

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, MARCH 9, 2021
7:00 P.M.**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. Pool and Community Center Project Update
 - B. Tot Lot Discussion
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

(Please email the City Clerk by 5 p.m. the day of the meeting if you would like to make a public comment or speak at the appropriate time)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Environmental, Planning, and Building
 - C. Finance, IT, Facilities
 - D. Other Liaison Reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks
 - B. Approval of Minutes: [February 16, 2021, Study Session](#)
[February 23, 2020, Regular Meeting](#)
- 11. PUBLIC HEARING 7:15 P.M.**
 - A. [To receive comments on the Chapter 22.26.023 Wall Signs Development Code Amendments](#)
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Budget Amendment, 1st Reading](#)
 - B. [Information Only: 5-year Forecast Presentation](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
- 16. ADJOURNMENT**

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23908	03/09/2021	03/09/2021	6904		
			A R C Architects Inc	66,335.48	P#54 Pool/Bathhouse And Community Center Prof. Eng. Services 1/1/21 To 1/25/21
	594 76 62 03	Buildings & Structures	301 000 594	66,335.48	P#54 Pool/Bathhouse And Community Center Prof. Eng. Services 1/1/21 To 1/25/21
23909	03/09/2021	03/09/2021	4052		
			Auto Value, NPW Tacoma	20.79	Fuel Fill Hose
	548 65 48 12	O & M - Street	501 000 548	20.79	Fuel Fill Hose
23959	03/09/2021	03/09/2021	8019		
			Baldassin, Corrine	256.21	02-01865.0 - 118 ALAMEDA AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	-63.80	Storm Drain
	343 40 00 00	Sale Of Water	425 000 340	-66.43	Water Fund (de
	343 50 00 00	Sewer Revenues	430 000 340	-125.98	Sewer Fund (de
23910	03/09/2021	03/09/2021	5781		
			Batteries Plus Bulbs	48.38	12 Volt Batteries (2) I/S
	518 81 35 00	Small Tools & Equip - I/S	001 000 518	48.38	12 Volt Batteries (2) I/S
23911	03/09/2021	03/09/2021	6018		
			Canon Financial Services Inc	723.31	Police Copier / Fax Rental February 2021; Copier Rental February 2021 - City Hall, Court, Parks / Rec, Public Works
	512 50 45 00	Oper Rentals - Copier - Co	001 000 512	140.95	Court 02/2021
	518 10 45 00	Oper Rentals - Copier - No	001 000 518	140.95	City Hall 02/2021
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	159.52	Police Copier/Fax Rental February 2021
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	35.24	PW 02/2021
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534	35.23	PW 02/2021
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535	35.24	PW 02/2021
	542 30 45 00	Oper Rentals - Copier - Str	101 000 542	35.24	PW 02/2021
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	126.85	Rec 02/2021
	576 80 45 00	Oper Rentals - Copier - Par	001 000 576	14.09	Parks 02/2021
23912	03/09/2021	03/09/2021	4313		
			Chuckals Inc	108.79	Supplies - Public Works
	531 50 31 01	Office Supplies - Storm	415 000 531	5.69	Supplies - Public Works
	531 50 35 00	Small Tools & Equip - Stor	415 000 531	21.51	Supplies - Public Works
	534 10 31 00	Office Supplies - Water	425 000 534	5.68	Supplies - Public Works
	534 10 35 00	Small Tools & Equip - Wat	425 000 534	21.51	Supplies - Public Works
	535 10 31 00	Office Supplies - Swr Adm	430 000 535	5.68	Supplies - Public Works
	535 10 35 00	Small Tools-Swr Admin	430 000 535	21.51	Supplies - Public Works
	542 30 31 01	Office Supplies - Street Re	101 000 542	5.69	Supplies - Public Works
	542 30 35 00	Small Tools & Equip-St Re	101 000 542	21.52	Supplies - Public Works
23952	03/09/2021	03/09/2021	4324		
			City Treasurer-Tacoma	473.50	2020 Animal Control Services (9.47 Hours)
	554 30 41 00	Animal Control	001 000 554	473.50	2020 Animal Control Services (9.47 Hours)

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23913	03/09/2021	03/09/2021	6203 Code Mechanical Inc	12,258.41	Replacement Of Heat Pump And Air Handler At PSB
594 18 64 01	Machinery & Equipment -		001 000 518 General Fund	12,258.41	Replacement Of Heat Pump And Air Handler At
23914	03/09/2021	03/09/2021	6268 Cole-Parmer Instrument Company	81.73	Reagent Tablets For Flouride Testing
534 80 41 00	Water Testing		425 000 534 Water Fund (de	81.73	Reagent Tablets For Flouride Testing
23915	03/09/2021	03/09/2021	6268 Cole-Parmer Instrument Company	61.84	Test Kit (1) For New Flouride Testing Machine
534 80 41 00	Water Testing		425 000 534 Water Fund (de	61.84	Test Kit (1) For New Flouride Testing Machine
Total Cole-Parmer Instrument Company				143.57	
23918	03/09/2021	03/09/2021	3573 Copiers Northwest Inc	329.51	Copier Usage - February 2021 CH, Court, PR, PW
512 50 45 00	Oper Rentals - Copier - Co		001 000 512 General Fund	18.54	Court Usage Feb 2021
518 10 45 00	Oper Rentals - Copier - No		001 000 518 General Fund	127.93	City Hall Feb 2021
521 22 45 00	Oper Rentals - Copier - Pol		001 000 521 General Fund	133.51	Printer Usage Feb 2021 Police
531 50 45 00	Oper Rentals - Copier - Sto		415 000 531 Storm Drain	8.52	Storm Usage Feb 2021
534 10 45 02	Oper Rentals - Copier - Wa		425 000 534 Water Fund (de	8.52	Water Usage Feb 2021
535 10 45 00	Oper Rentals - Copier - Sev		430 000 535 Sewer Fund (de	8.52	Sewer Usage Feb 2021
542 30 45 00	Oper Rentals - Copier - Str		101 000 542 City Street Fun	8.51	Street Usage Feb 2021
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	13.91	Rec Usage Feb 2021
576 80 45 00	Oper Rentals - Copier - Par		001 000 576 General Fund	1.55	Park Usage Feb 2021
23916	03/09/2021	03/09/2021	7227 Correct Equipment Inc	63,065.02	New Water Meters For Upgrade 5/8x3/4x71/2 (200)
594 34 63 01	Other Improvements Water		426 000 594 Water Improve	63,065.02	New Water Meters For Upgrade 5/8x3/4x71/2 (200)
23917	03/09/2021	03/09/2021	7227 Correct Equipment Inc	1,521.02	New Water Meters For Upgrade (8)
594 34 63 01	Other Improvements Water		426 000 594 Water Improve	1,521.02	New Water Meters For Upgrade (8)
Total Correct Equipment Inc				64,586.04	
23919	03/09/2021	03/09/2021	3589 Databar Inc	2,137.40	February 2021 Statement Production & Postage; Insert Town Topics /Comm Sponsorship
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	66.29	February 2021 Statement Production & Postage; Insert Town Topics /Comm Sponsorship
531 50 42 01	Postage - Storm		415 000 531 Storm Drain	268.22	February 2021 Statement Production & Postage; Insert Town Topics /Comm Sponsorship

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531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	422.15	February 2021 Statement Production & Postage; Insert Town Topics /Comm Sponsorship
534 10 42 01	Postage - Water		425 000 534 Water Fund (de	268.22	February 2021 Statement Production & Postage; Insert Town Topics /Comm Sponsorship
534 10 49 06	Mailing Service - Water		425 000 534 Water Fund (de	422.15	February 2021 Statement Production & Postage; Insert Town Topics /Comm Sponsorship
535 10 42 02	Postage - Sewer		430 000 535 Sewer Fund (de	268.22	February 2021 Statement Production & Postage; Insert Town Topics /Comm Sponsorship
535 10 49 05	Mailing Service - Sewer		430 000 535 Sewer Fund (de	422.15	February 2021 Statement Production & Postage; Insert Town Topics /Comm Sponsorship
23920	03/09/2021	03/09/2021	3594	2,883.51	Stormwater Fee 7/1/20 - 6/30/21 2nd Half
531 50 49 01	Operation Permit		415 000 531 Storm Drain	2,883.51	Stormwater Fee 7/1/20 - 6/30/21 2nd Half
23921	03/09/2021	03/09/2021	4712	1,099.00	GIS Basic Primary/Secondary Maintenance Agreement 3/1/21 - 2/28/22
524 20 31 00	Office & Oper Sup-Bldg		001 000 524 General Fund	183.17	GIS Basic Primary/Secondary Maintenance Agreement 3/1/21 - 2/28/22
531 50 31 01	Office Supplies - Storm		415 000 531 Storm Drain	183.17	GIS Basic Primary/Secondary Maintenance Agreement 3/1/21 - 2/28/22
534 10 31 00	Office Supplies - Water		425 000 534 Water Fund (de	183.17	GIS Basic Primary/Secondary Maintenance Agreement 3/1/21 - 2/28/22
535 10 31 00	Office Supplies - Swr Adm		430 000 535 Sewer Fund (de	183.17	GIS Basic Primary/Secondary Maintenance Agreement 3/1/21 - 2/28/22
542 30 31 01	Office Supplies - Street Re		101 000 542 City Street Fun	183.16	GIS Basic Primary/Secondary Maintenance Agreement 3/1/21 - 2/28/22
558 60 31 00	Office & Oper Sup-Plan		001 000 558 General Fund	183.16	GIS Basic Primary/Secondary Maintenance Agreement 3/1/21 - 2/28/22
23962	03/09/2021	03/09/2021	2259	276.53	04-03060.0 - 1002 FIR PARK LANE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-64.61	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-69.28	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-142.64	
23922	03/09/2021	03/09/2021	4858	34.52	Brine Tank Repair Supplies
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	34.52	Brine Tank Repair Supplies
23923	03/09/2021	03/09/2021	3638	1,307.10	Land Rental For Water Tank On Golf Course Property For March 2021
534 10 45 01	Land Rental/Water Tank		425 000 534 Water Fund (de	1,307.10	Land Rental For Water Tank On Golf Course Property For March 2021
23924	03/09/2021	03/09/2021	3642	274.62	Washington State Flags For PSB, Parks, PW

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518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	60.50	Washington State Flags For PSB	
518 30 31 03	Oper Sup/PWF		001 000 518 General Fund	93.12	Washington State Flags For PW	
518 30 31 05	Oper Sup/Park Struct		001 000 518 General Fund	121.00	Washington State Flags For Parks	
23972	03/09/2021	03/09/2021	9338	Fuelman Fleet Program	1,849.54	Gas/Fuel February 2021
548 65 31 06	Facilities Gas		501 000 548 Equipment Ren	56.92	Facilities Gas 2/2021	
548 65 31 08	Police Gas		501 000 548 Equipment Ren	888.26	Police Gas 2/2021	
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	62.18	Parks Gas 2/2021	
548 65 31 12	Street Gas		501 000 548 Equipment Ren	507.24	Street Gas 2/2021	
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	334.94	W/S Gas 2/2021	
23925	03/09/2021	03/09/2021	7329	Game Time	35,804.91	Playground Equipment - Tot Lot Swings Includes Installation And Rubber Tile
594 76 63 01	Other Improvements - Park		001 000 576 General Fund	35,804.91	Playground Equipment - Tot Lot Swings Includes Installation And Rubber Tile	
23926	03/09/2021	03/09/2021	98	Goon, Karen	59.00	Library Reimbursement 2021
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 2021	
23927	03/09/2021	03/09/2021	6774	Greenleaf Landscaping 1 Inc	4,326.49	Monthly Landscaping Services - Feb 2021
518 30 41 01	Contract Maintenance		001 000 518 General Fund	3,201.60	Monthly Landscaping Services - Feb 2021	
542 80 49 03	Beautification Services (co		101 000 542 City Street Fun	1,124.89	Monthly Landscaping Services - Feb 2021	
23928	03/09/2021	03/09/2021	6774	Greenleaf Landscaping 1 Inc	8,187.75	Feb 2021 Tree Pruning - Regents Kwanzan Trees
542 80 48 00	Street Tree Maintenance (c		101 000 542 City Street Fun	8,187.75	Feb 2021 Tree Pruning - Regents Kwanzan Trees	
			Total Greenleaf Landscaping 1 Inc	12,514.24		
23929	03/09/2021	03/09/2021	3692	Home Depot Credit Services	25.31	Light Ballast - PSB
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	25.31	Light Ballast - PSB	
23930	03/09/2021	03/09/2021	3692	Home Depot Credit Services	29.16	Blocks For Tot Lot Wall
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	29.16	Blocks For Tot Lot Wall	
23931	03/09/2021	03/09/2021	3692	Home Depot Credit Services	129.40	Various Cleaning Supplies - CH, PW, Rec
518 30 31 01	Oper Sup/Rec Bldg		001 000 518 General Fund	81.46	Various Cleaning Supplies - CH, PW, Rec	
518 30 31 03	Oper Sup/PWF		001 000 518 General Fund	24.19	Various Cleaning Supplies - CH, PW, Rec	
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	23.75	Various Cleaning Supplies - CH, PW, Rec	
23932	03/09/2021	03/09/2021	3692	Home Depot Credit Services	18.78	Silver/Black Duct Tape

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518 30 31 00	Oper Sup/Facilities		001 000 518 General Fund	18.78	Silver/Black Duct Tape
23933	03/09/2021	03/09/2021	3692 Home Depot Credit Services	53.90	Toggle Switch And Electrical Test Kit
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	9.89	Toggle Switch
518 30 35 00	Small Tools & Equip-Fac		001 000 518 General Fund	44.01	Electrical Test Kit
23934	03/09/2021	03/09/2021	3692 Home Depot Credit Services	53.57	Aluminum Door - PSB
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	53.57	Aluminum Door - PSB
Total Home Depot Credit Services				310.12	
23935	03/09/2021	03/09/2021	6883 L.N. Curtis & Sons	143.23	Duty Pouches And Name Patch - E Garcia
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	143.23	Duty Pouches And Name Patch - E Garcia
23936	03/09/2021	03/09/2021	3791 Lowe's Company-#338954	91.95	Supplies For Picnic Tables
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	91.95	Supplies For Picnic Tables
23937	03/09/2021	03/09/2021	3816 Marv's Backhoe Service	1,788.40	Repair Sewer Service Stub At 120 Farallone
535 50 48 00	Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	1,788.40	Repair Sewer Service Stub At 120 Farallone
23938	03/09/2021	03/09/2021	6369 McLendon Hardware Inc (Tacoma)	11.62	Parts For De-Icer Unit Repair
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	11.62	Parts For De-Icer Unit Repair
23939	03/09/2021	03/09/2021	180 Meyer, Yolanda	59.00	Library Reimbursement 2021
572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement 2021
23940	03/09/2021	03/09/2021	6589 Murray, Smith & Associates Inc	2,188.50	Water System Plan - Prof Engineering Services Thru 1/31/21
534 10 41 00	Prof Svcs - Water		425 000 534 Water Fund (de	2,188.50	Water System Plan - Prof Engineering Services Thru 1/31/21
23941	03/09/2021	03/09/2021	3923 Orca Pacific Inc	284.37	Chlorine For Wells (75 Gallons)
534 80 31 03	Oper Supplies - Chlorine		425 000 534 Water Fund (de	284.37	Chlorine For Wells (75 Gallons)
23960	03/09/2021	03/09/2021	1839 Osborne, Carolyn	88.08	03-01850.2 - 430 BERKELEY AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-25.66	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-27.51	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-34.91	
23942	03/09/2021	03/09/2021	8626 Pacific Office Automation Inc	128.07	March 2021 Postage Meter Rental

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518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	128.07	March 2021 Postage Meter Rental
23943	03/09/2021	03/09/2021	3955 Petrocard Systems Inc	76.91	Gas/Fuel March 2021
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	20.38	Parks Gas 03/2021
548 65 31 12	Street Gas		501 000 548 Equipment Ren	20.38	Street Gas 03/2021
548 65 31 12	Street Gas		501 000 548 Equipment Ren	6.15	Street Gas 03/2021
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	30.00	W/S Gas 03/2021
23944	03/09/2021	03/09/2021	357 Piercy, Timothy C	31.31	Webcam For PW Director
531 50 35 00	Small Tools & Equip - Stor		415 000 531 Storm Drain	7.82	Webcam For PW Director
534 10 35 00	Small Tools & Equip - Wat		425 000 534 Water Fund (de	7.83	Webcam For PW Director
535 10 35 00	Small Tools-Swr Admin		430 000 535 Sewer Fund (de	7.83	Webcam For PW Director
542 30 35 00	Small Tools & Equip-St Re		101 000 542 City Street Fun	7.83	Webcam For PW Director
23945	03/09/2021	03/09/2021	5710 Rainier Connect, Mashell Telecom	275.36	Internet Access Fee March 2021; Internet Access Fee And Phone Service - Pool/Bathhouse March
518 81 42 00	Communication - I/S		001 000 518 General Fund	106.95	Internet 03/2021
518 81 42 00	Communication - I/S		001 000 518 General Fund	113.54	Internet 03/2021 - Pool/Bathhouse
576 80 42 00	Communication - Parks		001 000 576 General Fund	54.87	Phone Service 03/2021 - Pool/Bathhouse
23946	03/09/2021	03/09/2021	4026 S & B Inc	2,293.00	P#65 Commons L/S Eng Services
594 35 63 01	Other Improvements Sewer		432 000 594 Sewer Improve	2,293.00	P#65 Commons L/S Eng Services
23947	03/09/2021	03/09/2021	4035 Sarco Supply	168.63	Janitorial Supplies - Public Works
518 30 31 03	Oper Sup/PWF		001 000 518 General Fund	168.63	Janitorial Supplies - Public Works
23948	03/09/2021	03/09/2021	4035 Sarco Supply	38.41	Janitorial Supplies - PSB
518 30 31 02	Oper Sup/PSB Bldg		001 000 518 General Fund	38.41	Janitorial Supplies - PSB
			Total Sarco Supply	207.04	
23958	03/09/2021	03/09/2021	1537 Saxon, Michael	40.21	02-02440.2 - 313 PRINCETON ST
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-15.09	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-14.65	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-10.47	
23961	03/09/2021	03/09/2021	9482 Schaub, David	245.79	03-01370.6 - 708 CONTRA COSTA AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-60.31	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-64.54	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-120.94	

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23949	03/09/2021	03/09/2021	6088		
			Sentinel Pest Control Inc	192.33	Pest Control - Public Works March 2021
531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	48.08	Pest Control - Public Works March 2021
534 50 48 01	Rep & Maint - Water Main		425 000 534 Water Fund (de	48.08	Pest Control - Public Works March 2021
535 50 48 00	Rep & Maint - Sewer Main		430 000 535 Sewer Fund (de	48.08	Pest Control - Public Works March 2021
542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fun	48.09	Pest Control - Public Works March 2021
23950	03/09/2021	03/09/2021	4690		
			Sound Inspections	1,571.36	Inspections, Mileage And Calls February 2021
524 20 41 01	Bldg Inspec/Plan Review		001 000 524 General Fund	1,571.36	Inspections, Mileage And Calls February 2021
23951	03/09/2021	03/09/2021	4328		
			Systems for Public Safety Inc	114.09	LOF - 2019 Ford Interceptor #68055D And Replaced Spotlight Handle
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	114.09	LOF - 2019 Ford Interceptor #68055D And Replaced Spotlight Handle
23953	03/09/2021	03/09/2021	4139		
			Tapco Visa Card	199.00	Alliance For Innovation - Virtual Training - S. Pingel
513 10 49 01	Reg & Tuition - Admin		001 000 513 General Fund	199.00	Alliance For Innovation - Virtual Training - S. Pingel
23965	03/09/2021	03/09/2021	4164		
			U S Postal Service	245.00	Permit #236 Type PI 2021 Renewal
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	245.00	Permit #236 Type PI 2021 Renewal
23966	03/09/2021	03/09/2021	5934		
			US Bank, City Hall Account	3,044.95	City Hall Charges Through 2/25/21
511 60 35 00	Small Tools & Equip - Leg		001 000 511 General Fund	39.56	Zoom Webinar 2/2021 (COVID19 Exp)
512 50 31 00	Office & Oper Sup-Court		001 000 512 General Fund	395.38	Adobe Pro For Kristi & Sams Computer
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	35.00	MRSC Training - What To Consider C Corcoran
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	105.00	MRSC Training Intro To PW Contracting - Finance Dept
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	420.00	MRSC Training Annual Financial Reporting - Fin Dept
517 90 31 01	Health Program - Supplies		001 000 517 General Fund	99.37	Poker Walk Supplies
517 90 31 01	Health Program - Supplies		001 000 517 General Fund	56.45	Wellness - Heart Health
518 10 34 01	Central Office Supplies		001 000 518 General Fund	8.78	Disabled Wheelchair Symbols For Lobby
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	682.80	Passport Postage
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	79.40	Postage
518 10 49 04	Reg & Tuition - Non Dept		001 000 518 General Fund	35.00	MRSC Training - Intro To PW Contracting - B Wakefield
518 11 41 01	Advertising - Personnel		001 000 518 General Fund	600.00	Sundle Pack (5 Job Posts)
518 11 49 03	Reg & Tuition - Personnel		001 000 518 General Fund	75.00	Summit Law - Effective Performance Evals J Westman
531 50 35 00	Small Tools & Equip - Stor		415 000 531 Storm Drain	95.89	Backlit Monitor For PW Director SAA #1793
531 50 35 00	Small Tools & Equip - Stor		415 000 531 Storm Drain	7.42	Wireless Mouse For PW Director

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534 10 35 00	Small Tools & Equip - Wat		425 000 534 Water Fund (de	95.89	Backlit Monitor For PW Director SAA #1793
534 10 35 00	Small Tools & Equip - Wat		425 000 534 Water Fund (de	7.42	Wireless Mouse For PW Director
535 10 35 00	Small Tools-Swr Admin		430 000 535 Sewer Fund (de	95.88	Backlit Monitor For PW Director SAA #1793
535 10 35 00	Small Tools-Swr Admin		430 000 535 Sewer Fund (de	7.40	Wireless Mouse For PW Director
542 30 35 00	Small Tools & Equip-St Re		101 000 542 City Street Fun	95.89	Backlit Monitor For PW Director SAA #1793
542 30 35 00	Small Tools & Equip-St Re		101 000 542 City Street Fun	7.42	Wireless Mouse For PW Director
23967	03/09/2021	03/09/2021	8483 US Bank, Public Works Dept Account	170.11	Public Works Charges Through 2/25/21
517 90 31 01	Health Program - Supplies		001 000 517 General Fund	77.12	Toilet Bowl Winner Luncheon
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fun	92.99	Salt Away (2 Gallons)
23968	03/09/2021	03/09/2021	8484 US Bank, Recreation Dept Account	991.51	Rec Charges Through 2/25/21
573 90 49 01	Community Events		001 000 573 General Fund	569.15	St Pats Med Madness - Bags, Banner, Gold Coins, Wood Rounds And Burn Plate
573 90 49 01	Community Events		001 000 573 General Fund	119.40	One Year Sub Canva Pro - Website Graphics
573 90 49 01	Community Events		001 000 573 General Fund	39.31	Heart Happy Project - Candy
576 20 31 00	Office Supplies - Pool		001 000 576 General Fund	181.22	Easel, Tote, And Office Supplies
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capi	82.43	P#64 Storage Container For CC Construction
23963	03/09/2021	03/09/2021	4178 University Place Refuse Inc	809.00	Dump Fees - Street Sweeping And Yard Waste
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	446.25	Dump Fees - Street Sweeping 01/2021
576 80 47 01	Dumping Fees - Parks		001 000 576 General Fund	362.75	Dump Fees - Yard Waste 01/2021
23954	03/09/2021	03/09/2021	4179 Unum Life Insurance Company of America	46.80	Retired Benefits March 2021
521 22 20 02	LEOFF I Long Term Care]		001 000 521 General Fund	46.80	Retired Benefits March 2021
23971	03/09/2021	03/09/2021	4180 Utilities Underground	48.35	Locates February 2021
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	24.17	Locates February 2021
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	24.18	Locates February 2021
23969	03/09/2021	03/09/2021	3645 WEX BANK, Wright Express FSC	902.16	Gas/Fuel February 2021
548 65 31 05	Non-Dept Gas		501 000 548 Equipment Ren	31.29	Gas/Fuel February 2021
548 65 31 08	Police Gas		501 000 548 Equipment Ren	870.87	Gas/Fuel February 2021
23955	03/09/2021	03/09/2021	6884 WPTA	375.00	WPTA 2021 Virtual Conference - C. Corcoran, M Walker, L Davis
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	375.00	WPTA 2021 Virtual Conference - C. Corcoran, M Walker, L Davis
23964	03/09/2021	03/09/2021	4231 Water Mgmt Labs Inc	252.00	Coliform And Fluoride Testing February 2021
534 80 41 00	Water Testing		425 000 534 Water Fund (de	252.00	Coliform And Fluoride Testing February 2021

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:47:00 Date: 03/05/2021

As Of: 03/09/2021

Page: 9

Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
23970	03/09/2021	03/09/2021	4256		
			Winning Seasons	410.75	City Logo Safety Mask For PW Crew
531 50 20 01	Contract Benefits - Storm	415 000 531	Storm Drain	102.69	City Logo Safety Mask For PW Crew
534 10 20 01	Contract Benefits - Wtr Ad	425 000 534	Water Fund (de	102.69	City Logo Safety Mask For PW Crew
535 10 41 01	Advertising - Sewer	430 000 535	Sewer Fund (de	102.69	City Logo Safety Mask For PW Crew
542 30 20 01	Contract Benefits - Street R	101 000 542	City Street Fun	102.68	City Logo Safety Mask For PW Crew

Report Total:	221,159.73
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Fund

001 General Fund	61,063.46
101 City Street Fund	9,921.66
301 Park Bond Capital Fund	66,417.91
415 Storm Drain	4,765.63
425 Water Fund (department)	5,648.51
426 Water Improvement Fund	64,586.04
430 Sewer Fund (department)	3,453.89
432 Sewer Improvement Fund	2,293.00
501 Equipment Rental Fund	3,009.63

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

AGENDA MODIFICATIONS

There were none.

RENTAL POLICY DISCUSSION

Parks & Recreation Director Grover presented an overview of the proposed rental policy and highlighted that some of the languages in the draft will be amended or deleted for the final version. There were discussions held on beta testing the new recreation software, RecDesk, before the launch to the public and the timeline to start accepting rental bookings. Grover reported that the RecDesk program is ready to go and the staff will be sending out beta testing information within the next week to receive feedback on ease of use and overall impressions.

Grover briefed the Council on the rates and rental policies for our party room, pavilion, and other various rentals. Grover noted that the difference between resident and nonresident is roughly 30%, both groups would be charged a deposit, There was a discussion on prioritizing residents for fee structure and availability of rentals and not allowing alcohol while the pool is in use.. City Manager Pingel provided an update that due to the City receiving State funds, we cannot be open to residents only. There was Council consensus to bring back the resident / nonresident discussion to a future study session. Wittner invited public comments and the following individual provided public comment.

- Yolonda Brooks, 6464 19th Street W #C, commented that the language regarding not allowing political or religious activities should be deleted.
Mayor Pro Tem Wittner explained that Director Grover highlighted at the beginning of the meeting that that language was to be deleted from the final draft.

SPRING PROGRAMMING DISCUSSION

Parks & Recreation Director Grover presented an overview of the Phase II guidelines set forth by the State and highlighted the requirements to having a baseball season. Grover reported that the staff intends to open the season registration on March 8, 2021, and will need to finalize the refund policy before opening registration.

Councilmember Viafore joined the meeting at 6:48 p.m.

Discussions included the importance of youth sports, requiring vaccinations in the future, and the block wall project at the Tot Lot. A legal opinion was requested as to the City's ability to require vaccinations for youth sports. City Attorney Mike Smith will address the legal opinion at the next Regular City Council meeting.

Lastly, the Council discussed taking down the barricades around the Fircrest Park play structure and leaving the Tot Lot closed. There was consensus to open the play structure at Fircrest Park.

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 7:18 P.M., seconded by Barrentine. The Motion Carried (6-0).

FEBUARY 16, 2021

FIRCREST CITY COUNCIL MEETING MINUTES – STUDY SESSION 2

Jayne Westman, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Hunter T. George called the regular meeting to order at 7:00 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

Mayor George introduced the incoming Public Works Director, Tyler Bemis. Tyler will be starting his new position with the City on Friday, February 26, 2021. Councilmembers Waltier and Viafore welcomed Tyler.

A. Community Center and Pool Project

Grover briefed the Council on the progress of the Pool & Community Center Project and indicated that Kassel is pouring concrete at the Community Center and the vertical posts are going up. There was a brief discussion on the timeliness of completing the punch list items at the Pool & Bathhouse. There is growing frustration with the building still not being completed.

Parks & Recreation Director Grover presented the baseball season guidelines and draft procedures. There was discussion regarding the language change from, “should” to “shall” to ensure compliance and Director Grover indicated that he would make the necessary changes for the final version. Grover reported that the bathroom will remain open for public use and will be cleaned daily. Council requested a list of the sports risk assessment provided by the State and City Manager Pingel will provide guidance in a future update.

Lastly, Grover provided an update to hiring seasonal pool staff and reported that they are reviewing capacity, PPE, and State requirements to allow for a swim season. There was a brief discussion on utilizing the Red Cross resources to ensure COVID-19 protocols are being followed to protect swimmers and staff.

CITY MANAGER COMMENTS

City Manager Pingel briefed the Council on the requested legal opinion brought forth at the February 16, 2021, Study Session. City Attorney Michael B. Smith reported that it would not be recommended to require proof of vaccination to participate in youth activities.

Pingel briefed the Council on a proposed presentation from Sound Transit at a future meeting and there was consensus to have Sound Transit provide an update that can be included in a future City Manager update rather than have a presentation.

Lastly, Pingel reported that Senate Bill 5226 may have revenue impacts to the Court if signed into law. Pingel reported that there is limited information available and he will report back to the Council with more robust information to inform the discussion. AWC has opposed the Bill. There was a discussion about inviting the delegation to come to speak to the Council and passing a Resolution to oppose the Bill.

DEPARTMENT HEAD COMMENTS

- Police Chief Cheesman provided an update of the recent police activities and reported that he and his staff continue to participate in audits.

COUNCILMEMBER COMMENTS

- Nixon; no comments provided.

- Waltier welcomed Public Works Director Bemis and thanked Acting Public Works Director Davis and the Public Works crew for all the extra work maintaining the streets during the recent snow event.
- Barrentine welcomed Public Works Director Bemis and gave thanks to Community Events Specialist Schmidtke and the staff for the Heart Happy Event. It spread positivity within the community. Lastly, Barrentine thanks the Public Works Crew for their efforts with snow removal.
- Wittner thanked the staff for recognizing Ken Still Day on the Facebook and readerboard.
- Reynolds provided a COVID-19 update and reported that the cases are trending down. She updated the Council that 6% of the population is vaccinated and that joblessness figures are still high. Lastly, Reynolds asked that the Council and the Staff be ready to act if more Federal funds come to the City.
- Viafore welcomed Public Works Director Bemis and asked about the streetlight at the 700 block of Regents. Viafore reported that he will ask the Council to move \$250,000 to Cumulative Reserves when the next budget adjustment is presented.
- Mayor George welcomed Public Works Director Bemis and reported that more Federal funds may be coming and looks forward to additional grant assistance programs. Lastly, George thanked the attendees for joining.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited public comment. The following individual provided public comment:

- Brian Rybolt, 1036 Daniels Drive, expressed he did not agree with three Council members’ decision to endorse Senator T’wina Nobles during the November election and Nobles is a sponsor of Senate Bill 5226.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Barrentine reported that the Tot Lot work is in progress and the tire swing has been ordered. The RecDesk trial will start next week and they attended a walk-thru yesterday. The ‘What Makes Your Heart Happy’ event is going until the end of the month and the St. Patrick’s Day event; Medallion Madness will be coming in March.

George briefly commented that Fircrest Park Playground is open, signs are up, and it is being cleaned daily.

Reynolds briefly commented that the staff could utilize the feedback from RecDesk users who frequent the site and when new features are added, we could use them as beta testers.

B. Pierce County Regional Council

Reynolds reported that she attended the general assembly last week and the budget has not been adopted yet. PCRC may recycle the dues paid by cities due to saving from not having in-person meetings. Lastly, Reynolds reported that the City received the platinum level Tacoma Pierce County Health Department Award for the new Pool & Bathhouse, and we have received an award three out of the last four years.

George recommended that we apply for the Community Center as well.

C. Public Safety, Courts

Reynolds reported that the Police Chief Cheesman has been busy received awards for his volunteerism in various committees. Cheesman updated the Council that he awarded a letter of

commendation to Officer John Roberts for his hard work helping a resident through an identity theft case. Lastly, Cheesman reported that the pharmacy case is still pending.

D. Street, Water, Sewer, and Storm Drain

Waltier; no report provided

E. Other Liaison Reports

None were provided.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar: approval of Voucher No. 216138 through Voucher Check No. 216178 in the amount of \$1,064,007.60; approval of Payroll Check No. 14020 through Payroll Check No. 14020 in the amount of \$121,601.85; approval of the February 2, 2021, Special Meeting minutes; approval of the February 9, 2021, Regular Meeting minutes; registering no objections to the Fircrest Golf Club liquor license renewal. **Waltier MOVED to approve the Consent Calendar as read; seconded by Reynolds. The Motion Carried (7-0).**

PUBLIC HEARING

No Public Hearing was scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. Resolution No 1710: Point & Pay, LLC, Credit Card Services Agreement

Court Administrator Perry provided an overview of the proposed agreement and noted that the customer service and fees charged to the court participants will improve with Point & Pay, LLC as nCourt did not meet our level of service. **Viafore MOVED to adopt Resolution No. 1710, authorizing the City Manager to execute an agreement for credit card services with Point & Pay, LLC; seconded by Barrentine.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

B. Resolution No. 1711: GeoEngineers Contract Amendment

City Manager Pingel briefed the Council on the proposed contract amendment and highlighted that the amendment includes additional work not accounted for with the removal of the old kiddie pool. **Viafore MOVED to adopt Resolution No. 1711, authorizing the City Manager to execute Amendment #2 to the Geotechnical Services Contract with GeoEngineers, Inc. for the Community Center project; seconded by Reynolds.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

C. End of Year 2020 Financial Report

Finance Director Corcoran provided an overview of the year-end report and highlighted that all funds, but sewer increased in 2020 with a \$186,000 positive net revenue to expenditures and the Ending Fund Balance increased by a net of \$379,634. The City fared well through COVID-19 to date and sales tax increased. Corcoran reported that the City distributed almost \$17,000 in rental assistance and \$ 203,000 in business assistance through grants during 2020. There was a discussion held on the financial well-being of the City and the desire to move \$250,000 to

cumulative reserves during the upcoming budget adjustment. It was suggested that the City engage with the community to understand how sales tax impacts the City, especially with online sales.

CALL FOR FINAL COMMENTS

Barrentine; suggested that the City engage with the community to help residents understand how sales tax impacts the City, especially with online sales.

EXECUTIVE SESSION

No executive session was scheduled.

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 8:29 P.M., seconded by Barrentine. The Motion Carried (7-0).

Hunter T. George, Mayor

Jayne Westman, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Amendments to FMC 22.26.023 wall signs
ITEM 11A.

FROM: Angelie Stahlnecker, Planning & Building Administrator

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: The City of Fircrest proposes to amend FMC 22.26.023 wall signs.

The proposal would amend:

- subsection (a): changing the maximum area for Nonresidential/Noncommercial (schools, churches, and public buildings) wall signs from a flat 32 square feet to a sliding scale based on the length of the building wall. The sliding scale listed below is currently used for commercial signs:
 - *Maximum sign surface area for white, light or unshaded background* - 1.5 sf of sign area per linear foot of storefront, tenant space, or building wall, not to exceed 75 sf
 - *Maximum sign surface area for dark or shaded background* - 2.0 sf of sign area per linear foot of storefront, tenant space, or building wall, not to exceed 100 sf
- subsection (b)(1): deleting the requirement to center a sign

These amendments would accommodate the proposed signage for the Community Center.

FISCAL IMPACT: The proposed amendments will have no direct fiscal impact.

ADVANTAGE: The proposed amendments would provide more flexibility to non-residential/non-commercial buildings signage.

DISADVANTAGES: None identified.

ALTERNATIVES: The City Council could choose to not approve or amend the proposed amendments.

HISTORY: The City prepared an Environmental Checklist and issued a Determination of Nonsignificance/ Adoption of Existing Environmental on December 17, 2020. The environmental determination was issued with a 14-day comment/appeal period ending on December 31, 2020. No comments were received.

The City submitted a 60-day Notice of Intent to Adopt a Plan Amendment to the Washington State Department of Commerce on December 15, 2020. The state agency comment period ended on February 12, 2021. No comments were received.

ATTACHMENTS: [Planning Commission Resolution](#)
[Planning Commission Minutes October 6, 2020 - draft](#)

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**CITY OF FIRCREST PLANNING COMMISSION
RESOLUTION NO. 21-01
Case No. LU21-01**

**A RESOLUTION OF THE PLANNING COMMISSION OF
THE CITY OF FIRCREST, WASHINGTON,
RECOMMENDING ADOPTION OF AMENDMENTS TO
THE FIRCREST MUNICIPAL CODE, 22.26.023 WALL
SIGNS**

WHEREAS, Land Use Goal 12 of the Fircrest Comprehensive Plan and its related policies state the City should continue to refine its permit process and periodically review and revise its development regulations; and

WHEREAS, the City desires to give more flexibility to wall signs on nonresidential and noncommercial buildings; and

WHEREAS, the Planning Commission conducted a public hearing on January 5, 2021 to accept public testimony and comment; and

WHEREAS, the Planning Commission has considered the criteria listed in Section 22.78.004 FMC:

- a. The proposed amendments are consistent with the goals, objectives and policies of the comprehensive plan.
- b. The proposed amendments will promote, rather than detract from, the public health, safety, morals and general welfare.

THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Fircrest hereby adopts all of the “whereas” section of this resolution as findings and recommends to the City Council the following:

Section 1. Amend FMC 22.26.023 to read as follows:

22.26.023 Wall signs.

(a) Area.

(1) Group 1 ~~and 3. Maximum 32 square feet. Maximum area of wall, awning, canopy, or marquee signage on each building elevation is provided in Table 3 below.~~

(2) Group 2. Maximum two square feet.

~~(3) Group 3. Maximum area of wall, awning, canopy, or marquee signage on each building elevation is provided in Table 3 below.~~

Table 3

Maximum sign surface area (White, very light or unshaded background)	Maximum sign surface area (Black, dark or shaded background)
1.5 sf of sign area per linear foot of storefront, tenant space, or building wall, not to exceed 75 sf	2.0 sf of sign area per linear foot of storefront, tenant space, or building wall, not to exceed 100 sf

(b) Placement and Design.

- (1) Wall signs shall be ~~centered~~, proportional, and shaped to the architectural features of the buildings. Signage shall not exceed 60 percent of the width of the wall plane upon which the sign is placed or the width of the tenant space, per Figure 26. Signage shall not exceed 70 percent of the height of the blank wall space or fascia on which the sign is located. These standards also apply to upper level tenant space.



Figure 26

- (2) Wall signs shall not cover important architectural details of a building such as stair railings, windows, doors, building trim, or special ornamentation features. Preferred areas for installation of wall signs include blank areas above canopies, areas between vertical piers or columns, blank areas under a gabled roof, or upper reaches of a false fronted building.
- (3) Tenants on upper levels may include wall signs placed on the facade above the ground floor tenant, provided the permitted sign area shall be shared with tenant below and the location/design meets the applicable standards in this subsection.

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(4) Wall signs may not extend above the building parapet, soffit, the eave line or the roof of the building.

(c) Mounting.

(1) Building signs should be mounted plumb with the building, with a maximum protrusion of one foot unless the sign incorporates sculptural elements or architectural devices.

(2) All individual letter signs shall be installed to appear flush-mounted unless a pin-mounted design is used to accommodate backlit lighting. If the letters are illuminated and require a raceway, the letters shall be installed tight against the raceway, which shall be painted to match the color of the surface to which the raceway is mounted. Where possible, especially on new construction, the raceway should be recessed to allow letters to be flush with the wall surface.

(3) The sign frame shall be concealed or integrated into the building's architectural character in terms of form, color, and materials.

(d) Location. Wall signs may be permitted in Group 1 (nonresidential/noncommercial), Group 2 (residential), and in Group 3 (commercial).

MOVED AND ADOPTED by the Planning Commission of the City of Fircrest on the 5th day of January 2021 by the following vote:


YES: (5) McVay, Imholt, Hamel, Ferguson, Schultz

APPROVED:



Sarah Hamel
Chair, Fircrest Planning Commission

ATTEST:


Angelie Stahlnecker
Planning/Building Administrator

1/6/21
Date

**CITY OF FIRCREST PLANNING COMMISSION
REGULAR MEETING MINUTES**

January 5, 2021
6:00 PM

Fircrest City Hall
115 Ramsdell Street

CALL TO ORDER

Planning and Building Administrator Angelie Stahlnecker called the regular meeting of the Fircrest Planning Commission to order at 6:00 p.m. (meeting was held by remote attendance)

ROLL CALL

Commissioners Kathy McVay, Sarah Hamel, Ben Ferguson, and Shirley Schultz were present. Andrew Imholt was excused. Staff present: Planning and Building Administrator Angelie Stahlnecker and Administrative Assistant Suzie Cappiello.

SELECTION OF CHAIR

McVay moved and Schultz seconded nominating Sarah Hamel to continue as Chair and Kathy McVay to continue as Vice-Chair. Upon vote, motion carried unanimously.

APPROVAL OF MINUTES

The minutes for the meeting of December 1, 2020 were presented for approval.

Moved by Imholt and seconded by Ferguson to approve the minutes. Upon vote, motion carried unanimously.

CITIZENS COMMENTS

None.

PUBLIC HEARINGS

Case No. LU21-01 – FMC 22.26.023 Wall Sign Amendments

Hamel opened the public hearing at 6:04 p.m.

Planning and Building administrator Angelie Stahlnecker presented the staff report. Staff has proposed to change the maximum area of group 1 signs (nonresidential/noncommercial buildings) from 32 square feet to the sliding scale set forth in Table 3. Also, staff proposed to require only signs above a tenant space of a multi-tenant building to be centered. Currently, all wall signs are required to be centered.

Hamel invited public comments. No comments were received.

Hamel closed the public hearing at 6:16 p.m.

Discussion included:

- Sign code does not limit number of signs
- Amendment was initiated by plans for new community center signage
- Desire to remove requirement that signs be centered

Moved by Ferguson and seconded by Shultz to adopt Resolution No. 21-01, a resolution of the Planning Commission of the City of Fircrest, Washington, recommending adoption of amendments to the Fircrest Municipal Code 22.26.023 except for sentence requiring signs to be centered. **Upon vote, motion carried unanimously.**

UNFINISHED BUSINESS

None.

NEW BUSINESS

2021 Planning Commission Work Plan

Planning and Building Administrator Stahlnecker presented the staff report identifying a draft 2021 work plan for the Planning Commission.

The Planning Commission removed wall signs amendments as it has been completed and added review of existing policies for racial bias.

Moved by McVay and seconded by Imholt to approve the 2021 Work Plan as shown in Exhibit A of the staff report and as amended by discussion. Upon vote, motion carried unanimously.

2021 Comprehensive Plan Amendment Window

Planning and Building Administrator Stahlnecker presented the staff report identifying that the Comprehensive Plan Amendment window will be February 3 – March 31, 2020. No major amendments to the Comprehensive Plan were expected except updates to the 6-year TIP.

Moved by McVay and seconded by McGinnis to approve the 2020 Comprehensive Plan update schedule and set the amendment submission period for March 1 – April 30, 2021 as shown in Exhibit A of the staff report. Upon vote, motion carried unanimously.

Housing Affordability - Presentation.

Planning and Building administrator Angelie Stahlnecker presented a PowerPoint presentation on housing issues in the region. The presentation focused on regional and local statistics and

examples related to housing availability, affordability, equity, and diversity. Staff encourages the Planning Commission to consider small changes to
Discussion included:

- Using THU instead of just AMI when determining need
- Consider sustainability of current homes by allowing conversion of existing structures
- Consider upzone in areas adjacent to commercial or medium density areas
- Want to add density in a responsible way
- Allow people to age in their homes
- Support increase in ADUs
- Recognize there is a fear of renters
- How do we address perceptions and misinformation
- Requested more research on rental houses versus ownership
- For the joint meeting, requesting discussion on rental perception, provide Fircrest examples, policy direction,

ADJOURNMENT

Moved by Ferguson and seconded by Imholt to adjourn the meeting at 7:43 p.m. Upon vote, motion carried unanimously.

Sarah Hamel
Chair, Fircrest Planning Commission

Angelie Stahlnecker
Planning/Building Administrator

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **Budget Amendment, 1st Reading**
ITEM 13A
DATE: **03/09/2021**

RECOMMENDED MOTION: **None. Introduction of Proposed Ordinance Only.**

PROPOSAL: This is a request for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2021 Budget.

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

Fund	Account	Title	Increase/(Decrease)	
General	308.10.00.01	BFB Des. Fund Bal/light	31,412	1
	308.10.00.02	BFB Des. Fund Bal/44th Alameda	63,700	1
	308.80.00.01	BFB Undes. Unres. Fund Balance	602,280	1
	334.04.20.00	Dept of Commerce State Grant	(8,000)	2
	594.18.62.00	Building & Structures-Facilities	20,000	3
	594.21.64.00	Police Capital	16,205	4
	594.76.63.01	Parks-Other Improvements	38,700	5
	597.10.00.04	Transfer Out to Cumulative Reserve	250,000	6
	508.10.00.01	EFB Des. Fund Bal/light	31,412	1
	508.10.00.02	EFB Des. Fund Bal/44th Alameda	25,000	1,5
	508.80.00.01	EFB Undes. Unres. Fund Balance	308,075	1,2,3,4,6
	Street	308.80.01.01	Undes. Unres. Fund Balance	132,482
542.30.41.00		Professional Services	5,700	7
508.80.01.01		Ending Fund Balance	126,782	1,7
Police Investigation	308.10.01.05	Des. Beginning Fund Balance	(42)	1
	521.21.49.00	Miscellaneous Investigations	(42)	1
Cumulative Reserve	397.10.00.05	Transfer In from General Fund	250,000	6
	508.10.01.51	Ending Fund Balance	250,000	6
Parks Bond Service	308.10.02.01	Des. Beginning Fund Balance	4,733	1
	508.10.02.01	Des. Ending Fund Balance	4,733	1
Park Bond Capital	308.10.03.01	Des. Beginning Fund Balance	543,613	1
	508.10.03.01	Des Ending Fund Balance	543,613	1
REET	308.10.03.11	Beginning Fund Bal (1st 1/4)	9,655	1
	308.10.03.12	Beginning Fund Bal (2nd 1/4)	46,439	1
	508.10.03.11	Ending Fund Bal (1st 1/4)	9,655	1
	508.10.03.12	Ending Fund Bal (2nd 1/4)	46,439	1

Storm	308.80.04.15	Beginning Fund Balance	68,706	1
	508.80.04.15	Ending Fund Balance	68,706	1
Storm Capital	308.80.04.16	Beginning Fund Balance-Storm Capital	55,381	1
	508.80.04.16	Ending Fund Balance-Storm Capital	55,381	1
Water	308.80.04.25	Beginning Fund Balance	32,163	1
	534.10.41.00	Professional Services	37,185	8
	508.80.04.25	Ending Fund Balance	(5,022)	1,8
Water Capital	308.80.04.26	Beginning Fund Balance-Water Capital	112,972	1
	334.04.20.02	State Grant for Dept of Commerce	75,253	9
	594.34.63.01	Capital Outlay	224,240	9
	508.80.04.26	Ending Fund Balance-Water Capital	(36,015)	1,9
Sewer	308.80.04.30	Beginning Fund Balance	35,103	1
	508.80.04.30	Ending Fund Balance	35,103	1
Sewer Capital	308.80.04.32	Beginning Fund Balance-Sewer Capital	190,186	1
	594.35.63.01	Improvements	214,500	10
	594.35.63.03	Project Engineering	28,500	11
	508.80.04.32	Ending Fund Balance-Sewer Capital	(52,814)	1,10,11
ERR	308.10.05.01	Dsg Beginning Fund Balance	121,393	1
	594.48.64.08	Capital Outlay-Police	5,150	12
	594.48.64.12	Capital Outlay-Street	17,000	13
	508.10.05.01	Ending Fund Balance	99,243	1,12,13

The City of Fircrest adopts an annual budget at the fund level. The above adjustments will result in an Amended 2021 Budget by fund as follows:

2021 REVENUES, EXPENDITURES & BALANCES BY FUND			
<u>FUND</u>	<u>ORIGINAL</u>	<u>ADJUSTMENT</u>	<u>AMENDED</u>
General	9,426,514	689,392	10,115,906
Street	624,579	132,482	757,061
Park Bond Debt Srv	675,040	4,733	679,773
Park Bond Capital	9,050,285	543,613	9,593,898
Storm Drain	750,941	68,706	819,647
Storm Drain Capital	882,825	55,381	938,206
Water	1,417,916	32,163	1,450,079
Water Capital	397,312	188,225	585,537
Sewer	3,746,920	35,103	3,782,023
Sewer Capital	1,639,986	190,186	1,830,172
ERR	1,736,691	121,393	1,858,084
Police Investigation	12,540	(42)	12,498
REET	1,887,386	56,094	1,943,480
Cumulative Reserve	4,030,763	250,000	4,280,763
Total	36,279,698	2,367,429	38,647,127

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

1. Match Budgeted Beginning Fund Balances to actual in all funds
2. Rollover grant revenue for form-based code (\$4,000 remaining)
3. ADA improvements for City Hall
4. Rollover remaining budget for Police Chief's vehicle
5. Rollover budget for tot lot swing set using funds from 44th/Alameda Fund Balance
6. Transfer out from General Fund to Cumulative Reserve (Council Meeting 2/23/2021)
7. Rollover budget for Street Pavement Asset Management Plan
8. Rollover budget for water system plan update
9. Rollover budget and grant for water meter replacement program
10. Rollover budget for lift station projects (\$151,500), Weathervane booster pump repair (\$13,000) and generator replacement (\$50,000)
11. Rollover budget for lift station projects-Professional Services
12. Rollover budget for three computers
13. Replace deicer sprayer

Attachment(s): [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF FIRCREST,
WASHINGTON, AUTHORIZING ADDITIONAL
EXPENDITURES OF FUNDS FOR MATTERS NOT FORESEEN
AT THE TIME OF FILING THE ANNUAL BUDGET FOR 2021.**

WHEREAS, the City anticipates certain revenues and expenditures not foreseen at the time of filing the Annual Budget for 2021; and;

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

WHEREAS, it is necessary to amend the adopted 2021 budget to defray the anticipated expenditures; Now, Therefore,

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

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

Section 2. The anticipated revenues and expenditures will result in the 2021 Amended Budget by fund as follows:

2021 REVENUES, EXPENDITURES & BALANCES BY FUND			
FUND	ORIGINAL	ADJUSTMENT	AMENDED
General	9,426,514	689,392	10,115,906
Street	624,579	132,482	757,061
Park Bond Debt Srv	675,040	4,733	679,773
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**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this 23rd day of March 2021.

APPROVED:

Hunter George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

Publication Date:
Effective Date:

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **5 Year Forecast 2021-2026**
ITEM
DATE: **03/09/2021**

RECOMMENDED MOTION: **None. Discussion Only.**

PROPOSAL: This is a review of the 5 Year Forecast covering years 2021 through 2026.

FISCAL IMPACT: Forecast of the impact of estimated revenues and expenditures through 2026.

ADVANTAGE: This report can be used for making financial decisions.

Attachment(s): [5 Year Forecast 2021-2026](#)

FIVE YEAR FORECAST GENERAL FUND 2021-2026

PURPOSE

It is the responsibility of the City Council of Fircrest to evaluate the financial condition of the City and project the ability of the City to meet the current and future demands for service to the citizens of the community. The review is to be conducted annually.

INTRODUCTION

The City Council of Fircrest historically has adopted an annual budget document that addresses the critical issues and mandates facing the City within the limits of the City's resources. This Five Year Forecast document is one of many tools used to assist in the management and planning of future budget decisions.

The analysis of the impact of financial decisions on the Five-Year Plan will become an integral part of the City Council and Staff dialogue relating to budgets and ongoing operations. It will serve as a guide to the City Council in steering the City through decisions that affect current and future budgets.

Council and staff will continue to refine the assumptions built into the Five-Year Forecast. Changes will be adopted after measuring past and current trends to obtain more accurate information on the fiscal impact of key revenue or expense items. By constantly updating this plan, the City Council will maintain and improve the future financial flexibility and integrity of the City.

As with any planning process, events will unfold contrary to even the best projections. The City's financial future is no exception. This planning document will continue to evolve and change with the times. It will be an invaluable tool by the City Council in understanding the impact of changing economic factors and decisions on the future financial viability of the City.

HISTORY

Understanding the history of the City is essential to the development of sound policy statements. Fircrest has a population just under seven thousand, and the geographical area covers approximately 1.55 square miles.

Historical trends reveal the effect of changes and policy decisions made by the Council. It has been crucial for the City to listen to its citizens and adopt policies consistent with their direction. The financial policies have proven to be an invaluable tool when facing the challenges of the past year. Armed with the fiscal policies incorporated over the years, the Council has not only been able to meet the challenge of COVID-19 but has also been able to achieve building a new pool and community center.

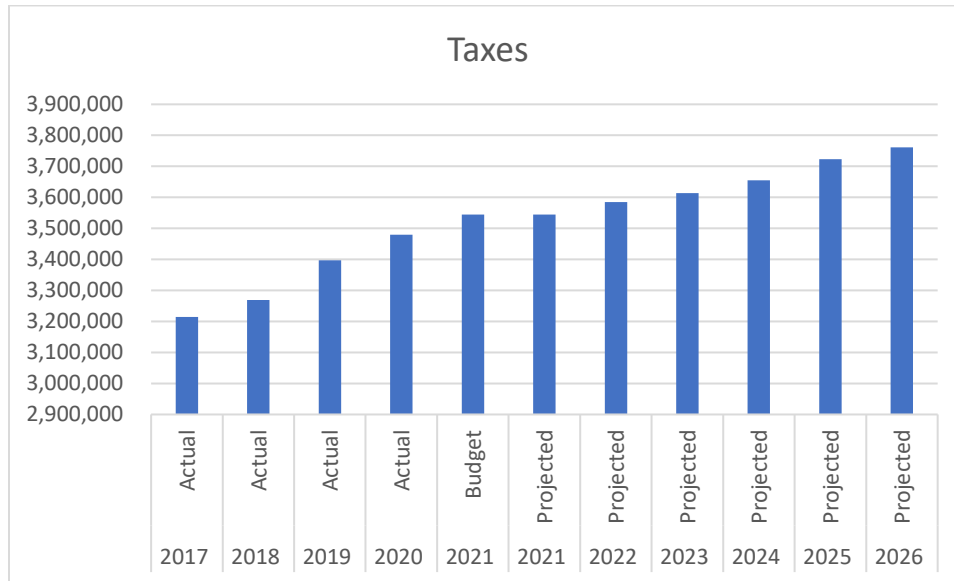
FIVE-YEAR GENERAL FUND REVENUE FORECAST

ASSUMPTIONS:

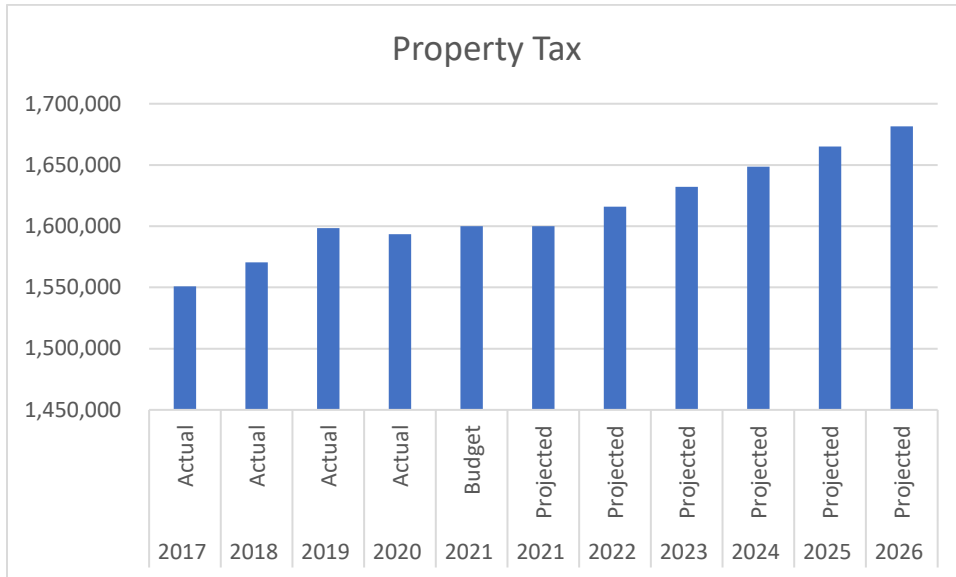
- General Property Tax is forecasted with a 1% increase per year
- Retail Sales Tax is forecasted assuming the construction of Whittier School in 2025/2026.
- Capital forecast includes \$75,000 per year but could be much lower or higher depending on needs.
- Recreation and pool revenue includes conservative amounts for new programs.
- All other revenue is forecasted on a conservative basis.
- Cash flow reserves are estimated at a flat amount of \$1.4 million (approximately three months of operating expenses) .
- Salary and benefits are forecasted at current staffing level and are increased each year for estimated CPI.
- The 2021 Projected column includes the actual beginning fund balances and other items from the Budget Amendment introduced at the March 9th council meeting. Once the Budget Amendment is adopted, these numbers will be included in the 2021 Budget column.

General Fund Revenue consists of six (6) categories.

1. **TAXES** This category consists of General and EMS Property taxes, Zoo tax, Retail Sales & Use tax, Local Criminal Justice, Gas, Garbage, Cable, Telephone, Water, Sewer, Storm Drain and Gambling tax.



Property Tax The largest line in the tax category is General Property Tax. Property taxes are based on a tax rate levied on the assessed value of properties and limited to a 1% increase per year plus new construction and annexations to the City. In 2020 and 2021 the Council banked the 1% allowable. New construction continues to provide some increased revenues to the City. Historically, the Council transfers 12.5 % - 15% of property tax collections to fund the Street Department. The 2021-2026 Projected includes a 15% transfer.

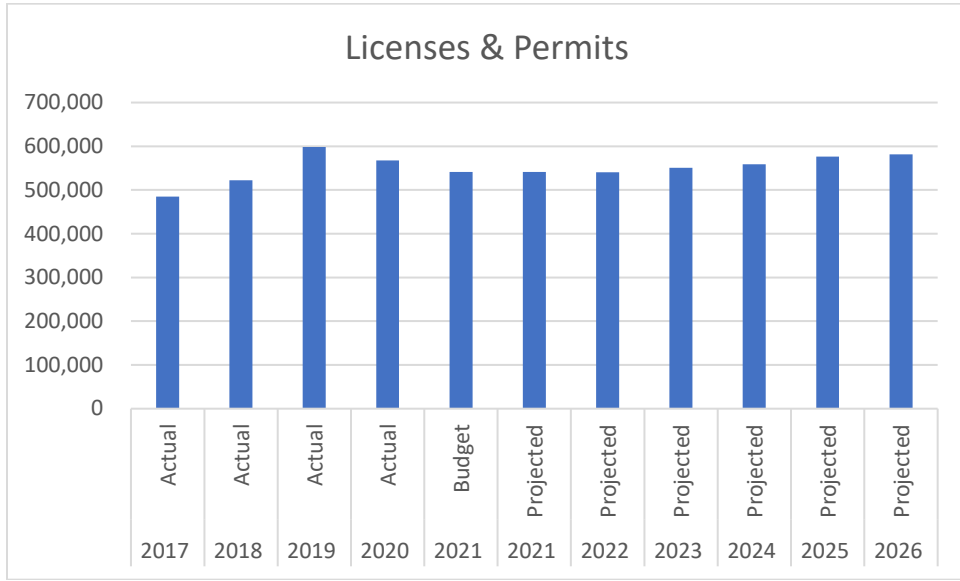


Retail Sales Tax The second largest line is Retail Sales Tax

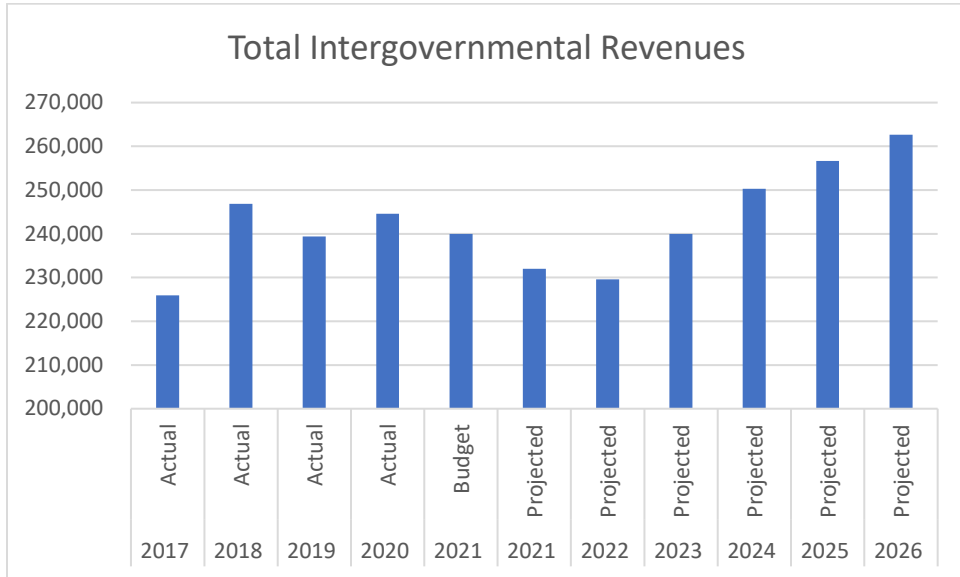


2. **TOTAL LICENSES & PERMITS** This category consists of Business Licenses, Building, Mechanical, Plumbing, Excavate, and Sign Permits and Investigation Fees.

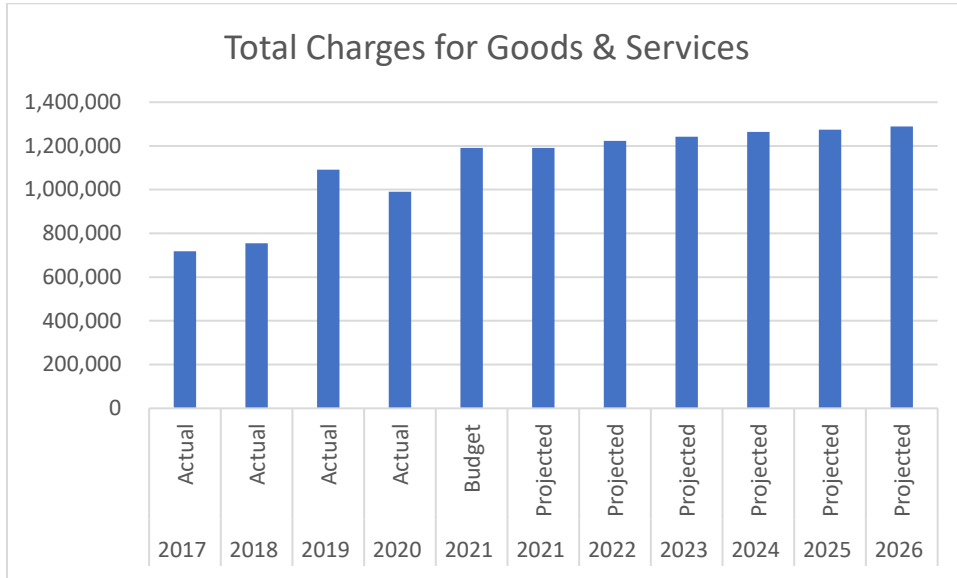
This category will fluctuate based on the amount of current year building projects.



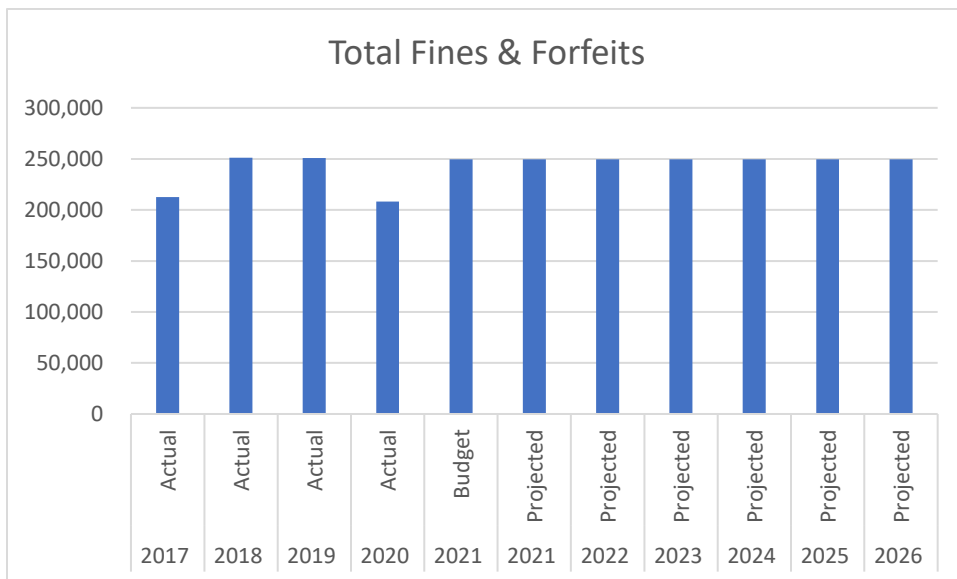
3. **TOTAL INTERGOVERNMENTAL REVENUE** This category consists of revenue received from other government agencies and includes City Assistance, grants from the State of Washington, Criminal Justice Programs, DUI, Liquor Excise Tax and Liquor Board Profits.



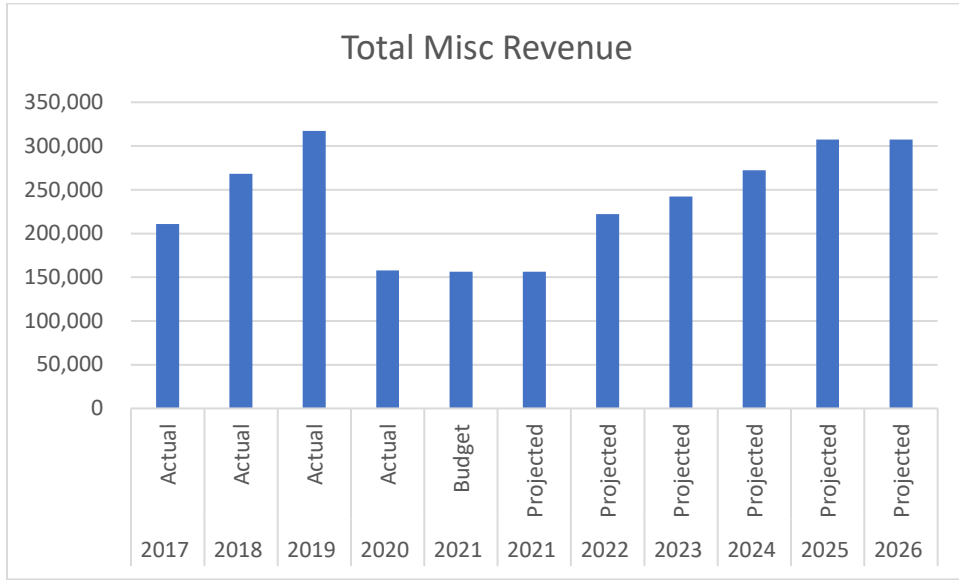
- 4. TOTAL OTHER SERVICES & CHARGES** This category consists of Passport Fees, Planning Permits, Site Development, Plan Checking Fees, Swimming Pool Revenue and Recreation Fees. Instructor Based Revenue is based on revenue collected. The City collects the fee for classes taught by outside instructors and pays the instructors a percentage of the amount collected.



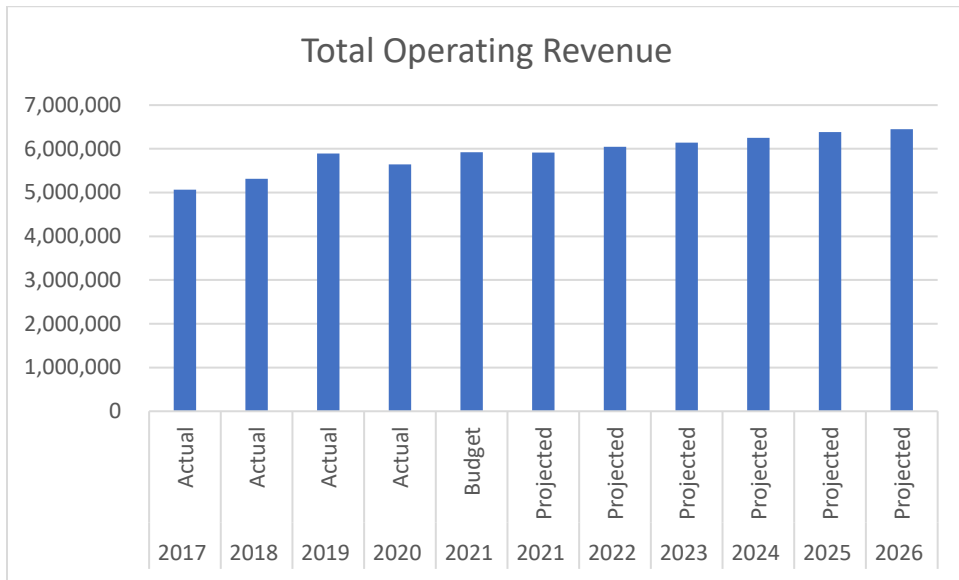
- 5. TOTAL FINES & FORFEITS** This category consists of revenue received from the Court, Investigative Fund Assessments and DUI Investigative Fund Assessments.



6. TOTAL MISCELLANEOUS REVENUE This category consists of Interest, Space & Facilities Rentals, Donations, and other miscellaneous revenues.



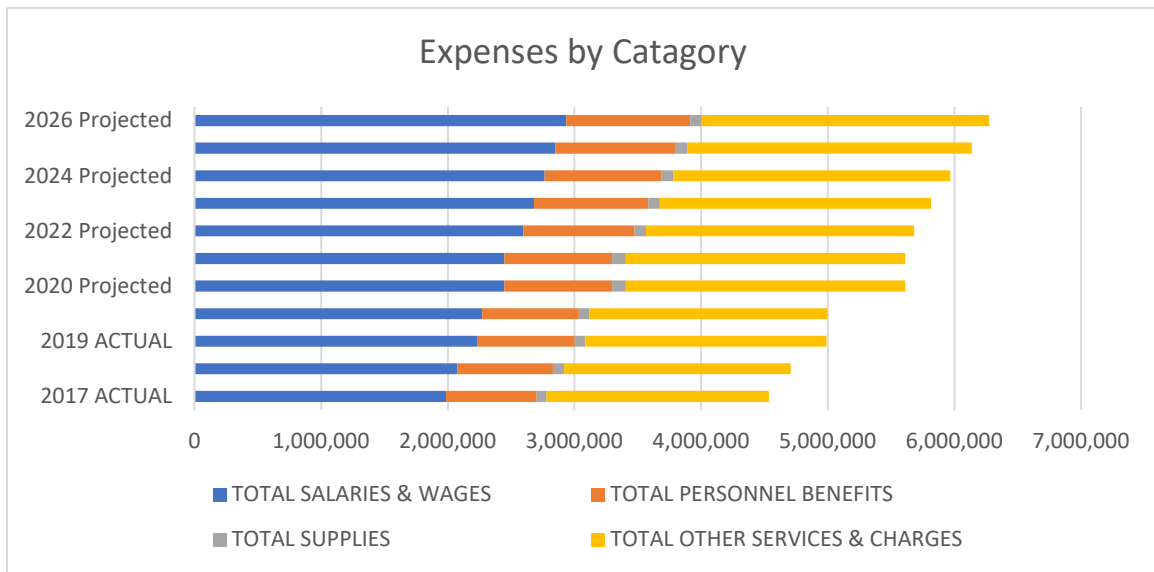
TOTAL OPERATING REVENUE



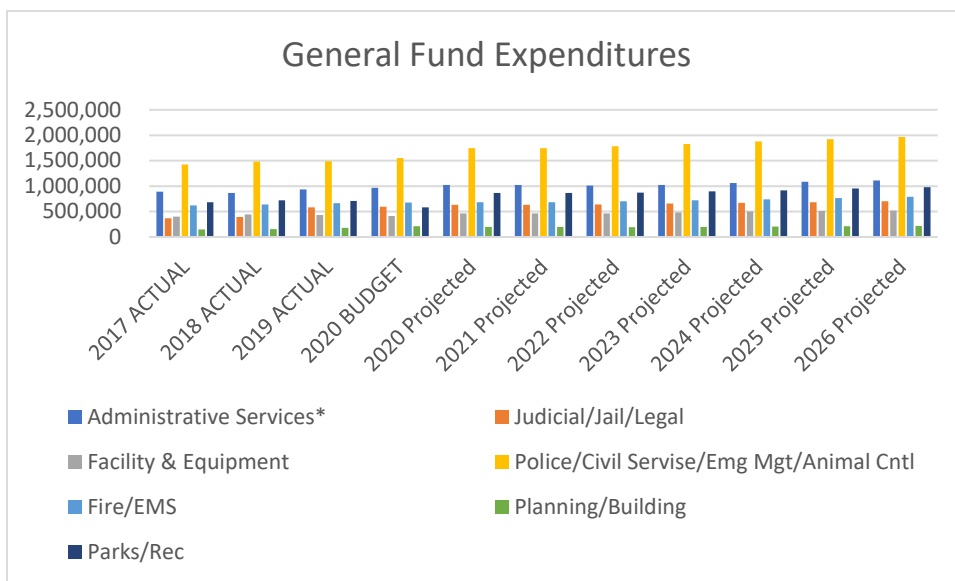
Expenditures

There are four categories of Operating Expenditures:

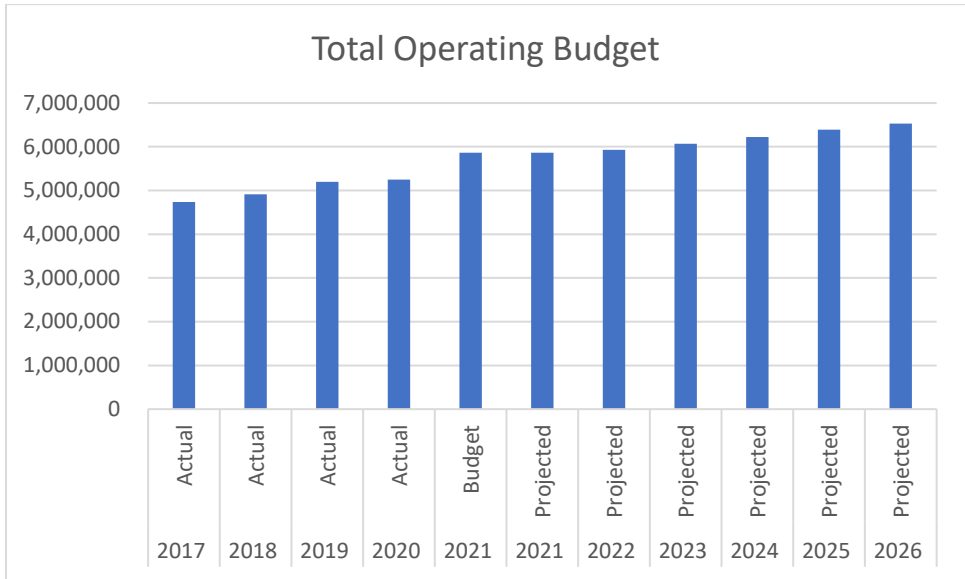
1. Salaries: includes wages, overtime, seasonal & casual labor
2. Benefits: includes City's portion of medical, dental, life, retirement, payroll taxes
3. Supplies: include office & operating supplies, small tools and equipment
4. Other Services & Charges includes professional services, repair and maintenance performed by outside vendors, utilities, insurance, travel and training



The graph below shows expenditures by departments. Administrative Services includes Legislative, Court, Administration, Finance, City Attorney, Non-Department, Personnel, Information Systems, Physical Environment and Mental Health. The graph does not include transfers-out to other funds.

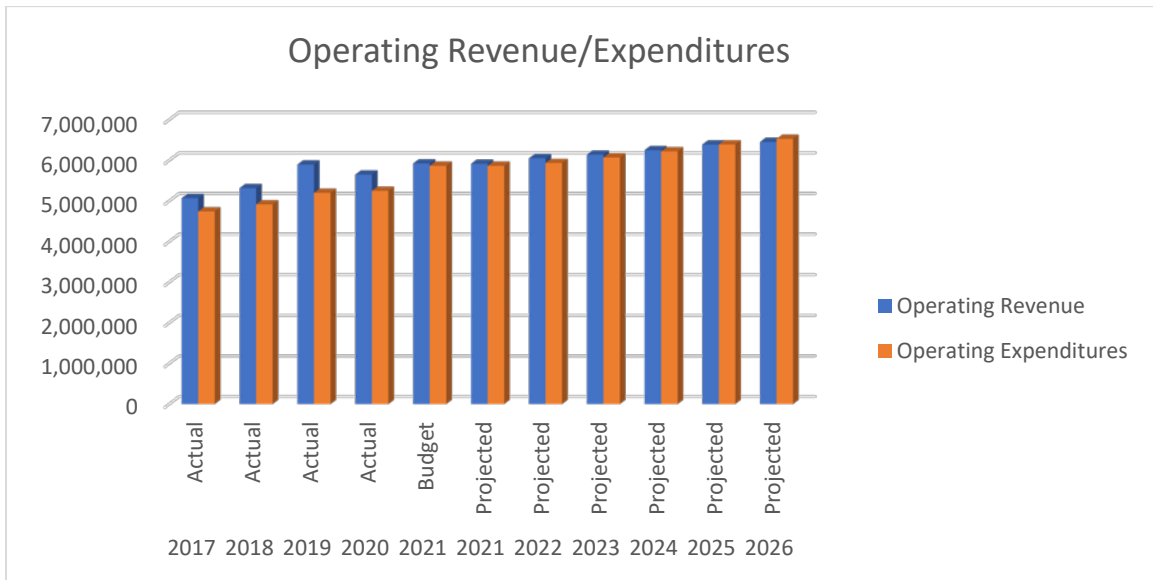


The chart below shows how the total operating expenditures are forecasted to continue increasing over time.



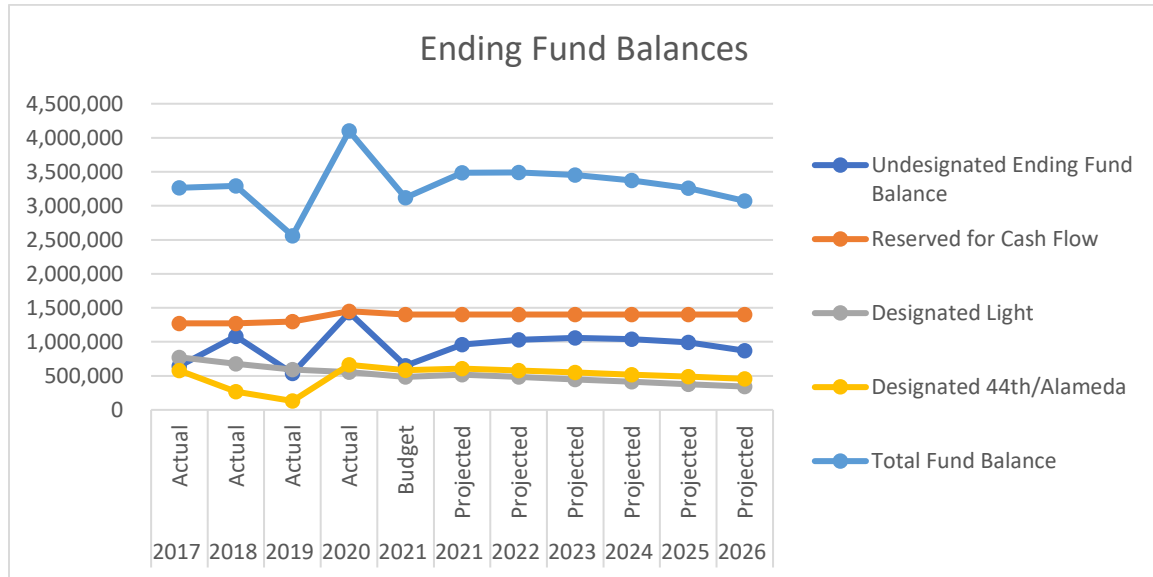
OPERATING REVENUE TO OPERATING EXPENDITURES COMPARISON

The Revenue Over/(Under) Expenditures chart below shows the effect on ending fund balance (EFB) through projected 2026. When revenues exceed expenditures Ending Fund Balance is increased and vice versa.



Fund Balance

Having a healthy fund balance, increasing utility tax and fee revenues, and use of a portion of reserves has allowed the City to maintain financial stability in the provision of general fund services.



Summary

	2019	2020	2021	2021	2022	2023	2024	2025	2026
Description	Actual	Actual	Budget	Projected	Projected	Projected	Projected	Projected	Projected
Des. Fund Bal/Light	675,813	593,258	525,593	557,005	518,050	483,050	448,050	413,050	378,050
Des. Fund Bal/44th Alameda	265,366	661,838	598,138	661,838	608,138	578,138	548,138	518,138	488,138
Reserved for Cash Flow	1,300,000	1,450,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Undes. Unres. Fund Balance	1,053,822	1,116,324	979,931	1,582,211	958,278	1,030,438	1,056,365	1,041,420	993,067
Total Fund Balance	3,295,001	3,821,420	3,503,662	4,201,054	3,484,466	3,491,626	3,452,553	3,372,608	3,259,255
Operating Over/(under)	695,649	399,750	59,772	51,772	117,160	70,927	30,055	(3,352)	(75,664)
Total Capital Budget	(1,609,774)	(94,069)	(154,500)	(229,405)	(75,000)	(75,000)	(75,000)	(75,000)	(75,000)
Total Equity Transfers	(82,556)	(36,253)	(288,955)	(538,955)	(35,000)	(35,000)	(35,000)	(35,000)	(35,000)
Total Non Revenue	16,755	13,389	0	0	0	0	0	0	0
Undesignated Fund Balance	537,409	1,430,899	650,203	958,278	1,030,438	1,056,365	1,041,420	993,067	872,403
Reserved for Cash Flow	1,300,000	1,450,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000	1,400,000
Designated/Light	593,257	557,005	486,638	518,050	483,050	448,050	413,050	378,050	343,050
Designated/44th Alameda	130,366	661,838	583,138	608,138	578,138	548,138	518,138	488,138	458,138
Total Ending Fund Balance	2,561,032	4,099,742	3,119,979	3,484,466	3,491,626	3,452,553	3,372,608	3,259,255	3,073,591

CONCLUSION

The Five-Year Forecast is used by the City in making long range decisions regarding the use of revenue and the allocation of funds to guide financial management decisions and programs.

Since changing conditions and circumstances will constantly affect the City's financial capacity, a constant five-year planning horizon must be maintained in order to allow the City time to react to unanticipated events or circumstances beyond its control. Therefore, the assumptions in the plan will be assessed each year prior to the annual budget process, adjustments made as required, and a new fifth year added to the plan.

Over the course of any five-year planning period, the City will experience unanticipated changes in revenues and expenditures. Any of the following could occur:

- Revenue collections exceed projections, resulting in excess fund balances.
- Revenue collections fall short of projections, resulting in diminished fund balances.
- New revenues become available through legislative action.
- Revenue sources are reduced or eliminated through legislative action.
- Expenditures for services could be less than projected in the plan due to lower inflation, improved efficiency of service delivery, or elimination of programs.
- Expenditures for services could be more than projected in the plan due to higher inflation or other reasons beyond the City's control.
- Additional service requirements could be placed in the form of legislative mandates, intergovernmental actions, or public demand.
- New services may be desired due to changing community needs and technology.