleans as needed. Fall is particularly bad with leaves.

**ADJOURNMENT**

Viafore **MOVED** to adjourn the meeting at 6:37 P.M., seconded by Reynolds. **The Motion Carried (7-0).**

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Brett L. Wittner, Mayor Pro Tempore

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Jayne Westman, City Clerk

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** 2021 Public Hearing-Preliminary Revenue  
**ITEM: 8A**  
**DATE:** October 13, 2020

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**RECOMMENDED MOTION: None. Public Hearing Only.**

**PROPOSAL:** To receive public input on 2021 Preliminary Revenues

**FISCAL IMPACT:**

General.....	9,422,814
Street .....	624,579
Park Bond Debt Service .....	675,040
Park Bond Capital .....	9,050,285
Storm Drain .....	750,941
Storm Drain Capital .....	882,825
Water .....	1,420,616
Water Capital .....	397,312
Sewer .....	3,746,920
Sewer Capital.....	1,639,986
Equipment Replacement .....	1,736,691
Police Investigation .....	12,540
Real Estate Excise Tax.....	1,887,386
Cumulative Reserve .....	3,780,763
<b>TOTAL .....</b>	<b>36,028,698</b>

**ADVANTAGE:** Allows citizens to comment on 2021 Preliminary Revenues.

**DISADVANTAGE:** None.

**ALTERNATIVES:** None.

**Attachment(s):** [2021 Preliminary Revenues](#)

**GENERAL FUND REVENUE**

BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-10-00-01	Des. Fund Bal/Light	773,178	675,813	593,258	525,593
308-10-00-02	Des. Fund Bal/44th Alameda Fund Bal Donations Pool	575,575	265,366	661,838	598,138
308-80-00-03	Rec/Center	0	250,000	0	0
308-80-00-00	Reserved for Cash Flow	1,318,346	1,450,000	1,450,000	1,400,000
308-80-00-01	Undes. Unres. Fund Balance	641,656	903,822	1,116,323	979,931
	<b>Total Fund Balance</b>	<b>3,308,755</b>	<b>3,545,001</b>	<b>3,821,419</b>	<b>3,503,662</b>
311-10-00-00	General Property Taxes	1,570,353	1,598,487	1,600,049	1,600,000
311-10-01-00	EMS Tax	325,827	331,856	335,204	525,000
313-11-00-00	Retail Sales & Use Tax	442,769	547,325	530,000	500,000
313-17-00-00	Zoo Tax	70,051	74,706	75,000	75,000
313-71-00-00	Local Criminal Justice Tax	125,882	134,167	135,000	137,000
316-40-00-00	Water Utility Tax	78,506	80,074	88,000	84,000
316-41-00-00	Sewage Utility Tax	155,867	160,791	162,000	162,000
316-42-00-01	Storm Drain Utility Tax	28,816	30,066	29,700	29,700
316-43-00-00	Gas Utility Tax	102,591	93,387	110,000	105,000
316-45-00-00	Garbage/Solid Waste Tax	100,535	105,219	102,000	107,000
316-46-00-00	Television Cable Tax	151,787	145,394	150,000	130,000
316-47-00-00	Telephone/Telegraph Tax	116,348	95,710	95,000	90,000
	<b>Total Taxes</b>	<b>3,269,332</b>	<b>3,397,182</b>	<b>3,411,953</b>	<b>3,544,700</b>
321-91-00-01	Non Comp Charge/Electric	269,940	285,744	290,000	300,000
321-91-00-02	Franchise Fee Water	7,016	7,225	7,000	7,200
321-91-00-03	Franchise Fee Cable TV	124,988	120,873	125,000	120,000
321-99-00-00	Business Licenses & Permits	68,600	61,266	60,000	60,000
322-10-00-00	Building Permit	30,908	88,100	36,000	35,500
322-10-00-01	Mechanical Permit	11,455	15,900	11,000	10,000
322-10-00-02	Plumbing Permit	7,248	10,782	9,000	6,000
322-10-00-05	Sign Permit	90	2,050	500	500
322-10-00-06	Investigation Fee	739	2,068	500	700
322-10-00-07	Fire Protection Permit	340	4,100	300	800
322-90-00-00	Other Licenses & Permits	630	500	600	600
	<b>Total Licenses &amp; Permits</b>	<b>521,955</b>	<b>598,608</b>	<b>539,900</b>	<b>541,300</b>
333-20-60-00	OT Reimbur-Fed Passthru	12,871	11,285	8,000	8,000
334-01-20-00	AOC-St of WA	3,739	2,260	0	0
334-04-20-00	Planning Grant-Dept of Comm	0	0	20,000	12,000
336-00-98-00	City-County Assistance	121,219	113,863	120,000	95,000
336-06-21-00	CJ-Population Based	1,932	2,024	2,000	2,240
336-06-26-00	CJ-Special Programs	6,982	7,282	7,500	7,945



336-06-42-00	Marijuana Excise Tax	10,259	7,849	7,600	7,605
336-06-51-00	DUI-Cities	985	941	1,000	1,000
336-06-94-00	Liquor Excise Tax	33,673	36,916	36,800	38,430
336-06-95-00	Liquor Board Profits	43,466	44,032	42,900	53,640
336-06-95-01	Liquor Board Profits-Public Sfty Interlocal Grants,	11,726	11,008	10,900	11,000
337-00-00-00	Entitlements,Others	0	1,893		
	<b>Total Intergovernmental Revenues</b>	<b>246,853</b>	<b>239,353</b>	<b>256,700</b>	<b>236,860</b>
341-43-00-00	Interdepartmental Service Chgs	557,382	655,863	669,237	693,547
341-49-00-00	Ruston Court Contract	0	232,000	236,000	238,360
341-99-00-00	Passport Fees	23,755	25,035	23,000	23,000
342-10-00-01	RCO Grant	0	0	0	0
342-40-00-00	Special Inspection Fees	0	0	0	0
345-81-00-01	Planning Permit	13,320	14,184	7,000	5,000
345-81-00-02	Site Development Permit	1,525	5,642	2,000	2,000
345-83-00-00	Plan Checking	18,224	57,055	19,000	18,000
347-30-00-00	Swimming Pool Fees	46,257	36,458	45,000	84,920
347-30-00-02	Swim Team Fees	5,340	8,200	5,000	6,125
347-30-00-04	Recreation Fees	5,595	5,919	6,000	6,000
347-30-00-06	Adult Basketball Registration	1,585	1,080	1,000	1,000
347-30-00-07	Adult Baseball Registration	2,490	3,328	2,000	2,000
347-60-00-01	Youth Basketball Registration	11,790	10,930	12,000	10,000
347-60-00-02	Youth Baseball Registration	21,925	21,295	22,000	20,000
347-60-00-04	Indoor Soccer	2,048	2,160	1,800	2,000
347-60-00-05	Flag Football Registration	1,440	840	1,000	800
347-60-00-09	Instructor Based Revenue- Recreation	20,382	17,276	18,000	15,000
347-60-00-10	Swimming Instructions	34,920	35,493	34,500	63,360
347-60-00-11	Instructor Based Revenue-Pool	0	0	0	1,320
	<b>Total Charges for Goods &amp; Services</b>	<b>767,978</b>	<b>1,132,758</b>	<b>1,104,537</b>	<b>1,191,112</b>
353-10-00-01	Municipal Court	246,658	245,165	265,000	245,000
356-50-00-00	Investigative Fund Assessments	2,739	2,996	2,800	2,800
356-50-04-00	DUI Invest Fund Assessments	1,721	2,577	1,800	1,800
	<b>Total Fines &amp; Forfeits</b>	<b>251,118</b>	<b>250,738</b>	<b>269,600</b>	<b>249,600</b>
361-11-00-01	Investment Interest	123,806	160,827	120,000	15,000
361-40-00-01	Sales Interest	717	1,164	700	300
361-40-00-03	Int On Gen Property Taxes	2,043	2,380	2,000	1,000
361-40-00-04	Int On EMS Property Taxes	389	453	500	250
362-40-00-00	Space & Facility Rental	24,659	31,178	23,000	10,000
362-40-00-01	Soccer Field Rental	4,383	5,252	6,000	6,000
362-50-00-01	Land Rental-Interfund	73,125	75,760	77,055	77,830
362-50-00-02	Land Rental-ERR Garage	4,038	4,185	4,260	4,300

362-50-00-03	Time/Temp Sign Rental	2,640	2,640	2,640	2,640
362-50-00-04	Pool Rental Revenue	3,575	1,375	3,200	4,500
362-50-00-05	Pool Party Room Rental	0	0	0	13,860
367-00-00-01	Donations for Pool/Rec Center	250,000	250,000	0	0
367-00-00-02	Parks Donations	13,835	16,672	10,000	10,000
367-00-00-03	Police Donations	12,600	10,168	9,000	9,000
367-00-00-10	Firework Donations	745	1,065	1,000	1,000
369-10-00-00	Sale of Scrap	0	425	0	0
369-30-00-01	Confiscated & Forfeited Property	0	1,182		0
369-40-00-00	Judgements and Settlements	826	320	0	0
369-81-00-00	Cash Overage/Shortage	29	(167)	0	0
369-81-00-01	Cash Over/Short-Pool	27	26	0	0
369-90-00-01	Other Misc Revenue	723	2,511	500	500
	<b>Total Misc Revenue</b>	<b>518,161</b>	<b>567,416</b>	<b>259,855</b>	<b>156,180</b>
	<b>Total Operating Revenue</b>	<b>5,575,398</b>	<b>6,186,055</b>	<b>5,842,545</b>	<b>5,919,752</b>
386-00-00-00	Refundable Deposits	10,295	12,712	0	0
	Transfer In from Bond Capital				
397-00-00-16	Fund	0	1,215,454	0	0
398-10-00-01	Insurance Recovery	2,843	4,043	0	0
	<b>TOTAL RESOURCES</b>	<b>8,897,290</b>	<b>10,963,265</b>	<b>9,663,964</b>	<b>9,423,414</b>

## BUDGET NARRATIVE

### TAXES

General Property Taxes includes anticipated revenue from new construction based on Planning Department projections. The 1% increase for general property taxes allowed by law was not levied by Council for tax year 2020.

E.M.S. Taxes the EMS levy rate of .50/1,000 of assessed property value was passed by the voters in 2014.

Franchise Fee Cable TV This revenue is received from the two cable companies who provide services to the City of Fircrest.

Gambling Tax This revenue is used for public safety. There is no gambling tax budgeted for 2020.

Utility Taxes A listing of utility tax rates is included in the back of the budget. These vary from 3% to 8.5%.

Transfer in from Bond Capital Fund in 2019 was for reimbursement to the General Fund and 44<sup>th</sup>/Alameda Designated Fund balance for expenditures incurred prior to issuing the General Obligation Park Bond.

## **LICENSES & PERMITS**

Business Licenses & Permits are from business operation within Fircrest. The projected revenue is based on 850 Business Licenses. Home Occupation Permits are estimated at fifteen new home occupation permits. Starting in 2020 the revenue for home occupation permits is included in the Business License revenue line. The City partners with Washington State for Business License services.

Building, Mechanical and Plumbing Permit revenue is based on new and remodeling construction activity in Fircrest. These estimates have been decreased from 2019 assuming new construction for Chick-Fil-A and one half of the condominiums on Regents were completed in 2019.

## **INTERGOVERNMENTS REVENUES**

Local Government Assistance is received from the Department of Revenue and provides ongoing assistance to low tax base cities and counties. The distribution is based on per capita sales tax revenues, and property tax assessed values.

MVFT, CJ, Liquor Tax and Liquor Profits are received from the State of Washington and are based on a per capita basis. The City's population for purposes of distributing state shared revenue is 6,710. Criminal Justice (CJ) funds are required to be spent on some combination of innovative law enforcement programs, domestic violence prevention programs, and /or child abuse prevention programs.

## **CHARGES FOR GOODS & SERVICES**

Interdepartmental Service Charges are for charges performed by the General Fund for Street, Storm Drain, Water and Sewer Funds. The charges are determined on a percentage basis of operating expenditures budgeted.

Ruston Court Contract is revenue received from the City of Ruston for court contracted services performed by the City of Fircrest Municipal Court and includes a 1.7% increase.

Passport Fees is the City's share of revenue for processing passport applications.

Planning, Site Development, and Plan Checking is fees for new construction and land use activity in Fircrest.

Swimming Pool Revenues includes fees from admissions, lessons, and swim team.

Recreation, Basketball, Baseball and Soccer is for fees charged to participate in these activities.

Instructor Based Revenue is collected from participants registering for classes in which the City will pay a percentage to the instructor. There is an offsetting expenditure in the Recreation Department.

## **FINES & FORFEITS**

Fines & Forfeits is revenue received from the Fircrest Municipal Court.

## **MISCELLANEOUS REVENUE**

Space & Facilities Rental is for revenue received for rental of the Parks and Recreation facilities.

Land rental is revenue from Public Works for the land on which the Public Works building is constructed.

Land Rental ERR Garage is revenue from ERR for the land on which the ERR building is constructed.

Parks Donations are used to offset the cost of community programs.

Parks Donations Pool/Community Center are to be used for the Pool/Community Center project.

Police Donations Police donations are offsetting revenues related to expenditures that will be incurred only if donations are received.

Other Miscellaneous Revenue consists of alarm permits, NSF fees, refund expenses from prior years, etc.

Non-Competition Charge is the amount that the City collects as a non-compete fee from Tacoma Public Utilities and is based on Tacoma's gross electric revenues for electrical services located in Fircrest for the preceding year times six (6) percent.

## CITY STREET FUND REVENUE

BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-80-01-01	Undes. Fund Balance	258,184	243,328	18,603	103,804
	<b>Total Fund Balance</b>	<b>258,184</b>	<b>243,328</b>	<b>18,603</b>	<b>103,804</b>
322-40-00-00	ROW Road Permits	6,837	13,435	8,000	5,000
	<b>Total Licenses &amp; Permits</b>	<b>6,837</b>	<b>13,435</b>	<b>8,000</b>	<b>5,000</b>
333-20-20-04	Alameda Overlay Grant	0	6,117	163,307	
333-20-20-05	Traffic Signal Grant	260,011		1,500	
334-03-81-00	Wa St TIB Grant	0		1,206,990	
336-00-71-00	Multimodal Transportation	9,373	9,347	9,100	9,100
336-00-87-00	Motor Vehicle Fuel Tax	145,850	142,350	142,600	144,220
	<b>Total Intergovernmental Revenues</b>	<b>415,234</b>	<b>157,814</b>	<b>1,523,497</b>	<b>153,320</b>
361-11-00-01	Investment Interest	3,106	5,309	2,500	2,500
367-00-00-08	Beautification Donations	7,733	10,185	10,000	10,000
369-90-01-01	Miscellaneous Revenue	685	11	1,000	1,000
369-94-01-01	Reimbursements	0	0	0	0
	<b>Total Miscellaneous Revenue</b>	<b>11,524</b>	<b>15,505</b>	<b>13,500</b>	<b>13,500</b>
	<b>Total Operating Revenues</b>	<b>433,594</b>	<b>186,754</b>	<b>1,544,997</b>	<b>171,820</b>
395-20-00-00	Insurance Recovery	10,420	729	0	0
	<b>Total Non Revenue</b>	<b>10,420</b>	<b>729</b>	<b>0</b>	<b>0</b>
397-00-00-02	Transfer In for Street Beautification	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	196,294	199,811	240,007	240,000
397-00-00-04	Transfer from Light-St Maint	97,365	82,556	69,665	38,955
397-00-00-06	Transfer from REET 1-Capital	75,000	56,916	194,300	60,000
397-00-00-09	Transfer from REET 2-Capital	7,031	0	0	0
	<b>Total Other Financing Sources</b>	<b>385,690</b>	<b>349,283</b>	<b>513,972</b>	<b>348,955</b>
	<b>TOTAL RESOURCES</b>	<b>1,087,888</b>	<b>780,094</b>	<b>2,077,572</b>	<b>624,579</b>

### REVENUE NARRATIVE

Donations received in 2021 will be used for baskets, banners, flags, flowers and other beautification projects throughout the City.

Transfer In of \$10,000 is to cover a portion of the Street Beautification Budget.

Transfer from Property Tax is figured at 15% of General Fund Property Tax received.

Transfer from Light-St Maint is to cover the Street Light Maintenance Operating Budget.

Transfer from REET 1- \$60,000 for minor street repairs.

**CUMULATIVE RESERVE FUND**

BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-10-00-01	Beginning Fund Bal-General	3,000,000	3,000,000	3,250,000	3,250,000
308-10-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-10-00-42	Beginning Fund Balance-Water	11,513	11,513	11,513	11,513
308-10-00-43	Beginning Fund Balance-Sewer	<u>369,250</u>	<u>369,250</u>	<u>369,250</u>	<u>369,250</u>
	Total Fund Balance	3,530,763	3,530,763	3,780,763	3,780,763
397-10-00-05	Transfer In from General Fund	0	250,000		0
	Total Nonrevenues	0	250,000	0	0
	<b>TOTAL RESOURCES</b>	<b>3,530,763</b>	<b>3,780,763</b>	<b>3,780,763</b>	<b>3,780,763</b>

**BUDGET NARRATIVE**

The Cumulative Reserve Fund accounts for principal only. Interest earnings are accrued back to participating funds. Thus, there are no operating accounts (i.e., revenue and expenditure) to report, except for transfer-in and transfer-out.

<b>PARK BOND CAPITAL PROJECT FUND - 301</b>					
		2018	2019	2020	2021
BARS	Description	Actual	Actual	Budget	Budget
308-10-03-01	Undes. Unres. Fund Balance	0	0	7,331,462	3,476,503
	<b>Total Fund Balance</b>	<b>0</b>	<b>0</b>	<b>7,331,462</b>	<b>3,476,503</b>
	State Grant	0	0	727,000	970,000
	<b>Total Intergovernmental Revenues</b>	<b>0</b>	<b>0</b>	<b>727,000</b>	<b>970,000</b>
361-11-03-01	Investment Interest	0	0	100,000	35,000
367-00-03-01	Donations	0	0	1,500,000	1,265,090
	<b>Total Misc Revenue</b>	<b>0</b>	<b>0</b>	<b>1,600,000</b>	<b>1,300,090</b>
391-10-03-01	Bond Proceeds Face Value	0	8,750,000	0	0
391-10-03-02	Bond Proceeds Face Value	0	1,249,811	0	0
397-00-00-00	Transfer In From Cum. Rrsv	0	0	0	2,803,692
397-00-00-00	Transfer in From REET	0	0	0	500,000
	<b>Total Transfers In Revenue</b>	<b>0</b>	<b>9,999,811</b>	<b>0</b>	<b>3,303,692</b>

## STORM FUND REVENUES

BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-80-04-15	Reserved for Cash Flow	118,573	112,800	112,800	116,000
308-80-04-15	Undes. Unres. Fund Balance	516,094	97,649	152,197	104,441
	<b>Total Fund Balance</b>	<b>634,667</b>	<b>210,449</b>	<b>264,997</b>	<b>220,441</b>
334-03-10-00	Dept of Ecology NPDES Grant	16,969	33,031	25,000	25,000
	<b>Total Intergovernmental Revenues</b>	<b>16,969</b>	<b>33,031</b>	<b>25,000</b>	<b>25,000</b>
343-10-00-00	Storm Drain Fees & Charges	492,546	519,642	495,000	495,000
343-10-00-01	Setup Fees	605	490	500	500
343-10-00-02	Penalties	6,240	6,124	6,500	6,500
	<b>Total Goods &amp; Services</b>	<b>499,391</b>	<b>526,256</b>	<b>502,000</b>	<b>502,000</b>
361-11-04-15	Investment Interest	2,950	4,239	3,000	3,000
369-90-04-15	Miscellaneous Revenue	44	24	500	500
	<b>Total Miscellaneous Revenue</b>	<b>2,994</b>	<b>4,263</b>	<b>3,500</b>	<b>3,500</b>
	<b>Total Operating Revenues</b>	<b>519,353</b>	<b>563,550</b>	<b>530,500</b>	<b>530,500</b>
372-00-04-15	Insurance Recovery	0	0	0	0
	Capital Contributions	0	0	0	0
	<b>Total Other Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL RESOURCES</b>	<b>1,154,020</b>	<b>773,999</b>	<b>795,497</b>	<b>750,941</b>



<b>STORM CAPITAL FUND - 416</b>					
		2018	2019	2020	2,021
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-16	Undes. Unres. Fund Balance	0	505,918	541,357	512,260
	<b>Total Fund Balance</b>	<b>0</b>	<b>505,918</b>	<b>541,357</b>	<b>512,260</b>
	Department of Ecology Grant	0	0	0	234,265
	Pierce County Flood District	0	0	0	54,400
	<b>Total Intergovernmental Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>288,665</b>
397-00-00-10	Transfer In from Storm Fund	530,000	81,900	81,900	81,900
	<b>Total Transfers In Revenue</b>	<b>530,000</b>	<b>81,900</b>	<b>81,900</b>	<b>81,900</b>
	<b>TOTAL RESOURCES</b>	<b>530,000</b>	<b>587,818</b>	<b>623,257</b>	<b>882,825</b>

## WATER FUND REVENUE

		2018	2019	2020	2021
BARS	Description	Actual	Actual	Budget	Budget
308-80-04-25	Beginning Fund Balance	773,815	304,821	289,348	263,516
	<b>Total Fund Balance</b>	<b>773,815</b>	<b>304,821</b>	<b>289,348</b>	<b>263,516</b>
333-93-42-00	Department of Health Grant	0	0	0	0
	<b>Total Intergovernmental Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
343-40-00-00	Sale of Water	1,019,251	1,030,557	1,100,000	1,050,000
343-40-00-01	Service Connections	360	11,665	5,000	5,000
343-40-00-02	Setup Fees	1,658	1,384	1,500	1,500
343-40-00-03	Penalties	10,351	11,421	12,000	12,000
	<b>Total Charges for Goods and Services</b>	<b>1,031,620</b>	<b>1,055,027</b>	<b>1,118,500</b>	<b>1,068,500</b>
361-11-04-25	Investment Interest	3,994	4,927	3,600	3,600
362-50-00-05	Rent City Property/High Tank	51,103	53,088	45,000	50,000
362-50-00-06	Rent City Property/Golf Tank	30,460	29,996	30,000	30,000
369-10-00-03	Court Ordered Judgements-Water	340	0	0	0
369-90-04-25	Other Misc. Revenue	1,279	1,174	2,000	2,000
369-92-04-25	Backflow	270	450	300	300
	<b>Total Misc. Revenues</b>	<b>87,446</b>	<b>89,635</b>	<b>80,900</b>	<b>85,900</b>
372-00-04-25	Insurance Recovery	0			
379-00-04-25	Capital Contributions/Tap Fees	0			
	<b>Total Capital Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL RESOURCES</b>	<b>1,892,881</b>	<b>1,449,483</b>	<b>1,488,748</b>	<b>1,417,916</b>

<b>WATER CAPITAL FUND - 426</b>					
BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-80-04-26	Beginning Fund Balance	0	184,261	208,092	224,352
	<b>Total Fund Balance</b>	<b>0</b>	<b>184,261</b>	<b>208,092</b>	<b>224,352</b>
379-00-04-26	Capital Contributions/Tap Fees	4,000	125,400	74,800	64,800
	<b>Total Capital Contributions</b>	<b>4,000</b>	<b>125,400</b>	<b>74,800</b>	<b>64,800</b>
397-00-00-11	Transfer In	621,000	274,138	115,679	108,160
	<b>Total Transfer In</b>	<b>621,000</b>	<b>274,138</b>	<b>115,679</b>	<b>108,160</b>
	<b>TOTAL RESOURCES</b>	<b>625,000</b>	<b>583,799</b>	<b>398,571</b>	<b>397,312</b>

**SEWER FUND REVENUE**

BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-80-04-30	Reserved for Cash Flow	581,587	523,045	523,045	565,500
308-80-04-30	Beginning Fund Balance	2,033,451	334,182	556,720	436,020
	<b>Total Fund Balance</b>	<b>2,615,038</b>	<b>857,227</b>	<b>1,079,765</b>	<b>1,001,520</b>
343-50-00-00	Sewer Revenues	2,619,060	2,703,958	2,700,000	2,700,000
343-50-00-01	Service Connections	275	9,450	1,100	1,100
343-50-00-02	Setup Fees	658	555	600	600
343-50-00-03	Penalties	24,863	22,036	24,000	24,000
	<b>Total Charges for Goods and Services</b>	<b>2,644,856</b>	<b>2,735,999</b>	<b>2,725,700</b>	<b>2,725,700</b>
361-11-04-30	Investment Interest	17,487	21,374	19,200	19,200
369-90-04-30	Other Misc. Revenue	2,575	898	500	500
369-94-04-30	Reimbursements	0		0	0
	<b>Total Misc. Revenues</b>	<b>20,062</b>	<b>22,272</b>	<b>19,700</b>	<b>19,700</b>
372-00-04-30	Insurance Recovery	0		0	
391-80-04-31	Loans Received-BYSM	0		0	
397-00-00-01	Transfer In from Sewer to BYSM	0		0	
397-00-00-08	Transfer In from REET 2	0		0	
379-00-04-30	Capital Contributions/Tap Fees	0		0	
	<b>Total Non Operating Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL RESOURCES</b>	<b>5,279,957</b>	<b>3,615,498</b>	<b>3,825,165</b>	<b>3,746,920</b>

<b>SEWER CAPITAL FUND - 432</b>					
BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-80-04-32	Beginning Fund Balance	0	1,215,571	1,394,771	1,334,986
	<b>Total Fund Balance</b>	<b>0</b>	<b>1,215,571</b>	<b>1,394,771</b>	<b>1,334,986</b>
379-00-04-32	Capital Contributions/Tap Fees	4,000	135,000	85,000	75,000
397-00-00-12	Transfer In	2,138,250	230,000	230,000	230,000
	<b>Total Revenue</b>	<b>2,142,250</b>	<b>365,000</b>	<b>315,000</b>	<b>305,000</b>
	<b>TOTAL RESOURCES</b>	<b>2,142,250</b>	<b>1,580,571</b>	<b>1,709,771</b>	<b>1,639,986</b>

<b>EQUIPMENT REPLACEMENT FUND - 501</b>					
		2018	2019	2020	2021
BARS	Description	Actual	Actual	Budget	Budget
308-10-05-01	Beginning Fund Balance	1,427,188	1,439,669	1,311,468	1,319,274
	<b>Total Beginning Fund Balance</b>	<b>1,427,188</b>	<b>1,439,669</b>	<b>1,311,468</b>	<b>1,319,274</b>
348-30-00-00	General Fund Replacement	90,965	86,493	99,184	107,822
348-30-01-00	City Street Fund Replacement	29,376	29,807	28,705	38,374
348-30-03-00	Water/Sewer Fund Replacement	38,679	37,720	54,054	65,014
348-30-04-00	Storm Sewer Replacement	42,231	42,476	46,230	48,305
348-30-08-00	General Fund O & M	75,017	70,758	81,625	87,725
348-30-09-00	City Street Fund O & M	18,887	16,642	22,360	22,860
348-30-11-00	Water/Sewer Fund O & M	16,397	15,792	24,129	24,630
348-30-12-00	Storm Sewer O & M	12,680	11,956	15,157	15,657
	<b>Total Charges for Goods &amp; Services</b>	<b>324,232</b>	<b>311,644</b>	<b>371,444</b>	<b>410,387</b>
361-11-05-01	Investment Interest	27,737	31,726	29,000	3,000
362-40-05-01	Rental Revenue	3,785	3,920	3,987	4,030
369-10-00-05	Sale of Scrap	0	7,501	0	0
369-90-05-01	Other Miscellaneous Revenue	5,301	0	0	0
	<b>Total Misc. Revenues</b>	<b>36,823</b>	<b>43,147</b>	<b>32,987</b>	<b>7,030</b>
398-10-05-01	Insurance Recovery	0	0	0	0
	<b>Total Other Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Operating Revenue</b>	<b>361,055</b>	<b>354,791</b>	<b>404,431</b>	<b>417,417</b>
	<b>TOTAL RESOURCES</b>	<b>1,788,243</b>	<b>1,794,460</b>	<b>1,715,899</b>	<b>1,736,691</b>

<b>POLICE INVESTIGATION FUND</b>					
		2018	2019	2020	2021
BARS	Description	Actual	Actual	Budget	Budget
308-10-01-05	Beginning Fund Balance	11,927	12,108	12,322	12,440
	<b>Total Beginning Fund Balance</b>	<b>11,927</b>	<b>12,108</b>	<b>12,322</b>	<b>12,440</b>
357-50-00-00	Investigative Confiscations	50	0	0	0
	<b>Total Fines &amp; Forfeits</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>0</b>
361-11-01-05	Investment Interest	131	214	0	100
	<b>Total Misc. Revenues</b>	<b>131</b>	<b>214</b>	<b>0</b>	<b>100</b>
	<b>TOTAL RESOURCES</b>	<b>12,108</b>	<b>12,322</b>	<b>12,322</b>	<b>12,540</b>

<b>REET FUND</b>					
BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-10-03-11	Beginning Fund Balance (1st 1/4)	323,624	388,965	450,943	380,143
308-10-03-12	Beginning Fund Balance (2nd 1/4)	1,027,166	1,169,600	1,136,762	1,261,243
	<b>Total Beginning Fund Balance</b>	<b>1,350,790</b>	<b>1,558,565</b>	<b>1,587,705</b>	<b>1,641,386</b>
317-34-00-00	Capital Improvement 1	136,755	111,719	120,000	120,000
317-35-00-00	Growth Management 1	136,755	111,719	120,000	120,000
	<b>Total Taxes</b>	<b>273,511</b>	<b>223,438</b>	<b>240,000</b>	<b>240,000</b>
361-11-03-11	Investment Interest (1st 1/4)	3,586	7,174	3,500	1,000
361-11-03-12	Investment Interest (2nd 1/4)	12,709	21,422	12,000	5,000
	<b>Total Misc Revenue</b>	<b>16,295</b>	<b>28,596</b>	<b>15,500</b>	<b>6,000</b>
	<b>TOTAL RESOURCES</b>	<b>1,640,596</b>	<b>1,810,599</b>	<b>1,843,205</b>	<b>1,887,386</b>



**CUMULATIVE RESERVE FUND**

BARS	Description	2018 Actual	2019 Actual	2020 Budget	2021 Budget
308-10-00-01	Beginning Fund Bal-General	3,000,000	3,000,000	3,250,000	3,250,000
308-10-00-11	Beginning Fund Balance-Street	150,000	150,000	150,000	150,000
308-10-00-42	Beginning Fund Balance-Water	11,513	11,513	11,513	11,513
308-10-00-43	Beginning Fund Balance-Sewer	<u>369,250</u>	<u>369,250</u>	<u>369,250</u>	<u>369,250</u>
	Total Fund Balance	3,530,763	3,530,763	3,780,763	3,780,763
397-10-00-05	Transfer In from General Fund	0	250,000		0
	Total Nonrevenues	0	250,000	0	0
	<b>TOTAL RESOURCES</b>	<b>3,530,763</b>	<b>3,780,763</b>	<b>3,780,763</b>	<b>3,780,763</b>

**BUDGET NARRATIVE**

The Cumulative Reserve Fund accounts for principal only. Interest earnings are accrued back to participating funds. Thus, there are no operating accounts (i.e., revenue and expenditure) to report, except for transfer-in and transfer-out.

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** 2021 Public Hearing-Preliminary Expenditures  
**ITEM: 8B**  
**DATE:** October 13, 2020

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**RECOMMENDED MOTION:** None. Public Hearing Only.

**PROPOSAL:** To receive public input on 2021 Preliminary Expenditures

**FISCAL IMPACT:**

General.....	9,422,814
Street .....	624,579
Park Bond Debt Service .....	675,040
Park Bond Capital .....	9,050,285
Storm Drain .....	750,941
Storm Drain Capital .....	882,825
Water.....	1,420,616
Water Capital.....	397,312
Sewer .....	3,746,920
Sewer Capital.....	1,639,986
Equipment Replacement .....	1,736,691
Police Investigation .....	12,540
Real Estate Excise Tax.....	1,887,386
Cumulative Reserve.....	3,780,763
<b>TOTAL .....</b>	<b>36,028,698</b>

**ADVANTAGE:** Allows citizens to comment on 2021 Preliminary Expenditures.

**DISADVANTAGE:** None.

**ALTERNATIVES:** None.



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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 AN AGREEMENT FOR PUBLIC DEFENSE SERVICES  
WITH PIERCE COUNTY DEPARTMENT OF ASSIGNED COUNSEL  
TO PROVIDE LEGAL REPRESENTATION TO INDIGENT  
DEFENDANTS.**

**WHEREAS**, for the past several years, the Fircrest Municipal Court has had a contract with the Pierce County Department of Assigned Counsel to provide legal representation to indigent defendants, and wishes to continue this service. Now, Therefore,

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

**Section 1.** The City Manager is hereby authorized and directed to execute an agreement for public defense services with the Department of Assigned Counsel for indigent defense, from January 1, 2021 through December 31, 2021, to perform legal representation to defendants in the City of Fircrest and in the City of Ruston referred to the Fircrest Municipal Court.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON**, at a regular meeting thereof this 13th day of October 2020.

**APPROVED:**

\_\_\_\_\_  
Hunter T. George, Mayor

**ATTEST:**

\_\_\_\_\_  
Jayne D. Westman, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney

## **MEMORANDUM Regarding DAC Responsibilities in Fircrest and Ruston Municipal Court**

**Updated September 2020**

During the COVID-19 pandemic, DAC attorneys have been working full time, effectively, competently and in adherence to the Rules of Professional Conduct regarding ongoing diligence and timely communication with clients, representing our clients who face criminal charges in Fircrest and Ruston Municipal Court during this tumultuous time.

In May 2020, in response to the COVID-19 pandemic, Fircrest and Ruston Municipal Court replaced its typical in-person calendars with all virtual, Zoom calendars. This modification to typical court procedures was necessary to allow the Court to continue functioning while simultaneously complying with local, state and federal regulations regarding social distancing and harm prevention.

### **Staffing Level Modification**

In response to the switch from in-person to all virtual court appearances, DAC increased the number of attorneys from one attorney (typical for an in-person docket) to two attorneys for all Fircrest court calendars from May 2020 up through the current time. This staffing level assisted the court to continuously move the docket along, as one DAC attorney could be on the record, while another DAC attorney could be in a “break-out” room discussing the upcoming hearing with a client and advising the client in a confidential setting.

### **Preparation Time Increased**

Additionally, the preparation time required for DAC attorneys to provide representation for an arraignment docket over Zoom is considerably more than the time required to attend the same docket in-person. For Zoom arraignment calendars, DAC attorneys must attempt to reach each client on the phone prior to the scheduled hearing, explain their rights at arraignment, review their financial information for an indigency determination, review the charging documents, etc. Pre COVID-19, the arraignment attorney could read off the advisement of rights form to the entire courtroom of defendants at one time and have each client individually complete and sign the form. Communication was easier and more efficient when representing clients in-person. Additionally, in order to assist with communication with defendants prior to arraignment, our office worked with court administration so that clients were advised to call DAC prior to their Zoom arraignment hearing, and this information accompanied their initial summons.

### **Case Totals and Case Resolutions**

The combination of attorney contact pre-arraignment and the financial impact COVID-19 has had on the community has enabled DAC to facilitate far more resolutions at arraignment than was typical pre-COVID-19. For example, in Fircrest Municipal Court, on average from April 2019 through March 2020, DAC typically helped facilitate the resolution of just under 4 out-of-custody cases at arraignment per month. In contrast, in June 2020, we facilitated the resolution of 14 out-of-custody cases at arraignment, and in July 2020, this number jumped up to 24 and in August 2020 the number of facilitated resolutions at arraignment was 32.

In addition, in order to assist the court with moving the Zoom arraignment dockets along, DAC contacts (or attempts to contact) all defendants prior to their Zoom arraignment. Historically, DAC is usually

appointed on roughly 50% of the cases that come before the court. Thus, by contacting all defendants prior to their Zoom arraignment and by resolving more cases at arraignment, DAC is assisting a larger percentage of defendants that appear before the court than we were pre-COVID-19.

#### **Accommodations for Remote Hearings**

In order to facilitate Zoom court appearances for DAC clients who did not have access to video or Zoom technology, DAC instituted a process whereby these clients could come to the DAC office at their scheduled court hearing and appear via Zoom from our office laptop in our lobby. This assisted the court by allowing more court proceedings to occur while simultaneously reducing the number of people in the courtroom to comply with local health mandates.

Additionally, in response to the pandemic, DAC converted from our traditional paper case files to electronic files. This enabled our attorneys and staff to be able to fully and effectively represent our clients in compliance with the Rules of Professional Conduct from a virtual setting, while still complying with local, state and federal health mandates.

Finally, DAC administration worked closely alongside Court Administration throughout the pandemic in order to effectively collaborate on how to reopen Fircrest and Ruston Municipal Court in a safe and effective manner and will continue to do so as the pandemic continues.

**AGREEMENT**  
**FOR**  
**PUBLIC DEFENSE SERVICES**

1. Date and Parties.

This agreement, for reference purposes only, is dated the 1st day of January 2021, and is entered into between the City of Fircrest, Washington, a municipal corporation, herein referred to as the "City," and Pierce County, herein referred to as the "County."

2. General Recitals.

a. The City is required by Court Rule and state law to provide legal representation to indigent defendants charged in Fircrest Municipal court with violations of city ordinances punishable by loss of liberty. The City does not have the personnel to provide said services. The City is further required by contractual agreement to provide legal representation to indigent defendants charged in the City of Ruston with violations of City ordinances punishable by loss of liberty.

b. The County, through its Department of Assigned Counsel (herein referred to as Department), has the capability to provide the City with mandated indigent legal defense services.

c. The County agrees to serve as Fircrest Municipal Court appointed counsel to provide legal services for indigent defendants upon the terms and conditions set forth herein.

3. Scope of Services.

a. All indigent defendants charged in the Fircrest Municipal Court with Ordinance violations punishable by loss of liberty and all indigent defendants charged with City of Ruston Ordinance violations punishable by loss of liberty and referred to the Fircrest Municipal Court and who qualify for appointed counsel shall be referred to the Department. The Department shall be provided with the name, address, and telephone number, if available, for each person referred to the Department. The Department shall provide legal representation for each of those defendants from arraignment through trial, sentencing, post trial review and any appeals. This shall include interviewing defendants in custody as needed and providing 24 hour telephone access to an attorney for those seeking "critical stage" advice during the course of police investigation.

- b. The scope of services shall also include the representation of indigent defendants assigned appointed counsel prior to the effective date of this agreement and for whom the previously assigned counsel has withdrawn as counsel of record.
- c. The scope of services shall also include standby representation to all in-custody defendants.

4. Conflict

All indigent defendants determined to have a conflict of interest by the Department of Assigned Counsel will be represented by conflict counsel. The City shall reimburse the County for any and all costs associated with furnishing conflict counsel, experts, and investigators. Pursuant to RPC 1.8, all payments for those services will remain separate from this contract compensation to the Department of Assigned Counsel.

5. Applicant Screening.

Determination of indigence for eligibility for appointed counsel under this agreement shall be determined by an independent screening process established by the City. Should the Department determine a defendant is not eligible for assigned counsel during the course of representation, the Department shall advise the Court pursuant to RCW 10.101.020(3).

6. Associated Counsel.

Any counsel associated with or employed by the Department shall have the authority to perform the services called for herein, and the Department may employ associate counsel to assist it, at its expense. The Department and all associate counsel or attorneys hired pursuant to this section shall be admitted to practice pursuant to the rules of the Supreme Court of the State of Washington. No legal intern shall perform the services called for herein without the prior approval of the Court.

7. Indemnification:

The County shall indemnify and hold the City, its elected officials, officers, employees, and agents harmless from any and all claims whatsoever arising out of the Department's performance of obligations pursuant to the agreement, including claims arising by reason of accident, injury or death caused to persons or property of any kind occurring by the fault or neglect of the Department, its agents, associates or employees, and occurring without the fault or neglect of the City.

The City shall indemnify and hold the County, its elected officials, officers, employees, and agents harmless from any and all claims whatsoever, including claims arising by reason of accident, injury or death caused to persons or property of any kind, occurring by the fault or neglect of the City, its agents, associates or employees, and occurring without the fault or neglect of the County.

8. Compensation.

- a. The City shall pay to the County for services rendered under this agreement the maximum annual amount of \$66,990; payments shall be due as follows: June 30, 2021--\$33,495 and



December 31, 2021--\$33,495. This amount includes compensation for representation in Fircrest Municipal Court and Ruston City cases referred to the Fircrest Municipal Court.

- b. This agreement may be reviewed quarterly to determine if the rate of compensation is adequate to cover the costs incurred in providing the necessary level of service. If at any such review it is determined that the rate of compensation is inadequate the parties shall attempt to negotiate a reasonable compensation rate. The parties further agree that should another source of funding become available to meet the costs contemplated herein, the total cost of any applicable portion thereof may be revised downward accordingly or may be eliminated entirely pursuant to mutual agreement of the parties.

9. Discovery Period.

The City shall provide to the Department one copy of all discoverable material concerning such assigned case except in matters related to sentencing. Such material shall include, where relevant, a copy of the abstract of the defendant's driving record.

10. Costs.

a. If, in the opinion of the Department, an expert witness and/or an investigator is needed in order to adequately prepare a defense for an indigent person, or to adequately represent that defendant at trial, the Department shall petition the Court for the appointment of said expert. The Court shall then determine the need for the service, the rate of compensation to be paid, and the amount that shall be paid by the City. The rate of compensation paid to the Department does not include an amount for experts or investigation.

In the event that the retention of above services requires any additional funds for investigation or expert services, the City shall provide all additional funds for those services, so that all payments for those services remain separate from this contract compensation to the Department of Assigned Counsel.

- b. If the Department appeals a case, the costs of the transcript shall be borne by the City.

11. Defense Standards Compliance.

This contract complies with all standards for indigent defense as listed under CrRLJ 3.1 and CrR 3.1, Washington State Bar Association Standards for Indigent Defense and the Rules of Professional Conduct.

12. No Assignments.

No assignment or transfer of this agreement, nor of any interest in this agreement, shall be made by either of the parties, without prior written consent.

13. Term of Agreement.

a. This agreement shall commence on the 1st day of January 2021, and shall be in force and effect through December 31, 2021, said date being the termination date unless the agreement is terminated earlier pursuant to provisions hereof.

b. This agreement may be extended for additional terms upon the mutual agreement of the parties, and the termination date shall also be extended pursuant to said extension agreement.

14. Termination.

a. For Cause: Either party may terminate this agreement in the event the other fails to perform its obligations as described in this agreement, and if such failure has not been corrected to the reasonable satisfaction of the other in a timely manner after notice of breach has been provided to such other party.

b. Without Cause: If the parties are unable to negotiate a new rate of compensation pursuant to paragraph 8(b) above, then either party may terminate this agreement without cause by giving the other party 60 days written notice prior to the date of proposed termination.

c. Future Non-Allocation of Funds: Notwithstanding any other terms of this Agreement, if sufficient funds are not appropriated or allocated for performance under this contract for any future fiscal period, the Department will not be obligated to provide services after the end of the fiscal period through which funds have been appropriated and allocated, unless authorized by county ordinance. No penalty or expense shall accrue to Pierce County in the event this provision applies.

15. Amendments.

No modification or amendment of the provisions of this agreement shall be in effect unless in writing and signed by authorized representatives of the parties hereto.

16. Entire Agreement.

This instrument contains the entire agreement between the parties and may not be enlarged, modified, or altered except in writing signed by both parties.

CITY OF FIRCREST

PIERCE COUNTY

\_\_\_\_\_  
FIRCREST CITY MANAGER

\_\_\_\_\_  
DIRECTOR OF ASSIGNED COUNSEL

ATTEST:

\_\_\_\_\_  
FIRCREST CITY CLERK

\_\_\_\_\_  
DIRECTOR OF FINANCE

APPROVED AS TO FORM:

\_\_\_\_\_  
FIRCREST CITY ATTORNEY

\_\_\_\_\_  
DEPUTY PROSECUTING ATTORNEY

## **RCW 10.101.030**

### **Standards.**

Each county or city under this chapter shall adopt standards for the delivery of public defense services, whether those services are provided by contract, assigned counsel, or a public defender office. Standards shall include the following: Compensation of counsel, duties and responsibilities of counsel, case load limits and types of cases, responsibility for expert witness fees and other costs associated with representation, administrative expenses, support services, reports of attorney activity and vouchers, training, supervision, monitoring and evaluation of attorneys, substitution of attorneys or assignment of contracts, limitations on private practice of contract attorneys, qualifications of attorneys, disposition of client complaints, cause for termination of contract or removal of attorney, and nondiscrimination. The standards endorsed by the Washington state bar association for the provision of public defense services should serve as guidelines to local legislative authorities in adopting standards.

[ 2005 c 157 § 2; 1989 c 409 § 4.]



**CITY OF FIRCREST  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE ANNUAL  
AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2021  
FOR THE PURPOSE SET FORTH BELOW, AND REPEALING SECTION 1  
AND SECTION 2 OF ORDINANCE NO. 1648.**

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

**Section 1.** That the amount necessary to be raised by taxation will be yielded by a levy of approximately \$1.4834 dollars per thousand on the assessed valuation of \$1,082,666,008 which will yield approximately the sum of \$1,606,001. An additional levy of \$541,333 is to be raised for emergency medical care and services as approved by the voters in the 2020 August general election for a period of six years. This amount is approximately \$0.5000 per thousand on the assessed valuation of \$1,082,666,008. These said amounts are hereby levied upon real and personal property subject to taxation in the City of Fircrest for the purpose of raising the necessary revenue for the City for the year 2021 to wit:

Total Assessed Valuation for Regular Levy	\$1,082,666,008
Regular Levy @ approximately \$1.4834 per thousand shall yield	\$ 1,606,001
EMS Levy @ approximately \$0.5000 per thousand shall yield	\$541,333
Totals approximately \$1.9834 per thousand shall yield	\$ 2,147,334

**Section 2.** That said taxes herein provided for are levied for the purpose of raising revenue sufficient to pay the current expense and street expenditures and for carrying on the work of the different departments of municipal government of the City of Fircrest for the fiscal year beginning January 1, 2021 and ending December 31, 2021 and the same are hereby levied upon all real and personal property within the City of Fircrest subject to taxation and as shown by the assessment in the County of Pierce as finally fixed by law.

**Section 3.** Section 1 and Section 2 of Ordinance No. 1648 are hereby repealed as of December 31, 2020.

**Section 4.** This ordinance shall take effect five days after passage, approval and publication as provided by law.

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**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,  
WASHINGTON**, at a regular meeting thereof this 13<sup>th</sup> day of October 2020.

APPROVED:

\_\_\_\_\_  
Hunter George, Mayor

ATTEST:

\_\_\_\_\_  
Jayne Westman, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael B. Smith, City Attorney

Publication Date:

Effective Date:

(Ordinance No. \_\_\_\_\_)



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**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, ESTABLISHING NO INCREASE IN THE AMOUNT AND PERCENTAGE INCREASE OF THE 2021 REGULAR PROPERTY TAX LEVY OVER THE 2020 REGULAR PROPERTY TAX LEVY.**

**WHEREAS**, the City of Fircrest attest that the district population is 6,790; and

**WHEREAS**, the City of Fircrest has properly given notice of the public hearing held October 13, 2020, to consider revenue sources for its budget for the calendar year 2021; and

**WHEREAS**, the Council of the City of Fircrest's actual levy amount from the previous year was \$1,600,048.20; and

**WHEREAS**, the Council of the City of Fircrest after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Fircrest requires a regular property levy increase of 0.0% from the previous year exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City of Fircrest and in its best interest; Now, Therefore,

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

**Section 1:** That no increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

**Section 2:** The dollar amount of the increase over the actual levy amount from the previous year shall be \$0.00 which is a percentage increase of 0.0% from the previous year.

**Section 3:** This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 13<sup>th</sup> day of October 2020.



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APPROVED:

\_\_\_\_\_  
Hunter T. George, Mayor

ATTEST:

\_\_\_\_\_  
Jayne Westman, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael B. Smith, City Attorney



**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, ESTABLISHING THE AMOUNT OF  
THE 2021 REGULAR EMS TAX LEVY AS AUTHORIZED BY  
VOTER APPROVAL ON AUGUST 4, 2020.**

**WHEREAS**, the City of Fircrest attest that the district population is 6,790; and

**WHEREAS**, the City of Fircrest has properly given notice of the public hearing held October 13, 2020, to consider revenue sources for its budget for the calendar year 2021; and

**WHEREAS**, the Council of the City of Fircrest's actual levy amount from the previous year was \$335,195.08; and

**WHEREAS**, the Council of the City of Fircrest after hearing and after duly considering all relevant evidence and testimony presented, determined that the City of Fircrest requires a regular property levy of 0.5000% in order to discharge the expected expenses and obligations of the City of Fircrest and in its best interest; Now, Therefore,

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

**Section 1:** That an increase in the regular EMS tax levy is hereby authorized for the levy to be collected in the 2021 tax year.

**Section 2:** The property tax shall be levied at a rate of 0.5000 per \$1,000 of assessed value as authorized by voter approval on August 4, 2020.

**Section 3:** This increase is exclusive of additional revenue resulting from new construction, improvements to property, any increase in the value of state assessed property, any annexations that have occurred, and refunds made.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 13<sup>th</sup> day of October 2020.

APPROVED:

\_\_\_\_\_  
Hunter T. George, Mayor

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ATTEST:

\_\_\_\_\_  
Jayne Westman, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael B. Smith, City Attorney





# Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Scott Pingel,  
(Name)

CITY MANAGER, for CITY OF FIRCREST, do hereby certify to  
(Title) (District Name)

the PIERCE County legislative authority that the COUNCIL  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2021 as provided in the district's  
(Year of Collection)

budget, which was adopted at a public hearing held on 10/13/2020 :  
(Date of Public Hearing)

Regular EMS Levy: \$541,333  
(State the total dollar amount to be levied)

Refund Levy: \$145.84  
(State the total dollar amount to be levied)

Signature: \_\_\_\_\_  
CITY MANAGER

Date: 10/13/2020

For tax assistance or to request this document in an alternate format, visit <http://dor.wa.gov/content/taxes/property/default.aspx> or call (360) 534-1400. Teletype (TTY) users may call (360) 705-6718.



# Levy Certification

**Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.**

In accordance with RCW 84.52.020, I, Scott Pingel,  
(Name)

City Manager, for City of Fircrest, do hereby certify to  
(Title) (District Name)

the Pierce County legislative authority that the Council  
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2021 as provided in the district's  
(Year of Collection)

budget, which was adopted following a public hearing held on 10/13/2020 :  
(Date of Public Hearing)

Regular Levy: \$1,606,001.03  
(State the **total** dollar amount to be levied)

Excess Levy: 591,000.00  
(State the **total** dollar amount to be levied)

Refund Levy: \$696.17  
(State the **total** dollar amount to be levied)

Signature: \_\_\_\_\_

Date: 10/13/2020

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Ordinance Relating to Salaries of Non-Union Employees,  
Including Casual and Seasonal Employees

**ITEM:** 10 )

**DATE:** October 13, 2020

---

**RECOMMENDED MOTION:** I move to adopt Ordinance No. \_\_\_\_\_, amending Section 1 of Ordinance No. 1645 and FMC 2.44.050 relating to salaries of non-union City employees and amending Section 2 of Ordinance No. 1645 and FMC 2.44.090 relating to the hourly rate of pay for casual and seasonal employees.

**PROPOSAL:** Council is being asked to approve and adopt the attached proposed salary ordinance for implementation on January 1, 2021.

**FISCAL IMPACT:** The attached ordinance includes a proposed Cost of Living Adjustment (COLA) for non-represented employees of 1% based on the Consumer Price Index All Urban Consumers (CPI-W) for the year ending June 2020.

**ADVANTAGE:** This proposal provides for a 1% COLA.

**DISADVANTAGE:** None (other than the cost which has been included in the 2021 Preliminary Budget).

**ALTERNATIVES:** Not provide a cost of living adjustment.

**HISTORY:**

2021 – 1.0% (proposed)  
2020 – 1.7%  
2019 – 3.6%  
2018 – 3.0%  
2017 – 2.0%  
2016 – 2.0%  
2015 – 2.5%  
2014 – 2.0%  
2013 – 0.0%  
2012 – 0.0%  
2011 – 0.0% (4 furlough days)  
2010 – 0.0%

**Attachment(s):** [Ordinance](#)



**CITY OF FIRCREST  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AMENDING SECTION 1 OF ORDINANCE NO. 1645 AND F.M.C.  
2.44.050 RELATING TO SALARIES AND BENEFITS OF NON-UNION  
CITY EMPLOYEES AND AMENDING SECTION 2 OF ORDINANCE  
NO. 1645 AND FMC 2.44.090 RELATING TO HOURLY RATE OF PAY  
FOR CASUAL AND SEASONAL EMPLOYEES.**

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

**Section 1.** Section 1 of Ordinance No. 1645 and F.M.C. Section 2.44.050 are hereby amended to read as follows:

"Non-Union Salaries. From and after January 1, 2021, the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary, which exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Custodian	\$2,866	\$3,659
Office Assistant I	\$2,987	\$3,813
Office Assistant II	\$3,591	\$4,583
Court Clerk I	\$3,591	\$4,583
Police Records Technician/CSO I	\$3,687	\$4,705
Maintenance Worker I	\$3,839	\$4,900
Administrative Assistant	\$3,879	\$4,952
Court Clerk II	\$4,022	\$5,133
Utility Service Person I	\$4,031	\$5,142
Permit Coordinator/Code Enforcement Officer	\$4,040	\$5,157
Recreation Program Coordinator	\$4,047	\$5,164
Utility Billing Clerk	\$4,055	\$5,177
Accountant I	\$4,092	\$5,223
Police Records Technician/CSO II	\$4,128	\$5,269
Maintenance Worker II	\$4,334	\$5,532
Accountant II	\$4,802	\$6,129
Utility Service Person II	\$4,839	\$6,176
Recreation Supervisor	\$4,853	\$6,195
Parks Maintenance Supervisor	\$4,853	\$6,195
Facilities Maintenance Supervisor	\$4,853	\$6,195
Maintenance Lead	\$5,095	\$6,504
Planning/Building Administrator	\$5,423	\$6,922
Court Administrator-without contracted court	\$5,423	\$6,922
City Clerk	\$5,511	\$7,033
Court Administrator-with contracted court	\$5,966	\$7,614
Working Utility Foreman	\$6,129	\$7,823
Parks/Recreation Director	\$6,236	\$7,959
Planning/Building Director	\$6,379	\$8,140
Finance Director	\$7,539	\$9,922
Public Works Director	\$8,099	\$10,336
Police Chief	\$8,460	\$10,797

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For payroll purposes and the computation of hourly rates for regular employees, the monthly salary of said positions shall be multiplied by twelve (12) and then divided by two thousand and eighty (2,080) hours and rounded to the nearest one hundredth to determine the corresponding hourly rate of pay for entry into the bi-weekly payroll system."

**Section 2.** Section 2 of Ordinance No. 1645 and F.M.C. 2.44.090 are hereby amended to read as follows:

"Casual and seasonal employees. From and after January 1, 2021, the hourly rate of pay for casual or seasonal employees, unless otherwise provided, shall range between the State of Washington's minimum wage of thirteen dollars and sixty-nine cents and seventeen dollars and fifty cents per hour, depending on the requirements of the position and the qualifications of the individual, as determined by the City Manager."

No employee shall be paid on an hourly rate that exceeds the maximum provided hereunder.

<u>Position</u>	<u>1<sup>st</sup> Year of Employment</u>	<u>2<sup>nd</sup> Year of Employment</u>	<u>3<sup>rd</sup> Year of Employment</u>
Maintenance Worker	\$13.75	\$14.00	\$14.25
Pool Cashiers	\$13.75	\$14.00	\$14.25
Lifeguards	\$14.30	\$14.55	\$14.80
Swim Instructors	\$14.30	\$14.55	\$14.80
Recreation Leader	\$14.30	\$14.55	\$14.80
Swim Coaches	\$15.00	\$15.25	\$15.50
Pool Openers	\$15.50	\$15.75	\$16.00
Senior Bus Driver	\$17.50	\$17.50	\$17.50

**Section 3.** Effective Date: This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 13<sup>th</sup> day of October 2020.

APPROVED:

\_\_\_\_\_  
Hunter T. George, Mayor

ATTEST:

\_\_\_\_\_  
Jayne Westman, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael B. Smith, City Attorney



**CITY OF FIRCREST  
ORDINANCE NO. \_\_\_\_\_**

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**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF  
ORDINANCE 1642 AND FMC 2.44.070 REESTABLISHING THE  
MUNICIPAL COURT JUDGE MONTHLY RATE OF PAY AND  
THE CIVIL SERVICE CHIEF EXAMINER/ SECRETARY RATE OF  
PAY**

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

**Section 1.** Section 1 of Ordinance No. 1642 and FMC 2.44.070 are hereby amended to read as follows:

2.44.070 Monthly Pay From and after January 1, 2021, the monthly rate of pay of the following positions is fixed at not to exceed the following sums:

Municipal Court Judge	\$3,205
Municipal Court Judge with contract	\$4,805
Civil Service Chief Examiner	\$ 219

**Section 2.** This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of its title.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 13th day of October 2020

APPROVED:

\_\_\_\_\_  
Hunter T. George, Mayor

ATTEST:

\_\_\_\_\_  
Jayne Westman, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Michael B. Smith, City Attorney



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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 AN AMENDMENT TO THE CONTRACT  
FOR LEGAL SERVICES WITH COMFORT, DAVIES & SMITH, P.S.**

**WHEREAS**, the City of Fircrest has contracted with Comfort, Davies & Smith, P.S., to provide City Attorney and City Prosecutor services needed by the City; and

**WHEREAS**, the contract was first approved on December 10, 2003, and Section 7. Payment needs to be amended to provide remuneration in 2021 for services rendered each month in the sum of \$180.00 per hour. Now, Therefore,

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

**Section 1.** The City Manager is hereby authorized and directed to execute this amendment to the December 10, 2003 Contract for Legal Services with Comfort, Davies & Smith, P.S., for City Attorney legal services as may be required for the City and provide the full range of prosecution services for an amount not to exceed \$180.00 per hour.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 13th day of October 2020.

**APPROVED:**

\_\_\_\_\_  
Hunter T. George, Mayor

**ATTEST:**

\_\_\_\_\_  
Jayne Westman, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney

**NEW BUSINESS:** Insurance Broker Services Contract Amendment  
**ITEM 10?**

**FROM:** Scott Pingel, City Manager

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_, authorizing the City Manager to execute Amendment #9 to the agreement with Leavitt Group NW for insurance broker services.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to execute Amendment #9 to the agreement with Leavitt Group NW for insurance broker services. The City of Fircrest is a member of the Cities Insurance Association of Washington (CIAW) pool. The Interlocal Agreement with the CIAW requires the City to designate a servicing representative to act as the liaison for the needs of Fircrest. The duties of the service representative, include but are not limited to, providing local claims assistance, the securing of underwriting information, completion of applications, updating of vehicle lists and information, and other such functions as the CIAW Board of Directors may establish. The amendment will be from September 1, 2020, through August 31, 2021.

**FISCAL IMPACT:** Funds are available for this expenditure in the Insurance Line Item of the Non-Departmental Budget. The cost will be \$7,250 for the term of the agreement, which has not increased since 2014.

**ADVANTAGE:** Continuation of this agreement complies with the requirement to have a serving representative. Leavitt Group NW has provided very valuable assistance in working with CIAW and with claims and preventative measures for the City.

**DISADVANTAGES:** None known.

**ALTERNATIVE:** Not designate a service representative and be billed 10% of the annual cost for insurance by the Cities Insurance Association of Washington in accordance with the Interlocal Agreement.

**HISTORY:** The Interlocal Agreement with CIAW was approved on February 12, 2008, effective March 1, 2008. This resolution will continue the required insurance broker services, which were initiated in March 2008. Leavitt Group NW, formerly known as Bannon, Carlson & Kessel, has provided this service to Fircrest since December 2012.

**ATTACHMENTS:** [Resolution](#)  
[Broker Services Agreement Amendment #9](#)

**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AMENDMENT #9 TO THE  
AGREEMENT WITH LEAVITT GROUP NW FOR INSURANCE  
BROKER SERVICES**

**WHEREAS**, the City of Fircrest has need of insurance broker services and needs to designate a service representative as a member of the Cities Insurance Association of Washington through an Interlocal Agreement; and

**WHEREAS**, Leavitt Group NW has the required experience and expertise and has provided such services in the past. Now, Therefore,

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

**Section 1.** The City Manager is hereby authorized and directed to execute Amendment #9 to the agreement with Leavitt Group NW for insurance broker services.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 13th day of October 2020.

**APPROVED:**

\_\_\_\_\_  
Hunter T. George, Mayor

**ATTEST:**

\_\_\_\_\_  
Jayne Westman, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney



**NINTH AMENDMENT TO  
THE CITY OF FIRCREST  
BROKER SERVICE AGREEMENT**

This Ninth Amendment is hereby made and entered into this 13<sup>th</sup> day of October 2020, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and Leavitt Group NW, hereinafter referred to as “Broker”.

**WITNESSETH:**

**1. Purpose**

The purpose of this ninth amendment is to amend the December 21, 2012 agreement. This amendment is limited to the amendments as set forth herein. All the remaining terms and conditions of the December 21, 2012 agreement shall remain in full force and effect. The amendments are as follows:

- 2. Term:** The term of this Agreement shall be from September 1, 2020 through August 31, 2021, and may be extended or modified by mutual consent of the parties.
- 3.** All remaining provisions of the December 21, 2012 agreement shall remain in full force and effect as well as the first, second, third, fourth, fifth, sixth, seventh, and eighth amendments.

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

**CITY OF FIRCREST**

**LEAVITT GROUP NW**

2121 70<sup>th</sup> Avenue West, Suite B  
University Place, WA 98466

By: \_\_\_\_\_  
Scott Pingel, City Manager

By: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael B. Smith, City Attorney

**ATTEST:**

\_\_\_\_\_  
Jayne Westman, City Clerk