

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, JUNE 8, 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. Initial report on Pool Opening & Operations
- B. Community Center Project Update
- C. Pierce County's ARPA Strategy
- D. [Procedure for filling City Council Vacancy](#)

5. CITY MANAGER COMMENTS

- A. [Water System Plan Financials Follow-up](#)

6. DEPARTMENT HEAD COMMENTS

7. COUNCILMEMBER COMMENTS

8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

(If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone. You may also e-mail the City Clerk your comment before 5 pm. JWESTMAN@CITYOFFIRCREST.NET)

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. Setting a special meeting on October 4, 2021, October 11, 2021, October 18, 2021, and October 25, 2021, at 6 p.m. to review the 2022 budget
- C. Setting a public hearing on July 13, 2021, at 7:15 p.m. or thereafter to receive comments on the 6-year Transportation Improvement Plan
- D. Approval of Minutes: [May 17, 2021, Study Session - Corrected](#)
[May 25, 2021, Regular Meeting](#)

11. PUBLIC HEARING 7:15 P.M.

- A. [To receive comments on proposed amendments to FMC 22.26.025 Sign Code Exemptions](#)

12. UNFINISHED BUSINESS

13. NEW BUSINESS

- A. [Resolution: AWC Voting Delegates](#)
- B. [Resolution: Approval of American Rescue Plan Act Award Terms and Conditions Agreement](#)
- C. [Information Only: Finance Report on Sales Tax](#)

14. CALL FOR FINAL COMMENTS

15. EXECUTIVE SESSION

16. ADJOURNMENT

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

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: June 8, 2021

SUBJECT: Discussion of Process for Filling Council Vacancy.

FROM: Scott Pingel – City Manager

RECOMMENDED MOTION: None. This is a discussion only.

PROPOSAL: For Council to discuss and decide on a selection process and schedule for filling the vacancy.

FISCAL IMPACT: None.

ADVANTAGES:

DISADVANTAGES:

ALTERNATIVES: Delay deciding on a specific selection process or schedule until a subsequent meeting.

HISTORY: The Fircrest City Council Position No. 7 became vacant on June 1, 2021. By statute, the City Council has ninety days from that date to appoint a person to fill the vacancy. August 30, 2021, is the 90th day. Should the City Council fail to fill the vacancy by that time, the authority to fill the vacancy will shift to the Pierce County Council. The last regular City Council meeting before the deadline is August 24, 2021, though a special meeting could be conducted after that date.

The person appointed to the vacant seat will serve the remainder of the Position No. 7 term, which expires December 31, 2021.

There is no statutory process for how the Council goes about filling the position, or how the vacancy is advertised. These matters are strictly up to the Council. However, the appointment decision has to be made in a public meeting and cannot be by secret ballot. One unique aspect is that the seat is up for election this year and a candidate that has filed for office may submit a resume for position No. 7.

One process the Council could follow is to have the City Manager publicly announce the vacancy and solicit resumes. Upon the close of the application period, applicants could then be interviewed by the City Council at a regular meeting or study session, and the City Council could then vote on the applicants at a subsequent regular meeting.

Voting methods can vary depending on the circumstances. One method that could be used, for example, if there are six applicants, is to provide each Councilmember a ballot with a list of all candidates. The Councilmembers could then each choose three candidates in no order of preference. The results are tabulated and the councilmembers are given a second ballot with the names of the top three vote-getters from the first ballot. Each Councilmember then votes for one candidate on the second ballot. If no candidate receives a majority on the second ballot, then a third ballot would be distributed with the top two vote-getters from the second ballot. A variation of this method would be for the Councilmembers to select one candidate on the first ballot, and if no candidate receives a majority, then a second ballot would be distributed with just the names of the top two vote-getters from the first ballot.

Another method could be for the Mayor to simply ask if any Councilmember wanted to make a motion to appoint a particular candidate. If there is a motion and second, then a vote would be taken after deliberation. If the person gets a majority, then he/she is appointed. If the person doesn't get a majority, then the Mayor would entertain another motion and the process would be repeated until, hopefully, a candidate received a majority of votes.

Attachments: [Draft Councilmember Vacancy Announcement](#)
[Tentative Schedule for Filling the Vacancy](#)

City of Fircrest Councilmember Vacancy

OPENS: June 9, 2021

CLOSES: June 21, 2021, 5:00 PM

TO APPLY: Email your Resume and Cover Letter to the City Clerk Jayne Westman jwestman@cityoffircrest.net.

Interested in serving the citizens of Fircrest as a City Councilmember?

Position #7 is open as of June 9, 2021, due to the resignation of Councilmember Jamie Nixon. The City Council is accepting applications for the unexpired term. The appointee will serve until December 31, 2021.

To be appointed to the Fircrest City Council, an individual must have resided within the Fircrest City limits for a minimum of one year at the time of assuming office, be a registered voter, and be 18 years of age or over. These are the same minimum requirements that apply per State law to elected Councilmembers.

Appointment to the Fircrest City Council will require your attendance at numerous regular and special meetings that occur in the evening, on weekends, and at times during weekdays. City Council meetings are held on the second and fourth Tuesday of the month starting at 7:00 p.m, which often include the need for a Council Executive Session. Special Study Sessions are held on the third Monday of the month at 6:00 p.m.

Councilmembers also serve on Council Committees, regional and intergovernmental boards, and commissions, and represent the City Council at various community functions. An estimate of the MINIMUM number of hours dedicated to Council activities is about 10-15 hours per week. Councilmember monthly salary is \$147.75 plus \$100.00 for each regular Council meeting attended and the sum of \$50.00 for each special Council meeting attended.

For further information, please visit our website www.cityoffircrest.net



THE CITY OF FIRCREST

115 RAMSDELL STREET • FIRCREST, WA 98466-6999 • (253) 564-8901 • www.cityoffircrest.net

SELECTION SCHEDULE TO FILL THE COUNCIL VACANCY

- Application period opens on June 9, 2021 and closes at 5:00 p.m. on June 21, 2021.
- The process for interviewing of candidates will be confirmed at the June 8, 2021 regular meeting
- Applications will be provided to the Council on June 22, 2021 prior to the start of the regular meeting
- Applicant qualifications will be discussed at the June 22, 2021 Executive Session
- Interviews would be conducted at a Special Meeting of July 6th
- A vote would then be taken on July 13th
- Additional meetings could be used depending on the number of applicants

AGENDA ITEM: Water System Plan Financials Follow-up

FROM: Scott Pingel, City Manager

BACKGROUND: At the May 17, 2021 City Council Study Session, Chapter 10 on the financials of the draft Water System Plan was presented to the City Council. A couple of questions came out of that meeting that City staff were asked to follow-up on.

There was a question regarding how many customers fall into the separate tiers of the water rate, and do we have data that shows whether behavior is changing? Are customers moving to lower tiers?

The short answer to this question is that the data do not show a change in behavior. Included with this memo are a few tables and a graph that show total and average usage. Staff believe, however, that we do not have a sufficient sample size to make adjustments at this point. The history we have for the tiered rate structure is that rate adjustments for 2017, 2018, and 2019 were approved just before the 2017 summer season, so we would not expect the new structure to show any effect in 2017. We have 2018 and 2019, but then 2020 became a bit of an off year due to COVID-19 where we have a large part of the population home much more than usual. Below are tables showing the number of accounts we have in the highest tier of usage (over 4,000 cubic feet) in 2017 versus 2020.

2017

	Accounts	Account	Account
	Total	> 4000 cf	Leak Adj.
April	2,759	19	5
June	2,784	62	1
August	2,795	567	3
October	2,797	354	12
December	2,777	21	1
February	2,763	27	3

2020

	SFR	Accounts	Account
	Accounts	>4,000cf	Leak Adj.
February	2,195	25	6
April	2,198	17	4
June	2,201	127	3
August	2,206	546	2
October	2,206	362	5
December	2,211	32	5

GFC's and rental rates were flat in the initial financial analysis. Attached, you will see those numbers have been updated to reflect a 2% annual increase in GFC's and rental rates on the income side (GFC's are capital income and rental rates are operating income). With these adjustments, the proposed annual increase remains at 2% in the plan.

The question was also asked about the planned water main replacements for old and undersized water mains. These two things are both related and separate. The City is just getting beyond a time when water main failures happened too often. Staff's recommendation is that we not go back to having to replace water mains at failure, so we want to be proactive about replacing older water mains. For older water mains that are also undersized based on current standards, which primarily have to do with fire flow requirements, we will need to upsize those water mains as we replace them. We want to be deliberate about water main replacements and get the useful life out of what is currently in the ground, but it is always much more costly to do emergency repairs and projects than planned replacements.

It is important that we understand that this is a planning level document. While we want to be as accurate as possible in the plan, we expect that what is actually done with the water rate and projects will not strictly follow the plan. Much of what happens will be based on changing needs, costs and opportunities. For example, the American Rescue Plan dollars we expect to be able to use for infrastructure significantly affects our need for rate adjustments. Other opportunities may come up in the future that we are unaware of now. The same is true of needed capital improvements. The planned projects are loosely defined on purpose, so that we can determine current needs with a plan view in mind. What needs to happen in 2026 may be different in 2026 than we are planning for now in 2021.

Attachments: [Updated Financials](#)
[Water Usage Information](#)

Table 10-10 Key Financial Assumptions	
Assumptions:	Amount
New Customer ERU's per year	1
General Cost Escalation	3.0%
Construction Cost Escalation	4.0%
Water General Facilities Charge	\$4,400
Single Family Base Rate (2-Months)	\$37.00

Table 10-11 Summary 10-Year Residential Rate Outlook										
WATER UTILITY 10-YEAR OUTLOOK	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Annual Increase/(Use) of Reserves	18,869	(25,317)	(47,475)	(71,536)	(96,476)	(122,191)	(148,679)	(175,934)	(204,154)	(233,134)
Percentage Impact on Rates - Annual		2%	2%	2%	2%	2%	2%	2%	2%	2%
Monthly Base Rate - if Balanced	\$18.50	\$18.95	\$19.34	\$19.76	\$20.20	\$20.65	\$21.12	\$21.60	\$22.09	\$22.60
2-Month Base Rate - if Balanced	\$37.00	\$37.89	\$38.67	\$39.52	\$40.40	\$41.30	\$42.23	\$43.19	\$44.18	\$45.20
Typical SF 2-Mo Bill @ 1,700 cf/mo	\$59.31	\$60.74	\$61.99	\$63.35	\$64.76	\$66.21	\$67.70	\$69.23	\$70.82	\$72.46
Typical SF Increase per 2-Mo. Bill		\$1.43	\$1.25	\$1.36	\$1.41	\$1.45	\$1.49	\$1.54	\$1.59	\$1.63

\$4.10
\$8.20
\$13.15

This conservative growth scenario with 1 new ERU per year requires a rate adjustment of 2% per year over the 10-year period.

Table 10-12 Water 10-Year Financial Outlook											
WATER UTILITY 10-YEAR OUTLOOK	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Comments
Operating Revenue											
Water Sales	1,050,000	1,050,200	1,050,400	1,050,600	1,050,800	1,051,000	1,051,200	1,051,400	1,051,600	1,051,800	adds # new homes x rate
Service Connections	5,000	2,106	2,148	2,191	2,235	2,280	2,326	2,372	2,419	2,468	new homes x conn fee
Rent Property/Tanks	80,000	81,600	83,200	84,900	86,600	88,300	90,100	91,900	93,700	95,600	flat - 2 sites
Miscellaneous Revenue	19,400	19,400	19,400	19,400	19,400	19,400	19,400	19,400	19,400	19,400	flat
Subtotal Water Revenues	1,154,400	1,153,306	1,155,148	1,157,091	1,159,035	1,160,980	1,163,026	1,165,072	1,167,119	1,169,268	
Expenses											
Water Operating Expenses	935,870	926,900	954,700	983,300	1,012,800	1,043,200	1,074,500	1,106,700	1,139,900	1,174,100	by cost escalation
ERR Replacement	45,072	46,400	47,800	49,200	50,700	52,200	53,800	55,400	57,100	58,800	by cost escalation
Existing Debt: DWSRF	46,429	45,323	-	-	-	-	-	-	-	-	by debt schedule, ends 2022
Transfer to Capital Improvements	108,160	160,000	200,123	196,127	192,011	187,771	183,404	178,906	174,274	169,502	annual amount escal by cons
Subtotal Expenditures	1,135,531	1,178,623	1,202,623	1,228,627	1,255,511	1,283,171	1,311,704	1,341,006	1,371,274	1,402,402	
Increase/(Use) of EFB	18,869	(25,317)	(47,475)	(71,536)	(96,476)	(122,191)	(148,679)	(175,934)	(204,154)	(233,134)	with rate funding for CIP
Estimated Percentage Change to Balance		2%	2%	2%	2%	2%	2%	2%	2%	2%	
Estimated Monthly Residential Rate	\$18.50	\$18.95	\$19.34	\$19.76	\$20.20	\$20.65	\$21.12	\$21.60	\$22.09	\$22.60	
Estimated 2-Month Residential Base	\$37.00	\$37.89	\$38.67	\$39.52	\$40.40	\$41.30	\$42.23	\$43.19	\$44.18	\$45.20	
Typical SF 2-Mo Bill @ 1,700 cf/bill	\$59.31	\$60.74	\$61.99	\$63.35	\$64.76	\$66.21	\$67.70	\$69.23	\$70.82	\$72.46	
Typical SF Increase per 2-Mo. Bill		\$1.43	\$1.25	\$1.36	\$1.41	\$1.45	\$1.49	\$1.54	\$1.59	\$1.63	

Table 10-13 Water Fund 425 Balance and Cash Flow Reserve											
WATER OPERATING FUND 425	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Comments
Beginning Balance	296,083	314,952	314,952	314,952	314,952	314,952	314,952	314,952	314,952	314,952	actual 2020 end bal
Increase/(Use) of EFB	18,869	assumes estimated rates are in place for balanced program									
Ending Fund Balance	314,952	314,952	314,952	314,952	314,952	314,952	314,952	314,952	314,952	314,952	
Target Minimum Balance											
Cash Flow Reserve	257,000	255,000	251,000	258,000	266,000	274,000	282,000	291,000	299,000	308,000	3 mos x operation, ERR, deb
Available Balance	57,952	59,952	63,952	56,952	48,952	40,952	32,952	23,952	15,952	6,952	+ Cash Flow Reserve

Table 10-14 Water Capital Fund 426 Balance											
WATER CAPITAL FUND 426	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Comments
Resources											
Beginning Balance	337,324	506,284	654,472	766,673	728,169	730,243	720,372	537,632	330,192	281,921	actual 2020 end bal
Capital Contributions/GFC	64,800	4,488	4,578	4,669	4,763	4,858	4,955	5,054	5,155	5,258	GFC x new homes/ERU
Grant - 2020 grant rec'd in 2021	75,000										
Grants (Amer. Rescue, WA St. Leg.)	171,000	200,000	200,000	100,000							see CIP Funding Sources
Transfer - Rate-Funded CIP	108,160	160,000	200,123	196,127	192,011	187,771	183,404	178,906	174,274	169,502	
Subtotal Capital Resources	756,284	870,772	1,059,173	1,067,469	924,943	922,872	908,732	721,592	509,621	456,682	
Expense											
CIP Improvement Projects (escalated)	250,000	216,300	292,500	339,300	194,700	202,500	371,100	391,400	227,700	340,500	
Subtotal Capital Expense	250,000	216,300	292,500	339,300	194,700	202,500	371,100	391,400	227,700	340,500	
Estimated Ending Capital Balance	506,284	654,472	766,673	728,169	730,243	720,372	537,632	330,192	281,921	116,182	Available for Emergencies
Estimated Total Emergency Reserve										123,133	Funds 425 & 426

Table 10-9 Water 10-Year CIP Funding Sources, 2021-2030

CIP Funding Sources	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
New ERU's	16.2	1	1	1	1	1	1	1	1	1
W GFC Connection Charges	64,800	4,488	4,578	4,669	4,763	4,858	4,955	5,054	5,155	5,258
Grants - Legislative Appropriation	171,000									
Grants - American Rescue Plan		200,000	200,000	100,000						
Funded by Rates*	14,200	11,812	87,922	234,631	189,937	197,642	366,145	386,346	222,545	335,242
Total 10-Year CIP Funding Sources	\$250,000	\$216,300	\$292,500	\$339,300	\$194,700	\$202,500	\$371,100	\$391,400	\$227,700	\$340,500

**The total funded by rates varies by year but the financial plan is for regular annual transfers into the water capital fund to build up the reserve for higher years. (See Transfer in Table 10-12)*

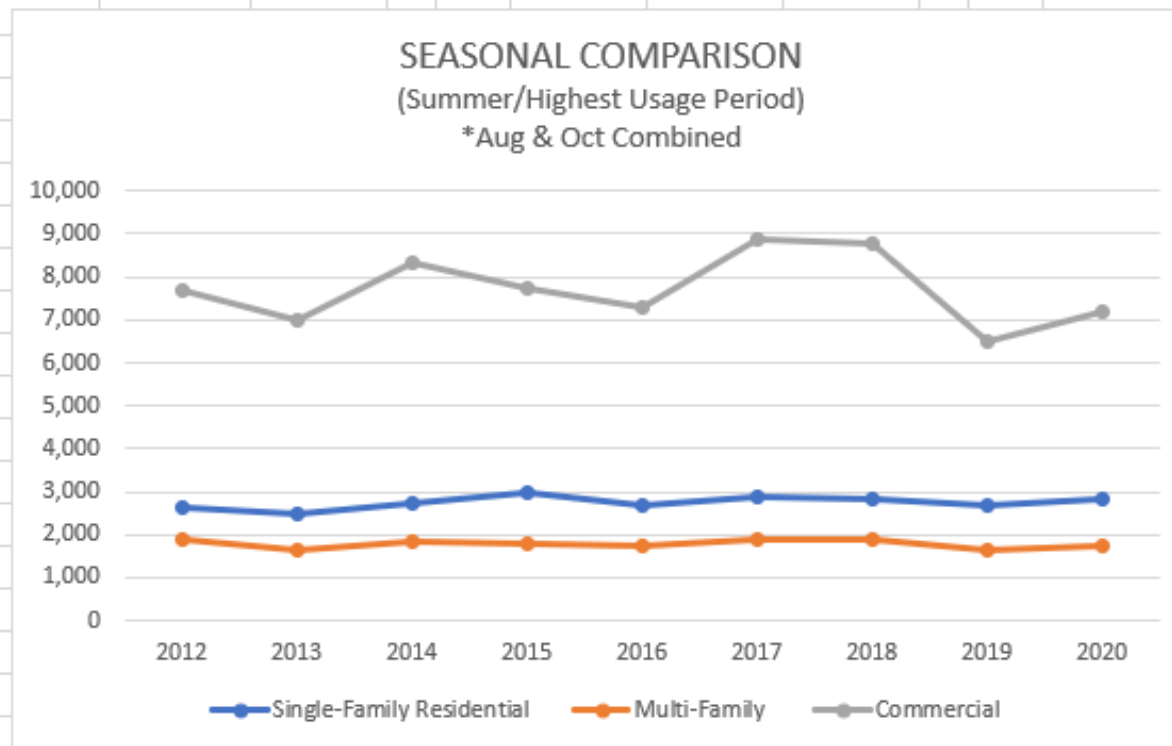
SEASONAL COMPARISON (Summer/Highest Usage Period)

*Aug & Oct Combined

Single-Family Residential			
Year	Count	Usage	Avg/cust usage
2012	4,283	11,194,107	2,614
2013	4,291	10,739,563	2,503
2014	4,319	11,751,146	2,721
2015	4,334	12,870,235	2,970
2016	4,358	11,737,523	2,693
2017	4,375	12,574,074	2,874
2018	4,384	12,393,785	2,827
2019	4,389	11,800,569	2,689
2020	4,432	12,429,514	2,804

Multi-Family			
Year	Count	Usage	Avg/cust usage
2012	965	1,816,001	1,882
2013	963	1,595,544	1,657
2014	965	1,779,240	1,844
2015	960	1,713,912	1,785
2016	960	1,655,919	1,725
2017	960	1,801,354	1,876
2018	960	1,805,947	1,881
2019	960	1,577,587	1,643
2020	960	1,661,202	1,730

Commercial			
Year	Count	Usage	Avg/cust usage
2012	240	1,849,376	7,706
2013	240	1,672,679	6,969
2014	238	1,988,024	8,353
2015	237	1,827,247	7,710
2016	249	1,809,077	7,265
2017	257	2,276,071	8,856
2018	255	2,236,059	8,769
2019	258	1,676,083	6,496
2020	256	1,842,814	7,198



ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:23:29 Date: 06/04/2021

As Of: 06/08/2021

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
24498	06/08/2021	06/08/2021	3933		Asphalt Patch Systems, Inc.
				3,048.90	Asphalt Work - 511 Buena Vista, 1100 Princeton, 347 Harvard - Water Mains And Regents/Berkeley - Street Lights
	534 50 48 01	Rep & Maint - Water Main	425 000 534	2,225.48	Asphalt Work - 511 Buena Vista, 1100 Princeton, 347 Harvard - Water Mains
	542 63 48 01	Rep & Maint - Street Light	101 000 542	823.42	Asphalt Work - Regents/Berkeley - Street Lights
24499	06/08/2021	06/08/2021	3933		Asphalt Patch Systems, Inc.
				2,758.49	Concrete Patching - 1113 Princeton And 500 Contra Costa
	534 50 48 01	Rep & Maint - Water Main	425 000 534	2,758.49	Concrete Patching - 1113 Princeton And 500 Contra Costa
Total Asphalt Patch Systems, Inc.				5,807.39	
24502	06/08/2021	06/08/2021	4293		CDW Government Inc
	518 81 49 01	Software Licenses	001 000 518	5,302.83	Microsoft Office 365 Licenses
24500	06/08/2021	06/08/2021	3572		CED
	542 63 31 00	Oper Supplies - Street Ligh	101 000 542	523.45	103 - 305 Volt Photocontrol (50)
24501	06/08/2021	06/08/2021	6018		Canon Financial Services Inc
				723.31	Police Copier/Fax Rental - May 2021; Copier Rental May 2021 - City Hall, Court, Parks / Rec, Public
	512 50 45 00	Oper Rentals - Copier - Coi	001 000 512	140.95	Court 5/2021
	518 10 45 00	Oper Rentals - Copier - No	001 000 518	140.95	City Hall 5/2021
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521	159.52	Police Copier/Fax Rental - May 2021
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531	35.24	PW 05/2021
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534	35.24	PW 05/2021
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535	35.24	PW 05/2021
	542 30 45 00	Oper Rentals - Copier - Str	101 000 542	35.23	PW 05/2021
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	126.85	Rec 5/2021
	576 80 45 00	Oper Rentals - Copier - Par	001 000 576	14.09	Parks 5/2021
24503	06/08/2021	06/08/2021	7374		Celis, Victor
				17.79	Shipping Fee For Sexual Assault Kits To Lab For Exam
	521 22 31 00	Office & Oper Sup - Police	001 000 521	17.79	Shipping Fee For Sexual Assault Kits To Lab For Exam
24504	06/08/2021	06/08/2021	6203		Code Mechanical Inc
				1,041.69	Repair Air Circulation Fan @ PSB
	518 30 48 04	Rep & Maint - PSB	001 000 518	1,041.69	Repair Air Circulation Fan @ PSB

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:23:29 Date: 06/04/2021

As Of: 06/08/2021

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
24505	06/08/2021	06/08/2021	3555	Code Publishing Co	480.00 Annual FMC Hosting Fees May 2021 - 2022
	511 60 49 03	Codification Costs	001 000 511 General Fund	480.00	Annual FMC Hosting Fees May 2021 - 2022
24545	06/08/2021	06/08/2021	6268	Cole-Parmer Instrument Company	72.27 Reagent Tablets For Fluoride Testing
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	72.27	Reagent Tablets For Fluoride Testing
24506	06/08/2021	06/08/2021	3573	Copiers Northwest Inc	491.73 Copier Usage - May 2021 CH, Court, PR, PW; Printer Usage - Police 5/2021
	512 50 45 00	Oper Rentals - Copier - Co	001 000 512 General Fund	21.32	Copier Usage - May 2021 Court
	518 10 45 00	Oper Rentals - Copier - No	001 000 518 General Fund	125.60	Copier Usage - May 2021 CH
	521 22 45 00	Oper Rentals - Copier - Pol	001 000 521 General Fund	147.33	Printer Usage - Police 5/2021
	531 50 45 00	Oper Rentals - Copier - Sto	415 000 531 Storm Drain	26.60	Copier Usage - May 2021 Storm
	534 10 45 02	Oper Rentals - Copier - Wa	425 000 534 Water Fund (de	26.60	Copier Usage - May 2021 Water
	535 10 45 00	Oper Rentals - Copier - Sev	430 000 535 Sewer Fund (de	26.60	Copier Usage - May 2021 Sewer
	542 30 45 00	Oper Rentals - Copier - Str	101 000 542 City Street Fun	26.60	Copier Usage - May 2021 Street
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571 General Fund	81.97	Copier Usage - May 2021 Rec
	576 80 45 00	Oper Rentals - Copier - Par	001 000 576 General Fund	9.11	Copier Usage - May 2021 Parks
24507	06/08/2021	06/08/2021	3593	Dept Of Commerce	175,275.07 PWTF Contract #PC12-951-039 Loan Pmt
	591 35 78 02	Principal Loan Payment	430 000 591 Sewer Fund (de	170,584.00	Principal - PWTF Contract #PC12-951-039 Loan
	592 35 83 01	Interest Loan Payment	430 000 591 Sewer Fund (de	4,691.07	Interest - PWTF Contract #PC12-951-039 Loan Pmt
24508	06/08/2021	06/08/2021	3594	Dept Of Ecology	3,105.00 Stormwater Fee 7/1/21 - 6/30/22
	531 50 49 01	Operation Permit	415 000 531 Storm Drain	3,105.00	Stormwater Fee 7/1/21 - 6/30/22
24509	06/08/2021	06/08/2021	365	Dept Of Labor & Industries	134.50 Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	26.90	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	26.90	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
	518 30 48 04	Rep & Maint - PSB	001 000 518 General Fund	26.90	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
	518 30 48 06	Rep & Maint - Park Structu	001 000 518 General Fund	53.80	Boiler, Pressure Vessel Inspections: PW, CH, Parks, PSB
24510	06/08/2021	06/08/2021	8903	Ellington, Beth	59.00 Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	Library Reimbursement - 1 Year
24511	06/08/2021	06/08/2021	3638	Fircrest Golf Club	1,326.71 Land Rental For Water Tank On Golf Course Property June 2021

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534 10 45 01	Land Rental/Water Tank	425 000 534	Water Fund (de	1,326.71	Land Rental For Water Tank On Golf Course Property June 2021
24512	06/08/2021	06/08/2021	3642	Flags A' Flying LLC	1,765.40 US Flags For Boulevard 3 X 5 (36)
542 80 31 05	Banners/Flags	101 000 542	City Street Fun	1,765.40	US Flags For Boulevard 3 X 5 (36)
24570	06/08/2021	06/08/2021	9338	Fuelman Fleet Program	2,024.66 Gas/Fuel May 2021
548 65 31 06	Facilities Gas	501 000 548	Equipment Ren	182.77	Gas/Fuel May 2021
548 65 31 08	Police Gas	501 000 548	Equipment Ren	789.49	Gas/Fuel May 2021
548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Ren	166.66	Gas/Fuel May 2021
548 65 31 12	Street Gas	501 000 548	Equipment Ren	465.19	Gas/Fuel May 2021
548 65 31 14	Wtr/Swr Gas	501 000 548	Equipment Ren	420.55	Gas/Fuel May 2021
24513	06/08/2021	06/08/2021	7230	Galls, LLC	219.81 Embroidered Slanted Hashmark On Felt (62)
521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	General Fund	219.81	Embroidered Slanted Hashmark On Felt (62)
24514	06/08/2021	06/08/2021	6325	GeoEngineers Inc	677.55 P#64 Comm Center Construction - Prof Svcs 4/17/21-5/14/21
594 76 62 03	Buildings & Structures	301 000 594	Park Bond Capi	677.55	P#64 Comm Center Construction - Prof Svcs 4/17/21-5/14/21
24515	06/08/2021	06/08/2021	6774	Greenleaf Landscaping 1 Inc	4,326.49 Monthly Landscape Service May 2021
518 30 41 01	Contract Maintenance	001 000 518	General Fund	3,201.60	Contract Maintenance Landscape Svcs May 2021
542 80 49 03	Beautification Services (co	101 000 542	City Street Fun	1,124.89	Beautification Landscape Services May 2021
24516	06/08/2021	06/08/2021	3692	Home Depot Credit Services	338.31 Flowers And Basket Supplies For Pool
542 80 31 04	Beautification-Supplies	101 000 542	City Street Fun	338.31	Flowers And Basket Supplies For Pool
24554	06/08/2021	06/08/2021	4131	Humane Society - Tacoma	640.50 June 2021 Boarding Contract
554 30 41 00	Animal Control	001 000 554	General Fund	640.50	June 2021 Boarding Contract
24517	06/08/2021	06/08/2021	2763	Kosylo, Steven	59.00 Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement - 1 Year
24518	06/08/2021	06/08/2021	6883	L.N. Curtis & Sons	40.07 Pistol Pouch - J Johnson
521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	General Fund	40.07	Pistol Pouch - J Johnson
24519	06/08/2021	06/08/2021	3772	Lawman Badge Company	385.00 Custom Badges For Dept (3)
521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	General Fund	385.00	Custom Badges For Dept (3)
24520	06/08/2021	06/08/2021	1990	Lee, Evan	59.00 Library Reimbursement - 1 Year

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572 21 49 00	Library Services		001 000 572 General Fund	59.00	Library Reimbursement - 1 Year
24521	06/08/2021	06/08/2021	3791	46.00	Batteries For Irrigation Clocks On Islands
542 80 31 04	Beautification-Supplies		101 000 542 City Street Fun	46.00	Batteries For Irrigation Clocks On Islands
24522	06/08/2021	06/08/2021	3791	13.42	Well Parts
534 80 31 02	Oper Supplies - Water		425 000 534 Water Fund (de	13.42	Well Parts
24523	06/08/2021	06/08/2021	3791	84.10	Forms For Tot Lot
518 30 31 05	Oper Sup/Park Struct		001 000 518 General Fund	84.10	Forms For Tot Lot
24524	06/08/2021	06/08/2021	3791	84.73	Garbage Cans For Pool
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	84.73	Garbage Cans For Pool
24525	06/08/2021	06/08/2021	3791	34.51	Weedeater String
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fun	34.51	Weedeater String
			Total Lowe's Company-#338954	262.76	
24526	06/08/2021	06/08/2021	9684	255.67	Improper Tow Refund Per Judge Miller
521 22 49 00	Miscellaneous - Police		001 000 521 General Fund	255.67	Improper Tow Refund Per Judge Miller
24527	06/08/2021	06/08/2021	6589	6,638.50	Water System Plan Prof Svcs Thru 4/30/21
534 10 41 00	Prof Svcs - Water		425 000 534 Water Fund (de	6,638.50	Water System Plan Prof Svcs Thru 4/30/21
24572	06/08/2021	06/08/2021	4171	43.74	Card Reader Was Not Working - Pay Directly To Station #60942
548 65 31 08	Police Gas		501 000 548 Equipment Ren	43.74	Card Reader Was Not Working - Pay Directly To Station #60942
24551	06/08/2021	06/08/2021	3910	451.30	Pool Office Supplies
576 20 31 00	Office Supplies - Pool		001 000 576 General Fund	451.30	Pool Office Supplies
24528	06/08/2021	06/08/2021	3958	1,358.55	April 2021 Jail Services
523 60 40 01	Jail		001 000 523 General Fund	1,358.55	April 2021 Jail Services
24529	06/08/2021	06/08/2021	8626	174.55	Annual Fee Charged From Prior Year Tax Roll (lease) Personal Property Tax; May 2021 Postage Meter Rental

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	518 10 42 01	Postage - Non-Dept	001 000 518 General Fund	46.48	Annual Fee Charged From Prior Year Tax Roll (lease) Personal Property Tax;
	518 10 42 01	Postage - Non-Dept	001 000 518 General Fund	128.07	May 2021 Postage Meter Rental
24555	06/08/2021	06/08/2021 4828	Protect Youth Sports	238.80	Background Checks - Pool Staff And Baseball Coaches
	518 11 41 00	Prof Svcs - Personnel	001 000 518 General Fund	238.80	Background Checks - Pool Staff And Baseball Coaches
24549	06/08/2021	06/08/2021 9690	Pure Water Aquatics	127.31	Pool Supplies - CPR Masks, Hip Packs
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	127.31	Pool Supplies - CPR Masks, Hip Packs
24550	06/08/2021	06/08/2021 9690	Pure Water Aquatics	571.33	Pool Supplies - Rescue Tubes, Laynards, Whistles
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	571.33	Pool Supplies - Rescue Tubes, Laynards, Whistles
			Total Pure Water Aquatics	698.64	
24566	06/08/2021	06/08/2021 5710	Rainier Connect, Mashell Telecom	413.37	Internet Pool/Bathhouse; Phone Service Pool/Bathhouse; Internet; Modem 6/2021
	518 81 42 00	Communication - I/S	001 000 518 General Fund	113.54	Internet Pool/Bathhouse 6/2021
	518 81 42 00	Communication - I/S	001 000 518 General Fund	106.95	Internet 6/2021
	518 81 42 00	Communication - I/S	001 000 518 General Fund	137.76	Modem 6/2021 - CH Modem Failed
	576 80 42 00	Communication - Parks	001 000 576 General Fund	55.12	Phone Service Pool/Bathhouse 6/2021
24530	06/08/2021	06/08/2021 337	Roberts, Christopher	34.06	Gas Purchase While Attending EVOC Training In Shelton - #60452
	548 65 31 08	Police Gas	501 000 548 Equipment Ren	34.06	Gas Purchase While Attending EVOC Training In Shelton - #60452
24497	06/08/2021	06/08/2021 8659	Sand, Stephen	9.86	05-02340.4 - 1030 BROADVIEW DR
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-15.47	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-12.35	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	17.96	
24531	06/08/2021	06/08/2021 4035	Sarco Supply	241.73	Janitorial Supplies - Pool
	576 20 31 02	Janitorial Supplies - Pool	001 000 576 General Fund	241.73	Janitorial Supplies - Pool
24532	06/08/2021	06/08/2021 7308	SiteCrafting Inc	99.00	Monthly Hosting Cityoffircrest.net 5/15/21
	518 81 41 02	Web Design & Maintenanc	001 000 518 General Fund	99.00	Monthly Hosting Cityoffircrest.net 5/15/21
24534	06/08/2021	06/08/2021 4065	Smith, Alling, P.S.	125.00	Judge Pro Tempore - 5/20/21 (2.5Hrs)

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			512 50 41 02 Prof Srvs - Pro Temp Judge	001 000 512 General Fund	125.00 Judge Pro Tempore - 5/20/21 (2.5Hrs)
24553	06/08/2021	06/08/2021	9305	SoniClear	498.00 Annual Support Renewal - Meeting Recording Software (Covid Exp)
			548 65 48 01 O & M - Legislative	501 000 548 Equipment Ren	166.00 Annual Support Renewal - Meeting Recording Software (Covid Exp)
			548 65 48 02 O & M - Court	501 000 548 Equipment Ren	166.00 Annual Support Renewal - Meeting Recording Software (Covid Exp)
			548 65 48 10 O & M - Planning	501 000 548 Equipment Ren	166.00 Annual Support Renewal - Meeting Recording Software (Covid Exp)
24552	06/08/2021	06/08/2021	4690	Sound Inspections	2,072.91 Inspections, Mileage, And Calls - May 2021
			524 20 41 01 Bldg Inspec/Plan Review	001 000 524 General Fund	2,072.91 Inspections, Mileage, And Calls - May 2021
24533	06/08/2021	06/08/2021	4084	Staples Business Advantage	49.70 Central Supplies
			518 10 34 01 Central Office Supplies	001 000 518 General Fund	49.70 Central Supplies
24535	06/08/2021	06/08/2021	4084	Staples Business Advantage	125.48 Office Supplies For Court
			512 50 31 00 Office & Oper Sup-Court	001 000 512 General Fund	125.48 Office Supplies For Court
24536	06/08/2021	06/08/2021	4084	Staples Business Advantage	18.66 Office Supplies For Court
			512 50 31 00 Office & Oper Sup-Court	001 000 512 General Fund	18.66 Office Supplies For Court
			Total Staples Business Advantage	193.84	
24537	06/08/2021	06/08/2021	4107	Summit Law Group	232.00 Employment Advice
			515 41 41 02 Special Legal Counsel	001 000 515 General Fund	232.00 Employment Advice
24569	06/08/2021	06/08/2021	4322	Tacoma, City of - POWER	226.65 Power Various Locations May 2021
			534 80 47 01 Utility Services/Pumping	425 000 534 Water Fund (de	102.13 Surface Water/PW Hi/Lo Water Tank 5/2021
			535 80 47 01 Utility Services/Pumping	430 000 535 Sewer Fund (de	100.67 Alameda Lift Station Power 5/2021
			576 80 47 00 Public Utility Services - Pa	001 000 576 General Fund	23.85 555 Contra Costa (Pavilion) Power 5/2021
24538	06/08/2021	06/08/2021	4151	Tools Plus Industries LLC	196.72 3" X 1000' Caution Barrier Tape
			542 30 31 02 Oper Supplies - Street Reg	101 000 542 City Street Fun	196.72 3" X 1000' Caution Barrier Tape
24539	06/08/2021	06/08/2021	5934	US Bank, City Hall Account	1,169.44 City Hall P Card Charges Thru 5/25/21
			511 60 35 00 Small Tools & Equip - Leg	001 000 511 General Fund	39.56 Monthly Zoom Webinar Fee (Covid Exp)
			512 50 35 00 Small Tools & Equip-Cour	001 000 512 General Fund	140.03 Zoom Annual Fee (Covid Exp)

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512 50 49 01	Reg & Tuition - Court		001 000 512 General Fund	244.46	Institutional Racism And Legal Sys Resp Class - J Miller
513 10 49 02	Dues,Memberships,Subscri		001 000 513 General Fund	95.00	Grant Writers Assoc Annual Membership Fee - A Burkhart
517 90 31 01	Health Program - Supplies		001 000 517 General Fund	17.08	Wellness - Police Recognition
517 90 31 01	Health Program - Supplies		001 000 517 General Fund	329.70	Wellness - Police Recognition - Plaques
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	159.00	Passport Postage
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	7.95	Passport Postage
518 11 49 00	Miscellaneous - Personnel		001 000 518 General Fund	4.92	Employee Award Certificates
518 11 49 00	Miscellaneous - Personnel		001 000 518 General Fund	46.74	Employee Award Plaques
518 11 49 01	Dues,Memberships,Subscri		001 000 518 General Fund	50.00	Wa Law Enf Info And Records Membership Fee (LEIRA)
524 20 49 01	Reg & Tuition - Building		001 000 524 General Fund	17.50	Switch To Paperless Permitting Training - Building - A Stahlnecker
558 60 49 01	Reg & Tuition - Planning		001 000 558 General Fund	17.50	Switch To Paperless Permitting Training - Planning - A Stahlnecker
24540 06/08/2021 06/08/2021 8483	US Bank, Public Works Dept Account			1,739.06	Public Works Charges Through 5/25/21
531 50 31 02	Oper Supplies - Storm		415 000 531 Storm Drain	52.92	PW Manuals
534 10 43 00	Travel - Water		425 000 534 Water Fund (de	667.36	Lodging For Conference - Davis, Marzano, Parsons, Wakefield
534 10 49 02	Reg & Tuition - Water		425 000 534 Water Fund (de	860.00	2021 Fall Conference For Water Cert - Davis, Marzano, Parsons, Wakefield
534 80 31 02	Oper Supplies - Water		425 000 534 Water Fund (de	52.93	PW Manuals
535 80 31 00	Oper Supplies - Sewer Gen		430 000 535 Sewer Fund (de	52.92	PW Manuals
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fun	52.93	PW Manuals
24556 06/08/2021 06/08/2021 8484	US Bank, Recreation Dept Account			4,306.20	Charges Through 5/25/21
571 20 49 09	Youth Baseball		001 000 571 General Fund	56.17	Athletic Trainers Tape Youth Baseball
571 20 49 09	Youth Baseball		001 000 571 General Fund	17.59	Franklin Umpire Score Keeper
573 90 49 01	Community Events		001 000 573 General Fund	181.33	VIP Crowd Retractable Barrier
573 90 49 01	Community Events		001 000 573 General Fund	190.00	Jotform Online Form Builder 5/7/21 - 5/7/22
573 90 49 01	Community Events		001 000 573 General Fund	294.35	Pool/Grad Celebration Supplies
573 90 49 01	Community Events		001 000 573 General Fund	150.48	Sunflower Growing Contest/Scarecrow 2021 Supplies
573 90 49 01	Community Events		001 000 573 General Fund	70.26	Pool Opening Celebration Supplies
573 90 49 01	Community Events		001 000 573 General Fund	56.03	Pool Celebration Supplies
573 90 49 01	Community Events		001 000 573 General Fund	110.59	Grad Celebration Supplies
573 90 49 01	Community Events		001 000 573 General Fund	118.52	Banners Comm Yard Sale
573 90 49 01	Community Events		001 000 573 General Fund	10.99	Pool Celebration Supplies
573 90 49 01	Community Events		001 000 573 General Fund	31.74	Grad Celebration Supplies
573 90 49 01	Community Events		001 000 573 General Fund	380.29	Artco Pool Rendering Framed Photo
573 90 49 01	Community Events		001 000 573 General Fund	32.22	Grad Celebration Supplies

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	573 90 49 01	Community Events	001 000 573 General Fund	89.18	Fircrest FIT Banner	
	573 90 49 01	Community Events	001 000 573 General Fund	106.11	Create It Banner	
	573 90 49 01	Community Events	001 000 573 General Fund	374.76	Pool Celebration Invitations	
	573 90 49 01	Community Events	001 000 573 General Fund	131.38	Grow It Banner	
	576 20 31 00	Office Supplies - Pool	001 000 576 General Fund	181.33	VIP Crowd Retractable Barrier	
	576 80 35 00	Small Tools & Equip - Parl	001 000 576 General Fund	530.00	Heavy Duty Drag Mat	
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capi	582.59	Fans, Office Chairs, And Supplies For Pool	
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capi	527.86	Samsung Galaxy Tab For Pool Office (SAA #1803)	
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capi	82.43	Dry Box Container Rental	
24541	06/08/2021	06/08/2021	4172	Union 76 Royal	48.92	Police Gas - Pay At Station Card Reader Down #68055D
	548 65 31 08	Police Gas	501 000 548 Equipment Ren	48.92	Police Gas - Pay At Station Card Reader Down #68055D	
24542	06/08/2021	06/08/2021	4178	University Place Refuse Inc	184.50	Drop Box Rental - (4/13-4/21)
	531 50 47 01	Dumping Fees - Storm	415 000 531 Storm Drain	184.50	Drop Box Rental - (4/13-4/21)	
24543	06/08/2021	06/08/2021	4179	Unum Life Insurance Company of America	46.80	Retired Benefits June 2021
	521 22 20 02	LEOFF I Long Term Care]	001 000 521 General Fund	46.80	Retired Benefits June 2021	
24568	06/08/2021	06/08/2021	4188	Verizon Wireless LLC	1,490.64	6/2021 Shared Plan (23 Lines) And Water Meter Reader Tablet (SAA #1804)
	513 10 42 00	Communication - Admin	001 000 513 General Fund	42.04	6/2021 Shared Plan (23 Lines)	
	518 30 42 00	Communication - Fac/Equi	001 000 518 General Fund	42.04	6/2021 Shared Plan (23 Lines)	
	521 22 42 00	Communication - Police	001 000 521 General Fund	418.37	6/2021 Shared Plan (23 Lines)	
	524 20 42 00	Communications- Bldg	001 000 524 General Fund	21.02	6/2021 Shared Plan (23 Lines)	
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	63.06	6/2021 Shared Plan (23 Lines)	
	534 10 42 00	Communication - Water	425 000 534 Water Fund (de	63.06	6/2021 Shared Plan (23 Lines)	
	535 10 42 01	Communication - Sewer	430 000 535 Sewer Fund (de	63.06	6/2021 Shared Plan (23 Lines)	
	542 30 42 00	Communication - Street	101 000 542 City Street Fun	63.06	6/2021 Shared Plan (23 Lines)	
	558 60 42 00	Communications - Planning	001 000 558 General Fund	21.02	6/2021 Shared Plan (23 Lines)	
	576 80 42 00	Communication - Parks	001 000 576 General Fund	126.12	6/2021 Shared Plan (23 Lines)	
	594 34 63 01	Other Improvements Water	426 000 594 Water Improve	567.79	Water Meter Reading Tablet (SAA #1804)	
24544	06/08/2021	06/08/2021	3645	WEX BANK, Wright Express FSC	1,282.73	Gas/Fuel May 2021
	548 65 31 08	Police Gas	501 000 548 Equipment Ren	1,282.73	Gas/Fuel May 2021	
24546	06/08/2021	06/08/2021	4256	Winning Seasons	22.53	Additional Jerseys For Youth Baseball
	571 20 49 09	Youth Baseball	001 000 571 General Fund	22.53	Additional Jerseys For Youth Baseball	
24547	06/08/2021	06/08/2021	4256	Winning Seasons	22.53	Additional Jerseys For Youth Baseball

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571 20 49 09	Youth Baseball		001 000 571 General Fund	22.53	Additional Jerseys For Youth Baseball
Total Winning Seasons				45.06	
Report Total:				229,675.53	
Fund					
001 General Fund				24,401.75	
101 City Street Fund				5,030.52	
301 Park Bond Capital Fund				1,870.43	
415 Storm Drain				3,482.79	
425 Water Fund (department)				14,854.54	
426 Water Improvement Fund				567.79	
430 Sewer Fund (department)				175,535.60	
501 Equipment Rental Fund				3,932.11	

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

AGENDA MODIFICATIONS

George requested to modify the agenda to reflect Item No. 6, Water System Plan - Financials to be moved to Item No. 5. Item No. 7, the Pool Grand Opening Update will be moved to Item No. 6. Lastly, Item No. 5, Proposed Amendments to Accessory Building Setbacks for Through-Lots will be moved to Item No. 7. There were no objections from the Council to modify the agenda as proposed.

WATER SYSTEM PLAN PRESENTATION - FINANCIALS

Katy Isaksen presented the Water System Plan presentation slides and highlighted the financial plan elements. The last Water System plan was adopted in 2014 and the last rate study was completed in 2016. The recommended rate increase from 2021 – 2030 is 2% per year. The recommended 10-year Capital Improvement Plan can be completed with the recommended increase. The GFC charges were not presented with a rate increase; however, it is an option that can be added to the plan before adoption. There were discussions regarding the ongoing issues of complaints and how education may ease the issue and our utility bills not solely covering the cost of water, but all utilities. There was consensus that they would like a breakdown of usage habits before the adoption of the Water System Plan and to bring back the Financials to a future Study Session. Lastly, it was reported that the anticipated Water System Plan adoption will take place in the Fall and the Public Hearing will be in August.

POOL GRAND OPENING UPDATE

~~Mayor George provided an overview of the draft itinerary for the pool donor celebration event and the grand opening the following weekend. Currently, the itinerary does not reflect having a ribbon-cutting ceremony at the donor event but there would be a ribbon-cutting when the pool opens to the public. At the pool donor celebration event, the donor wall will be unveiled. There was a discussion regarding adding a ribbon-cutting ceremony to the donor celebration event and at the pool grand opening the following weekend. After the discussion, there was consensus to only have a ribbon-cutting ceremony at the pool grand opening on May 28th and not at the donor celebration event.~~

Mayor George provided an overview of the draft agenda for the donor appreciation event on May 23 and the grand opening for the public on May 29. The May 29 event was scheduled to include a ribbon-cutting ceremony, and there was a discussion about whether to add a ribbon-cutting to the May 23 donor event as well. The discussion included comments about tradition as well as the difference between a donor event and a public grand opening. A majority of Councilmembers indicated their preference to stick with one ribbon-cutting at the May 29 event, though it was not unanimous.

Councilmember Nixon was excused from the meeting at 6:51 p.m. and did not return.

PROPOSED AMENDMENTS TO ACCESSORY BUILDING SETBACKS FOR THROUGH-LOTS

Planning & Building Administrator Stahlnecker provided a brief overview of through-lots and the limitations to develop them. Stahlnecker presented a map of the through-lots in the City, noting that there are approximately 142 lots that would be affected.

Councilmember Wittner was excused from the meeting at 6:57 p.m. and did not return.

At the most recent Planning Commission meeting, the Commission recommended adding a rear yard setback exception that would offer the homeowner a way to reduce the required setback with an administrative use permit. There was a discussion regarding notification to neighbors and the recommendation process. There was a Council consensus to move the proposed amendments back to the Planning Commission and conduct a notification to affected neighbors prior to the Planning Commission Public Hearing.

The Council wished Councilmember Viafore a happy birthday.

ADJOURNMENT

Waltier MOVED to adjourn the meeting at 7:14 P.M., seconded by Barrentine. The Motion Carried (5-0).

Hunter T. George, Mayor

Jayne Westman, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Hunter T. George called the regular meeting to order at 7:01 P.M. and led the Pledge of Allegiance. Councilmembers David M Viafore, Shannon Reynolds, Brett Wittner, Joe Barrentine, and Denny Waltier were present. Councilmember Jamie Nixon was absent and excused.

PRESIDING OFFICER’S REPORT

A. Pool Grand Opening Report

City Manager Pingel provided a brief overview of the donor event and reported that the event was very successful. Parks & Recreation Director Grover reported that the grand opening weekend swim sessions will be 90 minutes long and the social media campaign will start tomorrow. The reservation system opened for the weekend sessions and Grover reported that there were 500 sign-ups registered. Lastly, Grover reported that season passes will only be sold in-person, and swim lesson registrations open on June 24th to residents and June 25th to the general public. There were discussions held on the successful donor event and that there will be a ribbon-cutting ceremony on Saturday before the first swim session.

B. Pool & Community Center Project

Parks & Recreation Director Grover updated the Council on the current state of construction at the Community Center. He noted that site grading is being completed and the electrical is getting installed. Staff continues to work with the contractor regarding the Fircrest Park irrigation issue.

C. Reappoint Ben Ferguson to the Planning Commission

George briefed the Council on the history of Ben Ferguson being appointed to the Planning Commission in 2020 and reported that he is the principal architect at his firm. **Wittner MOVED to confirm the Mayor’s appointment of Ben Ferguson to the City of Fircrest Planning Commission effective June 16, 2021, through June 15, 2027; seconded by Barrentine.** George invited councilmember comment; there was none. George invited public comment; Yolonda Brooks, 6464 19th Street W #C, asked if the vacancy was posted and about Mr. Ferguson’s attendance. It was reported that this was a reappointment, so it was not posted and there are no concerns about Mr. Ferguson’s attendance record. **The Motion Carried (6-0).**

CITY MANAGER COMMENTS

A. AWC Voting Delegates

Pingel reported that the City can appoint a delegate to attend the 2021 AWC virtual conference and business meeting. After a discussion, Pingel will be appointed, and Councilmember Reynolds will be appointed as the alternate.

B. Building Reopening & In-Person Meetings Discussion

Pingel reported that the staff would like to reopen the City buildings on July 1, 2021, or June 30, 2021. This would also allow for in-person meetings. There were discussions regarding continuing to allow remote participation by Council and the public as well as continuing to pursue Council chamber upgrades to better facilitate hybrid meetings and court hearings.

DEPARTMENT HEAD COMMENTS

There were no comments provided.

COUNCILMEMBER COMMENTS

- Viafore commented that the donor event was great, and he is sad to hear about City Attorney Michael B. Smith retiring. Viafore reported that John Childs passed away and he will be remembered for bringing fireworks back to Fircrest.
- Reynolds reported that she continues to watch the COVID-19 case numbers and is keeping her finger on the pulse of vaccine breakthrough data as it is released.
- Wittner; no comments provided.
- Barrentine thanked the Graduation Parade volunteers.
- Waltier thanked the staff for the Graduation Parade and reported that 30 graduates participated.
- Mayor George thanked the staff for their effort with the community events and congratulated City Attorney Michael B. Smith on his retirement. Lastly, he thanked the meeting attendees.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

- Yolonda Brooks, 6464 19th Street W #C, expressed that she supports hybrid meetings and asked that long-term residents be included in the ribbon-cutting ceremony. Lastly, she congratulated her son on his achievements.
- Brian Rybolt, 1036 Daniels Drive, commented on his concern for the Electron Way angle parking and expressed that he does not support hybrid meetings for elected officials.
- Derek Wescott, 417 Buena Vista Ave, commented by email that he would like the City to revise the COVID restrictions for youth baseball based upon the update from the CDC.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Barrentine reported that the baseball season is going well.

B. Pierce County Regional Council

Reynolds reported that PCRC is receptive to the Pierce County Citizens' Climate Lobby and there will be more discussion in the future regarding surface water programs.

C. Public Safety, Courts

Reynolds reported that the Police Department continues to onboard the new officer.

D. Street, Water, Sewer, and Storm Drain

Waltier reported that hanging baskets are on schedule.

E. Other Liaison Reports

There were none provided.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar: approval of Voucher No. 216482 through Voucher Check No. 216537 in the amount of \$187,022.83; approval of payroll electronic funds transfer in the amount of \$123,569.31; approval of the May 11, 2021, Regular Meeting minutes; approval of the May 17, 2021, Study Session minutes; setting a public hearing on June 8, 2021, at 7:15 p.m. or thereafter to receive comments on proposed amendments to FMC 22.26.025 Sign Code Exemptions. **Wittner MOVED to approve the Consent Calendar as read; seconded**

by **Waltier**. After the motion, Viafore requested that the May 17, 2021, study session minutes be removed from the consent calendar and be placed on the June 8, 2021, regular meeting consent calendar. There were no objections. **The Motion Carried (6-0) as amended.**

PUBLIC HEARING

No Public Hearing was scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

No New Business was scheduled.

CALL FOR FINAL COMMENTS

Viafore asked about the status of the slow pitch league and Grover reported the staff is planning to have a summer league.

There was a brief discussion regarding requiring in-person Councilmembers or attendees to be vaccinated.

Waltier commented that there is a time for public comments earlier in the meeting and would like to set rules regarding the chat function.

Reynolds asked about the laws or Council rules governing a pro-tempore councilmember for a leave of absence. There was a brief discussion about excused absences and the laws governing leaves of absence for elected officials.

EXECUTIVE SESSION

No Executive Session was scheduled.

ADJOURNMENT

Wittner MOVED to adjourn the meeting at 8:17 P.M., seconded by **Waltier**. **The Motion Carried (6-0).**

Hunter T. George, Mayor

Jayne Westman, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Amendments to FMC 22.26.025 Sign Code Exemptions
ITEM: 11A

FROM: Angelie Stahlnecker, Planning & Building Administrator

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: The City of Fircrest proposes to amend FMC 22.26.025 Sign Code Exemptions.

The proposal would amend FMC 22.26.025 Exemptions of the sign code.

The proposal would add “entrance signs, readerboard signs, or other community-oriented signs installed and maintained by the city” to the exemptions section of the sign code.

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

ADVANTAGE: The proposed amendments would address community-oriented signs such as entrance signs and readerboard signs that are currently not addressed in the sign code.

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 Documents on April 15, 2021. The environmental determination was issued with a 14-day comment/appeal period ending on April 29, 2021. No comments were received.

The City submitted a 60-day Notice of Intent to Adopt to the Washington State Department of Commerce on April 15, 2021. The state agency comment period will end on June 14, 2021. No comments have been received at this point.

The Planning Commission held a public hearing on May 4, 2021. No comments were received and the resolution to recommend the amendment passed 4-0 (one member absent).

ATTACHMENTS: [Planning Commission Resolution](#)

**CITY OF FIRCREST PLANNING COMMISSION
RESOLUTION NO. 21-02
Case No. LU21-04**

**A RESOLUTION OF THE PLANNING COMMISSION OF
THE CITY OF FIRCREST, WASHINGTON,
RECOMMENDING ADOPTION OF AMENDMENTS TO
THE FIRCREST MUNICIPAL CODE, 22.26.025
EXEMPTIONS TO THE SIGN CODE**

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 exempt city-owned signs that serve a community purpose from the sign code standards; and

WHEREAS, the Planning Commission conducted a public hearing on May 4, 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 22.26.025 to read as follows:

22.26.025 Exemptions.

The following are exempt from the permit requirements of this chapter:

- (a) Painting, repainting, cleaning, repairing and other normal maintenance, unless structural or electrical changes are made;
- (b) Temporary signs on private property or public property, meeting the requirements in FMC 22.26.021;

1 (c) Governmental Signs. Signs installed by the city, county, or a federal or state
2 governmental agency for the protection of the public health, safety and general
welfare, including, but not limited to, the following:

3 (1) Emergency and warning signs necessary for public safety or civil defense;

4 (2) Traffic and/or wayfinding signs erected and maintained by an authorized public
5 agency;

6 (3) Signs required to be displayed by law;

7 (4) Signs showing the location of public facilities; and

8 (5) Entrance signs, readerboard signs, or other community-oriented signs installed
9 and maintained by the city; and

10 ~~(5)-(6)~~ Any sign, posting, notice, or similar sign placed by or required by a
11 governmental agency in carrying out its responsibility to protect the public health,
12 safety and general welfare;

13 (d) Temporary Signs in Windows. Any temporary sign taped or otherwise affixed to
14 the inside of a window, in such a manner as to be easily removed; provided, that the
15 total area of such sign in any one window does not exceed the square footage
limitations in FMC 22.26.021 (Temporary signs) and 22.26.024 (Window signs);

16 (e) Interior Signs. Signs or displays located entirely inside of a building and located
17 at least three feet away from transparent doors and windows;

18 (f) Vehicle Signs. Any sign on a vehicle, unless such vehicle is parked or stationed
19 near an activity for the primary purpose of attracting public attention to such activity,
20 unless such vehicle or mobile unit is regularly parked in any prominently visible
location for the primary purpose of attracting public attention to the sign;

21 (g) Changes to the face or copy of changeable copy signs and digital signs, provided
22 such changes do not change the material or appearance of the sign as originally
permitted by the city;

23 (h) Sculptures, fountains, mosaics, and design features that do not incorporate
24 advertising or identification;

25 (i) Any flags, provided that they conform to all provisions of this chapter for signs;

26 (j) Building identification numbers as required pursuant to Chapter 12.26 FMC or
27 any other city or state regulation;

1 (k) Certain Historic and Architectural Features. Stone or cement plaques and
2 cornerstones with engraved or cast text or symbols and permanently embedded in the
3 building's foundation or masonry siding materials; provided, that none of these
4 exceed four square feet in area;

5 (l) Signs not intended to be viewed by the public from the street right-of-way that are
6 not visible from adjacent property. Examples include signs located within an
7 enclosed or partially enclosed lobby or courtyard of any building or group of
8 buildings that are designed and located to be viewed exclusively by patrons of such
9 use or uses, and kiosks and other related informational signs that are placed along
10 internal walkways that are designed specifically to be viewed by pedestrians and not
11 intended to function as advertising to motorists on nearby public streets.

12 **MOVED AND ADOPTED** by the Planning Commission of the City of Fircrest on
13 the 4th day of May 2021 by the following vote:

14 YES: (4) McVay, Imholt, Hamel, Ferguson


15 ABSENT: (1) Schultz

16 APPROVED:

17 
18 Sarah Hamel
19 Chair, Fircrest Planning Commission

20 ATTEST:

21 
22 Angelie Stahlnecker
23 Planning/Building Administrator

24 
25 Date

NEW BUSINESS: **AWC Business Meeting Voting Delegates**
ITEM 13A

FROM: **Scott Pingel, City Manager**

RECOMMENDED MOTION: **I move to adopt Resolution No._____ designating City Manager Scott Pingel as voting delegate and Councilmember Reynolds as the alternate voting delegate at the 2021 AWC Annual Conference.**

PROPOSAL: The Council is being requested to adopt a resolution to designate City Manager Scott Pingel as voting delegate and Councilmember Reynolds as the alternate. The AWC Bylaws provide for members to propose amendments for action at the business meeting. Fircrest should have representation at the June 24, 2021, AWC Business Meeting.

FISCAL IMPACT: There is no fiscal impact to designate voting delegates.

ADVANTAGE: Fircrest will be able to participate in any amendments proposed.

DISADVANTAGES: None.

ALTERNATIVES: None that are feasible.

HISTORY: The City has attended the conference and has participated in the past.

ATTACHMENTS: [Resolution](#)
[AWC Letter](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, DESIGNATING CITY MANAGER
SCOTT PINGEL AND COUNCILMEMBER SHANNON REYNOLDS
AS VOTING DELEGATES AT THE 2021 AWC ANNUAL
CONFERENCE.**

WHEREAS, City Manager Scott Pingel and will be attending the 2021 Association of Washington Cities Annual Conference from June 22 through June 25, 2021, and Councilmember Shannon Reynolds will act as the alternate; and

WHEREAS, AWC has requested the City of Fircrest designate voting delegates; and

WHEREAS, the City of Fircrest finds it advantageous to participate in the annual AWC Business Meeting on Thursday, June 24, 2021. Now, Therefore

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

Section 1. The City of Fircrest does hereby designate City Manager Scott Pingel and Councilmember Shannon Reynolds as voting delegates from the City of Fircrest for the business meeting at the 2021 Association of Washington Cities (AWC) Annual Conference.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 8th day of June 2021.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

CITY OF FIRCREST

MAY 06 2021

RECEIVED

May 5, 2021

To: Mayor Hunter George
From: Soo Ing-Moody, AWC President
Subject: 2021 AWC Business Meeting

AWC invites you to attend the online **AWC Business Meeting on Thursday, June 24, 2021, from 10 – 11:30 am.** in conjunction with the AWC Annual Conference. On behalf of the AWC Board of Directors, I encourage your city to participate by appointing voting delegates.

AWC bylaws allow each city to appoint up to three voting delegates. The bylaws do not specify a method or form cities must use to appoint delegates. If your city determines these appointments through council action, please share this information with your city council.

Each voting delegate has one vote. Voting delegates have the opportunity to influence the operations of AWC by electing members of the AWC Board of Directors, engage on issues that affect cities, and consider bylaw amendments.

Once the mayor, manager, or council has determined the city's voting delegates for the 2021 Business Meeting, please submit their names and titles using the online form found on the AWC website:
<https://wacities.org/events-education/conferences/awc-annual-conference/business-meeting>.

The deadline for submitting voting delegates is on **Tuesday, June 22, 2021 by 5 pm.** If you have any questions, please contact Betsy Hildreth at betsyh@awcnet.org or 360.753.4137.

Additional information on the Business Meeting, the AWC Board of Directors, and the Annual Conference can be found on AWC's website: wacities.org.

cc: Scott Pingel, City Manager
Jayne Westman, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Approval of American Rescue Plan Act Award Terms and Conditions Agreement

ITEM: 13B

FROM: Scott Pingel, City Manager

DATE: June 8, 2021

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute the U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions Agreement and Title VI Assurances that are required in order to access the City's American Rescue Plan Act funds.

PROPOSAL: The Council is being asked to authorize the City Manager to execute the required terms and conditions agreement for the City's American Rescue Plan Act funds. While the City will ultimately access funds through the Washington State Office of Financial Management (OFM), these documents are required in order to be eligible for funds.

FISCAL IMPACT: A final amount of our award has not been specified yet, and likely will not be until OFM is ready to disburse funds. However, the populations and formula being used to calculate awards have been released. Based on the formula, the City seems to be slated for just over \$1.9 Million in American Rescue Plan Act funds.

ADVANTAGES: This grant provides us the opportunity to be reimbursed for COVID-19 related expenses. The City tentatively plans to use these funds to provide business, rental and utility assistance programs, address escalating construction materials costs for the Community Center project, cover necessary COVID-19-related sanitation materials, facility improvements, and technology improvements, and invest in water and sewer infrastructure.

DISADVANTAGES: None identified.

HISTORY: The American Rescue Plan Act passed by Congress in response to the COVID-19 crisis provides direct funds for cities based on population. Funds can be used for the following:

1. Responding to the COVID-19 pandemic
2. Covering costs incurred from the public health emergency
3. Replacing lost, delayed, or decreased revenues due to COVID-19
4. Addressing the negative economic impacts on local businesses and nonprofits
5. Making necessary investments in water, sewer, and broadband infrastructure

Attachments: [Resolution](#)
[Department of the Treasury Award Terms and Conditions](#)
[Title VI Assurances](#)

**CITY OF FIRCREST
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER
TO EXECUTE THE U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND AWARD
TERMS AND CONDITIONS AGREEMENT AND TITLE VI
ASSURANCES THAT ARE REQUIRED IN ORDER TO ACCESS THE
CITY'S AMERICAN RESCUE PLAN ACT FUNDS.**

WHEREAS, the American Rescue Plan Act provides direct funds to cities based on population and a formula for non-entitlement cities; and

WHEREAS, the U.S. Department of the Treasury has provided the award terms and conditions and Title VI assurances that are required in order to access American Rescue Plan Act funds; and

WHEREAS, the City of Fircrest desires to access and utilize the direct funding for cities provided by the American Rescue Plan Act. 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 the U.S. Department of the Treasury Coronavirus Local Fiscal Recovery Fund Award Terms and Conditions Agreement and Title VI Assurances.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 8th day of June 2021.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name and address: [Recipient to provide]	DUNS Number: [Recipient to provide] Taxpayer Identification Number: [Recipient to provide] Assistance Listing Number: 21.019
---	--

Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient:

Authorized Representative:

Title:

Date signed:

U.S. Department of the Treasury:

Authorized Representative:

Title:

Date:

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

U.S. DEPARTMENT OF THE TREASURY
CORONAVIRUS LOCAL FISCAL RECOVERY FUND
AWARD TERMS AND CONDITIONS

1. Use of Funds.
 - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
 - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
 - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
 - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
 - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
 - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
 - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
 - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
 - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
 - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
 - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
 - iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
 - iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
 - v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
- a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
 - b. Any debts determined to be owed the federal government must be paid promptly by

Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
 - i. A member of Congress or a representative of a committee of Congress;
 - ii. An Inspector General;
 - iii. The Government Accountability Office;
 - iv. A Treasury employee responsible for contract or grant oversight or management;
 - v. An authorized official of the Department of Justice or other law enforcement agency;
 - vi. A court or grand jury; or
 - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the “Recipient”) provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient’s beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient’s program(s) and activity(ies), so long as any portion of the Recipient’s program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient’s programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

Recipient

Date

Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Retail Sales Tax Review

ITEM: 13C

DATE: June 8, 2021

RECOMMENDED MOTION: Information Only

PROPOSAL: Review of Retail Sales Tax.

FISCAL IMPACT: N/A

ADVANTAGES: Provides a review to the Council and citizens of Retail Sales Tax revenue.

DISADVANTAGES: None.

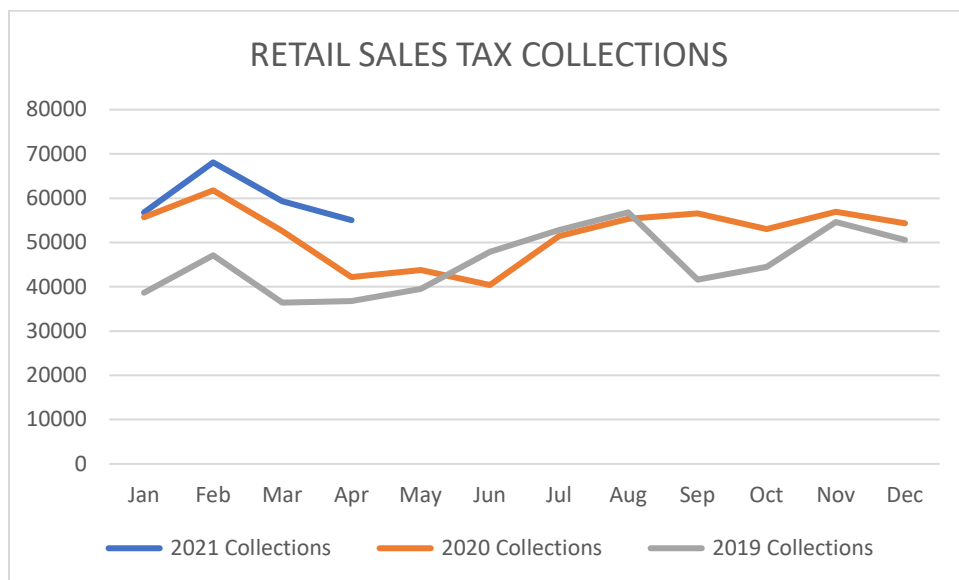
Attachment(s): [Retail Sales Tax Report](#)

Retail Sales Tax Comparison

Retail Sales tax is collected by the State of Washington through the Department of Revenue (DOR) and remitted to the city on the last day of each month. There is usually a two-month lag in sales tax revenue. For example, sales tax collected from retail sales for January 2021 is paid to the City in March 2021.

As you can see by the charts below, retail sales tax is volatile. It is dependent upon factors such as construction, Covid, seasonal purchases, etc. We were expecting sales tax revenue to decrease during Covid; however, this did not happen due in part to an increase in online ordering. Destination-based sales tax is collected based on where the order is shipped to rather than where the order originates.

	2019 Collections	2020 Collections	2021 Collections
Jan	38,682.74	55,695.94	56,780.44
Feb	47,102.51	61,767.21	68,095.27
Mar	36,417.65	52,593.92	59,298.17
Apr	36,779.99	42,175.36	55,043.46
May	39,541.28	43,811.64	
Jun	47,900.40	40,404.54	
Jul	52,800.98	51,432.07	
Aug	56,815.03	55,380.53	
Sep	41,579.95	56,608.64	
Oct	44,497.39	53,039.35	
Nov	54,615.05	56,956.43	
Dec	50,591.56	54,337.71	
YTD	547,324.53	624,203.34	239,217.34
Budget	440,000.00	530,000.00	500,000.00



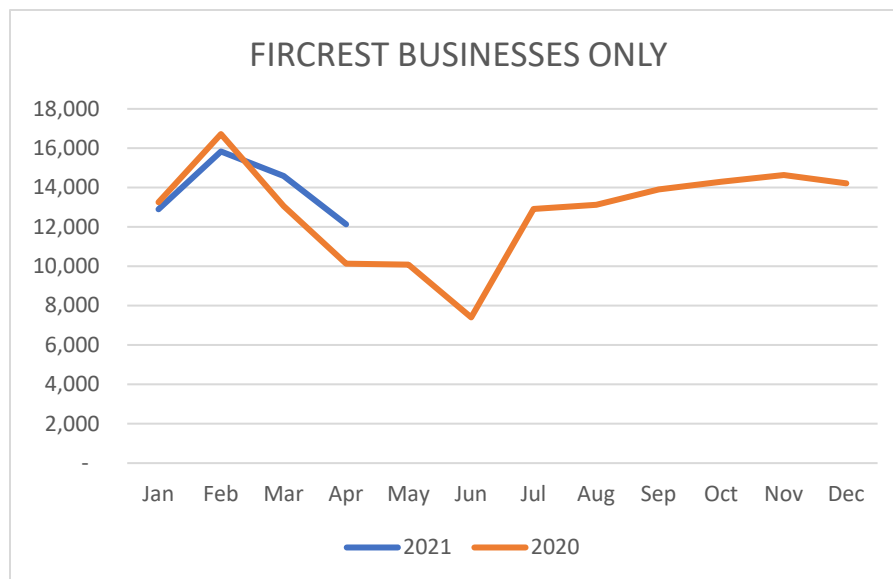
Retail sales tax is broken down by type of business and categorized by North American Industry Classification System (NAICS) codes. The chart below shows retail sales tax revenue categorized by code for each month in January through April of 2020 and 2021. Just as a reminder, not all of these industries are located in Fircrest. As discussed above, collections are destination-based.

Retail sales tax for 2021 was higher every month when compared to 2020.

	2020	2021	2020	2021	2020	2021	2020	2021
	Jan	Jan	Feb	Feb	Mar	Mar	Apr	Apr
Agriculture, Forestry, Fishing, Hunting, Mining	9.88	29.80	7.42	36.32	6.56	1.61	(2.95)	4.56
Utilities	70.86	4.88	18.32	32.58	246.91	1.56	181.02	16.36
Construction	18,993.64	12,392.66	13,165.20	14,927.23	13,729.80	13,957.27	11,061.51	12,768.28
Manufacturing	978.35	707.91	1,625.99	1,165.17	1,266.56	902.35	314.80	1,060.54
Wholesale Trade	2,173.52	1,792.03	2,720.87	2,276.53	2,448.41	2,292.98	1,594.77	3,874.60
Retail Trade	12,743.57	17,799.49	19,141.62	22,554.12	12,339.99	15,253.01	9,747.55	15,840.56
Transportation and Warehousing	3.80	1,563.54	11.57	1,806.56	12.70	2,069.16	7.18	-
Information	3,517.78	3,792.73	4,239.11	3,885.51	3,365.38	4,009.99	3,538.83	3,573.54
Finance and Insurance	509.28	484.54	633.32	542.86	919.15	645.26	672.22	649.40
Real Estate Rental and Leasing	379.07	547.04	815.42	1,214.01	488.94	662.36	395.30	393.10
Professional, Scientific and Technical Services	922.62	962.37	200.14	1,562.67	1,681.63	1,243.61	628.26	604.10
Administrative and Support and	3,026.05	4,786.95	4,557.47	5,953.30	3,766.06	4,394.91	3,055.62	3,920.36
Waste Management and Remediation Services	-	-	-	-	-	-	-	-
Educational Services	26.87	24.79	27.56	48.31	55.26	115.22	14.98	21.22
Health Care and Social Assistance	88.73	22.68	52.03	26.12	46.48	60.98	12.51	57.56
Arts, Entertainment and Recreation	3,539.42	2,549.89	4,293.10	2,462.70	3,205.56	2,990.24	3,061.29	2,657.72
Accommodation Food Services	7,021.26	7,257.87	7,751.28	8,489.87	7,538.75	8,887.15	6,765.08	7,639.26
Other Services	2,151.83	2,547.07	3,034.58	1,738.35	1,804.30	2,337.22	1,480.31	2,353.87
	-	-	-	-	-	-	-	-
	56,156.53	57,266.24	62,295.00	68,722.21	52,922.44	59,824.88	42,528.28	55,435.03

Businesses located within the City of Fircrest fall under several different NAICS categories. The following charts group all Fircrest businesses together. In January and February of 2021 tax collections were down slightly. In March and April, tax collections were up.

FIRCREST BUSINESSES ONLY			
	2020	2021	Change from 2020
Jan	13,263	12,905	(358)
Feb	16,720	15,836	(884)
Mar	13,054	14,582	1,528
Apr	10,129	12,134	2,005
May	10,082		
Jun	7,405		
Jul	12,911		
Aug	13,125		
Sep	13,910		
Oct	14,299		
Nov	14,634		
Dec	14,212		
	155,764	57,478	2,291



The last couple of years have included sales tax revenue from the construction of the pool and recreation center. As we move into budgeting for 2022, we will look at the trends of sales tax and decrease the anticipated revenue to reflect the completion of the construction.