

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, NOVEMBER 23, 2021
7:00 P.M.**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. Community Center Project Report
- 5. CITY MANAGER COMMENTS**
 - A. City Buildings Closures
- 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. Parks & Recreation
 - B. Pierce County Regional Council
 - C. Public Safety, Courts
 - D. Street, Water, Sewer, and Storm Drain
 - E. Other Liaison Reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks
 - B. Approval of Minutes: [October 26, 2021, Regular Meeting](#)
[November 9, 2021, Regular Meeting](#)
[November 15, 2021, Study Session Meeting](#)
- 11. PUBLIC HEARING 7:15 P.M. OR SOON THEREAFTER**
 - A. [To receive comments on a water rate adjustment](#)
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Ordinance: 2021 Budget Amendment #2, Second reading for adoption](#)
 - B. [Resolution: AMI Meter Transmission System Installation Sole Source Purchase](#)
 - C. [Resolution: Summit Law Contract Amendment](#)
 - D. [Resolution: Local Records Grant Contract Approval](#)
 - E. [Resolution: Changing the time of the December 28th Regular Council Meeting to begin at 4:00 pm](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
 - A. Per RCW 42.30.110(1)(g) to review the performance of a public employee
- 16. ADJOURNMENT**

Zoom Info: Dial-in Information: 1-253-215-8782 Webinar ID: 873 9102 3810 Password: 312044

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
25734	11/23/2021	11/23/2021	6904	A R C Architects Inc	18,509.76	P#54 Pool/Bathhouse Comm Center Professional Services 9/26 - 10/25/21
	594 76 62 03 Buildings & Structures		301 000 594 Park Bond Capi	18,509.76	P#54 Pool/Bathhouse Comm Center Professional Services 9/26 - 10/25/21	
25708	11/23/2021	11/23/2021	4298	AWC Employee Benefit Trust	742.50	December 2021 Retired Medical
	521 22 20 01 LEOFF I Medical Premium		001 000 521 General Fund	742.50	December 2021 Retired Medical	
25687	11/23/2021	11/23/2021	3647	Agrishop, Inc	12.12	Starter Assembly - JD 455
	548 65 48 11 O & M - Parks/Rec		501 000 548 Equipment Ren	12.12	Starter Assembly - JD 455	
25664	11/06/2021	11/23/2021	8291	Askren, Daniel	136.88	05-02770.0 - 1103 PANORAMA DR
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-30.49		
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-32.69		
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-73.70		
25730	11/17/2021	11/23/2021	8695	Botts, Marilyn	98.28	04-01170.0 - 914 ALTADENA AVE
	343 10 00 00 Storm Drain Fees & Charge		415 000 340 Storm Drain	-31.30		
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-30.87		
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-36.11		
25726	11/23/2021	11/23/2021	8909	Cappiello, Suzanne A	233.40	WSAPT Conference (11/7 - 11/9) S Cappiello - Online Permitting & Navigating The New Norm - Mileage/Meals - Chelan, WA
	524 20 43 00 Travel - Building		001 000 524 General Fund	116.70	WSAPT Conference (11/7 - 11/9) S Cappiello - Online Permitting & Navigating The New Norm - Mileage/Meals - Chelan, WA	
	558 60 43 00 Travel - Planning		001 000 558 General Fund	116.70	WSAPT Conference (11/7 - 11/9) S Cappiello - Online Permitting & Navigating The New Norm - Mileage/Meals - Chelan, WA	
25694	11/23/2021	11/23/2021	4290	Cascade Recreation, Inc	258.51	30 Roll/Case Dogi-Waste Bags
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	258.51	30 Roll/Case Dogi-Waste Bags	
25667	11/23/2021	11/23/2021	7374	Celis, Victor	78.47	Halloween Costume Contest Prizes
	521 22 49 07 Community Outreach		001 000 521 General Fund	78.47	Halloween Costume Contest Prizes	
25727	11/23/2021	11/23/2021	5805	CenturyLink (Lumen LD)	40.17	Long Distance Access & Usage - Oct/Nov 2021
	518 10 42 00 Communication - Non Dep		001 000 518 General Fund	40.17	Long Distance Access & Usage - Oct/Nov 2021	
25680	11/23/2021	11/23/2021	3994	CenturyLink	1,262.34	Telecommunications - Nov 2021

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	73.91	City Hall Prim 911
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	73.91	CH Message Line
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	73.91	CH Alarm
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	449.18	Circuit Line/PrRI Line
518 10 42 00	Communication - Non Dep		001 000 518 General Fund	149.69	Direct Inward Dial
521 22 42 00	Communication - Police		001 000 521 General Fund	155.01	Police BA Machine/Modem
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	36.96	PW Alarm/Prim 911
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	18.48	PW Fax
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	36.95	PW Alarm/Prim 911
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	32.50	PW DSL/Telemetry
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	18.48	PW Fax
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	36.96	PW Alarm/Prim 911
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	32.50	PW DSL/Telemetry
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	18.48	PW Fax
542 30 42 00	Communication - Street		101 000 542 City Street Fun	36.95	PW Alarm/Prim 911
542 30 42 00	Communication - Street		101 000 542 City Street Fun	18.47	PW Fax
25669	11/23/2021	11/23/2021	331 Cheesman, John G	98.16	Halloween Costume Contest Prizes
521 22 49 07	Community Outreach		001 000 521 General Fund	98.16	Halloween Costume Contest Prizes
25677	11/23/2021	11/23/2021	4313 Chuckals Inc	48.24	Wall Calendars And Planner
531 50 31 01	Office Supplies - Storm		415 000 531 Storm Drain	12.06	Wall Calendars And Planner
534 10 31 00	Office Supplies - Water		425 000 534 Water Fund (de	12.06	Wall Calendars And Planner
535 10 31 00	Office Supplies - Swr Adm		430 000 535 Sewer Fund (de	12.06	Wall Calendars And Planner
542 30 31 01	Office Supplies - Street Re		101 000 542 City Street Fun	12.06	Wall Calendars And Planner
25692	11/23/2021	11/23/2021	4324 City Treasurer-Tacoma	56,908.56	Fire/EMS - Dec 2021
522 20 40 00	Tacoma Contract - Fire		001 000 522 General Fund	13,158.56	Fire - Dec 2021
522 20 41 00	Tacoma Contract - EMS		001 000 522 General Fund	43,750.00	EMS - Dec 2021
25682	11/23/2021	11/23/2021	3555 Code Publishing Co	333.00	Ord 1674, 1676-1678
511 60 49 03	Codification Costs		001 000 511 General Fund	333.00	Ord 1674, 1676-1678
25679	11/23/2021	11/23/2021	3589 Databar Inc	1,171.71	Town Topics - Oct 2021
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	1,171.71	Town Topics - Oct 2021
25713	11/23/2021	11/23/2021	3589 Databar Inc	433.35	Mailing Service; Postage For Town Topics Oct 2021
518 10 49 01	Town Topics/Citizen Comr		001 000 518 General Fund	433.35	Mailing Service; Postage For Town Topics Oct 2021

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
25714	11/23/2021	11/23/2021	3589	Databar Inc	2,165.65	Statement Production - Oct 2021; Town Topics Insert; Postage
518 10 49 01	Town Topics/Citizen Comr	001 000 518	General Fund	65.48	Town Topics Insert	
531 50 42 01	Postage - Storm	415 000 531	Storm Drain	283.96	UB Postage - Storm	
531 50 49 06	Mailing Service - Storm	415 000 531	Storm Drain	416.89	UB Mailing Svc, UB Statements - Storm	
534 10 42 01	Postage - Water	425 000 534	Water Fund (de	283.96	UB Postage - Water	
534 10 49 06	Mailing Service - Water	425 000 534	Water Fund (de	415.70	UB Mailing Svc, UB Statements - Water	
535 10 42 02	Postage - Sewer	430 000 535	Sewer Fund (de	283.96	UB Postage - Sewer	
535 10 49 05	Mailing Service - Sewer	430 000 535	Sewer Fund (de	415.70	UB Mailing Svc, UB Statements - Sewer	
Total Databar Inc				3,770.71		
25660	11/05/2021	11/23/2021	1635	Davies, William	20.98	02-03390.2 - 1143 GARDEN CIRCLE
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-14.99		
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-5.99		
25735	11/23/2021	11/23/2021	8004	Davis, Stephanie	67.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement - 1 Year	
25715	11/23/2021	11/23/2021	3594	Dept Of Ecology	2,760.13	Municipal Stormwater Permit Fee - 1st Half FY22 - 7/1/2021-6/30/2022
531 50 49 01	Operation Permit	415 000 531	Storm Drain	2,760.13	Municipal Stormwater Permit Fee - 1st Half FY22 - 7/1/2021-6/30/2022	
25740	11/23/2021	11/23/2021	4310	Dept Of Revenue-EXCISE TAX	23,335.34	October 2021 - Excise Taxes
518 20 43 01	Excise Tax Time/Temp Re	001 000 518	General Fund	3.30	October 2021 - Excise Taxes	
531 50 44 00	Excise Tax - Storm	415 000 531	Storm Drain	1,473.29	October 2021 - Excise Taxes	
534 10 44 00	Excise Tax - Water	425 000 534	Water Fund (de	5.12	October 2021 - Excise Taxes	
534 10 44 00	Excise Tax - Water	425 000 534	Water Fund (de	38.45	October 2021 - Excise Taxes	
534 10 44 00	Excise Tax - Water	425 000 534	Water Fund (de	10,434.05	October 2021 - Excise Taxes	
535 10 44 00	Excise Tax - Sewer	430 000 535	Sewer Fund (de	4,683.66	October 2021 - Excise Taxes	
535 10 44 00	Excise Tax - Sewer	430 000 535	Sewer Fund (de	6,697.47	October 2021 - Excise Taxes	
25693	11/23/2021	11/23/2021	6995	Endicott, Cynthia J.	287.00	Yoga Instructor - 10/1/21 - 10/31/21
571 20 49 06	Instructor Fees	001 000 571	General Fund	287.00	Yoga Instructor - 10/1/21 - 10/31/21	
25672	11/23/2021	11/23/2021	7717	Fay, Fred	59.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	59.00	Library Reimbursement - 1 Year	
25675	11/23/2021	11/23/2021	9338	Fuelman Fleet Program	2,329.52	Gas/Fuel - October 2021

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
548 65 31 06	Facilities Gas		501 000 548 Equipment Ren	77.36	Gas/Fuel - October 2021
548 65 31 08	Police Gas		501 000 548 Equipment Ren	1,361.79	Gas/Fuel - October 2021
548 65 31 11	Parks/Rec Gas		501 000 548 Equipment Ren	149.52	Gas/Fuel - October 2021
548 65 31 12	Street Gas		501 000 548 Equipment Ren	650.20	Gas/Fuel - October 2021
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Ren	90.65	Gas/Fuel - October 2021
25663	11/06/2021	11/23/2021	7708	122.71	02-03190.2 - 1135 GARDEN CIRCLE
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-37.71	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-85.00	
25689	11/23/2021	11/23/2021	311	115.97	2X Storage Totes And Bubble Wrap To Store Halloween Supplies
	573 90 49 01	Community Events	001 000 573 General Fund	115.97	2X Storage Totes And Bubble Wrap To Store Halloween Supplies
25729	11/17/2021	11/23/2021	2115	154.59	04-01640.0 - 525 FORREST PARK DR
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-44.06	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-43.58	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-66.95	
25659	11/05/2021	11/23/2021	2537	92.77	05-02460.0 - 1029 SUNRISE LANE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-27.53	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-29.19	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-36.05	
25671	11/23/2021	11/23/2021	3692	40.79	Float Switch For Sump Pump
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	40.79	Float Switch For Sump Pump
25695	11/23/2021	11/23/2021	3692	17.52	Terro Spider Glue Trap - 4 Pack
	518 30 31 00	Oper Sup/Facilities	001 000 518 General Fund	17.52	Terro Spider Glue Trap - 4 Pack
25701	11/23/2021	11/23/2021	3692	6.57	Replacement Keys
	534 80 35 00	Small Tools & Equip - Wat	425 000 534 Water Fund (de	6.57	Replacement Keys
25732	11/23/2021	11/23/2021	3692	5.14	Hose Cap - To Cap Off Spigot On Side Of Dialysis Center
	534 50 31 01	Oper Supplies - Water Mai	425 000 534 Water Fund (de	5.14	Hose Cap - To Cap Off Spigot On Side Of Dialysis Center
25733	11/23/2021	11/23/2021	3692	35.11	19th St Island Repairs On Signs
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fun	35.11	19th St Island Repairs On Signs

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
			Total Home Depot Credit Services	105.13		
25674	11/23/2021	11/23/2021	7524	Hunt, David	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year	
25741	11/23/2021	11/23/2021	3319	J Alameda West	1,240.00	Rental Assistance Grant (ARPA)
	518 63 40 00	General Grants, Financial A	001 000 518 General Fund	1,240.00	Rental Assistance Grant (ARPA)	
25668	11/23/2021	11/23/2021	8773	Kassel & Associates, Inc.	535,655.19	P #64 Community Center Progress Through 10/31/21
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capi	535,655.19	P #64 Community Center Progress Through 10/31/21	
25700	11/23/2021	11/23/2021	9817	Kenyon Disend	5,212.50	Attorney Services - Oct 2021
	515 41 41 01	City Attorney	001 000 515 General Fund	5,212.50	Attorney Services - Oct 2021	
25725	11/16/2021	11/23/2021	2819	Kerrone, David	68.37	06-01500.0 - 1524 WOODSIDE DR
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-25.30		
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-27.12		
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-15.95		
25690	11/23/2021	11/23/2021	6939	Leavitt Group NW	7,250.00	Insurance Broker Fee 12/01/21-12/01/22
	518 30 46 00	Insurance	001 000 518 General Fund	7,250.00	Insurance Broker Fee 12/01/21-12/01/22	
25706	11/23/2021	11/23/2021	9860	Ledger Square Law	1,836.00	City Of Ruston - City Prosecutor - Oct 2021
	515 41 41 03	City Prosecutor	001 000 515 General Fund	1,836.00	City Of Ruston - City Prosecutor - Oct 2021	
25707	11/23/2021	11/23/2021	9860	Ledger Square Law	4,792.65	City Of Fircrest - City Prosecutor - Oct 2021
	515 41 41 03	City Prosecutor	001 000 515 General Fund	4,792.65	City Of Fircrest - City Prosecutor - Oct 2021	
			Total Ledger Square Law	6,628.65		
25678	11/23/2021	11/23/2021	3776	Lemay Mobile Shredding	32.20	Shredding Service - PW - Oct 2021
	531 50 49 00	Miscellaneous - Storm	415 000 531 Storm Drain	10.73	Shredding Service - PW - Oct 2021	
	534 10 49 00	Miscellaneous - Water	425 000 534 Water Fund (de	10.74	Shredding Service - PW - Oct 2021	
	535 10 49 00	Miscellaneous - Sewer	430 000 535 Sewer Fund (de	10.73	Shredding Service - PW - Oct 2021	
25688	11/23/2021	11/23/2021	3776	Lemay Mobile Shredding	84.30	Shredding Services - CH And Court - Oct 2021
	512 50 49 00	Miscellaneous - Court	001 000 512 General Fund	42.15	Shredding Services - CH And Court - Oct 2021	
	514 23 49 00	Miscellaneous - Finance	001 000 514 General Fund	42.15	Shredding Services - CH And Court - Oct 2021	

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Lemay Mobile Shredding	116.50	
25737	11/23/2021	11/23/2021	9861 Lexipol	824.04	PoliceOne Academy Annual Rate (9 Users)
	521 22 49 02	Reg & Tuition - Police	001 000 521 General Fund	824.04	PoliceOne Academy Annual Rate (9 Users)
25662	11/06/2021	11/23/2021	1410 Lott, Deena	113.85	02-01230.1 - 228 CONTRA COSTA AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-25.36	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-27.19	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-61.30	
25697	11/23/2021	11/23/2021	3791 Lowe's Company-#338954	16.41	Repairs To Well #4
	534 50 31 01	Oper Supplies - Water Mai	425 000 534 Water Fund (de	16.41	Repairs To Well #4
25670	11/23/2021	11/23/2021	6639 McClain's Soil Supply	200.00	Dump Fees From 10/8/21
	542 30 47 01	Dumping Fees - Street	101 000 542 City Street Fun	200.00	Dump Fees From 10/8/21
25705	11/23/2021	11/23/2021	6877 McColm, Susan	59.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	Library Reimbursement - 1 Year
25691	11/23/2021	11/23/2021	5766 Multicare Cntr of Occupational Medicine	220.00	DOT Exams - 10/27/21- Marzano, Schlosstein
	518 11 41 02	Drug & Alcohol - Personne	001 000 518 General Fund	220.00	DOT Exams - 10/27/21- Marzano, Schlosstein
25666	11/10/2021	11/23/2021	1195 Newey, Mark	155.04	01-01870.5 - 106 SUMMIT AVE
	343 10 00 00	Storm Drain Fees & Charge	415 000 340 Storm Drain	-42.84	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-45.92	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-66.28	
25710	11/23/2021	11/23/2021	3957 PC Budget & Finance	536.94	3rd Qtr 2021 Liquor Tax
	566 66 49 00	Substance Abuse Fee	001 000 566 General Fund	536.94	3rd Qtr 2021 Liquor Tax
25696	11/23/2021	11/23/2021	4680 Parametrix Engineering	7,905.00	P#64 Professional Services Through 10/2/21
	594 76 62 03	Buildings & Structures	301 000 594 Park Bond Capi	7,905.00	P#64 Professional Services Through 10/2/21
25704	11/23/2021	11/23/2021	8182 Peterson, Darwin	59.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	59.00	Library Reimbursement - 1 Year
25743	11/23/2021	11/23/2021	3955 Petrocard Systems Inc	180.39	Gas/Fuel - Nov 2021
	548 65 31 13	Storm Gas	501 000 548 Equipment Ren	180.39	Gas/Fuel - Nov 2021 - Sweeper 60915D

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
25748	11/23/2021	11/23/2021	3974	Platt Electric Supply Inc	85.21 Fuse For Pool Lights
	576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	85.21 Fuse For Pool Lights
25716	11/23/2021	11/23/2021	3986	Puget Sound Energy, BOT-01H	84.81 Natural Gas - Oct 2021 - Public Works
	531 50 47 02	Public Utility Services/Bldg	415 000 531	Storm Drain	21.20 Natural Gas - Oct 2021 - Public Works
	534 10 47 00	Utility Services/Building -	425 000 534	Water Fund (de	21.20 Natural Gas - Oct 2021 - Public Works
	535 10 47 00	Utility Services/Building -	430 000 535	Sewer Fund (de	21.20 Natural Gas - Oct 2021 - Public Works
	542 30 47 02	Electricity & Gas/Bldg - St	101 000 542	City Street Fun	21.21 Natural Gas - Oct 2021 - Public Works
25717	11/23/2021	11/23/2021	3986	Puget Sound Energy, BOT-01H	114.71 Natural Gas - Oct 2021 - City Hall
	518 30 47 00	Public Utility Services - Ci	001 000 518	General Fund	114.71 Natural Gas - Oct 2021 - City Hall
				Total Puget Sound Energy, BOT-01H	199.52
25709	11/23/2021	11/23/2021	6889	Ragan, Charissa	67.00 Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	67.00 Library Reimbursement - 1 Year
25702	11/23/2021	11/23/2021	1752	Retzloff, Brian J.	67.00 Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	67.00 Library Reimbursement - 1 Year
25703	11/23/2021	11/23/2021	4008	Rider, Amy	59.00 Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	59.00 Library Reimbursement - 1 Year
25744	11/23/2021	11/23/2021	8893	Right Systems INC	3,850.00 IT Managed Services - Oct 2021
	518 81 41 01	Prof Svcs - I/S	001 000 518	General Fund	3,850.00 IT Managed Services - Oct 2021
25745	11/23/2021	11/23/2021	8893	Right Systems INC	3,850.00 IT Managed Services - Nov 2021
	518 81 41 01	Prof Svcs - I/S	001 000 518	General Fund	3,850.00 IT Managed Services - Nov 2021
				Total Right Systems INC	7,700.00
25728	11/17/2021	11/23/2021	9463	Schwieger, Scott	75.78 07-00052.1 - 121 BIRCH ST
	343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-16.88
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-18.10
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-40.80
25731	11/23/2021	11/23/2021	9907	Shogun Japanese Express	6,804.00 Business Assistance Grant - Shogun Japanese Express

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 63 40 00	General Grants, Financial A		001 000 518 General Fund	6,804.00	Business Assistance Grant - Shogun Japanese Express
25711	11/23/2021	11/23/2021	4084		Staples Business Advantage
512 50 31 00	Office & Oper Sup-Court		001 000 512 General Fund	127.83	Office Supplies - Court
25712	11/23/2021	11/23/2021	4084		Staples Business Advantage
512 50 31 00	Office & Oper Sup-Court		001 000 512 General Fund	12.00	Office Supplies - Court
25738	11/23/2021	11/23/2021	4084		Staples Business Advantage
518 10 34 01	Central Office Supplies		001 000 518 General Fund	45.84	Batteries
524 20 35 00	Small Tools & Equip - Bldg		001 000 524 General Fund	80.74	Office Chair For Laura
558 60 35 00	Small Tools & Equip - Plar		001 000 558 General Fund	80.73	Office Chair For Laura
25739	11/23/2021	11/23/2021	4084		Staples Business Advantage
513 10 35 00	Small Tools & Equip - Adr		001 000 513 General Fund	16.13	Keyboard Wrist Rest
518 10 34 01	Central Office Supplies		001 000 518 General Fund	64.05	Central Office Supplies
25742	11/23/2021	11/23/2021	4084		Staples Business Advantage
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	28.45	Office Supplies Rec - Card Stock
			Total Staples Business Advantage	455.77	
25736	11/23/2021	11/23/2021	7885		Stop Stick Ltd
521 22 49 04	CJF Programs		001 000 521 General Fund	565.40	9' Stop Stick Kit - Villamor
25681	11/23/2021	11/23/2021	4328		Systems for Public Safety Inc
548 65 48 08	O & M - Police		501 000 548 Equipment Ren	923.40	LOF, 4 New Tires 2018 Ford #66367D
25749	11/23/2021	11/23/2021	4322		Tacoma, City of - POWER
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	72.82	Power - Time/Temp - Oct 2021
518 30 47 00	Public Utility Services - Ci		001 000 518 General Fund	633.12	Power - City Hall - Oct 2021
531 50 47 02	Public Utility Services/Bldg		415 000 531 Storm Drain	105.33	Power - PW - Oct 2021
534 10 47 00	Utility Services/Building -		425 000 534 Water Fund (de	105.33	Power - PW - Oct 2021
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	2,805.36	Power - Wells 4, 9 & PW - Oct 2021
535 10 47 00	Utility Services/Building -		430 000 535 Sewer Fund (de	105.32	Power - PW - Oct 2021
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	1,229.89	Power - Pumps/LS - Oct 2021
542 30 47 02	Electricity & Gas/Bldg - St		101 000 542 City Street Fun	105.33	Power - PW - Oct 2021

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fun	28.34	Power - Traffic Signals - Oct 2021
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fun	1,174.25	Power - Street Lights - Oct 2021
548 65 47 00	Utilities ShopGarage		501 000 548 Equipment Ren	58.28	Power - F & E Garage - Oct 2021
576 20 47 00	Public Utility Services - Po		001 000 576 General Fund	1,797.74	Power - 545 Contra Costa - Oct 2021
576 80 47 00	Public Utility Services - Pa		001 000 576 General Fund	993.96	Power - Parks - Oct 2021
25750	11/23/2021	11/23/2021	4139 Tapco Visa Card	213.70	WSAPT Conference (11/7 - 11/9) S Cappiello - Online Permitting & Navigating The New Norm Conference - Lodging Expense
524 20 43 00	Travel - Building		001 000 524 General Fund	106.85	WSAPT Conference (11/7 - 11/9) S Cappiello - Online Permitting & Navigating The New Norm Conference - Lodging Expense
558 60 43 00	Travel - Planning		001 000 558 General Fund	106.85	WSAPT Conference (11/7 - 11/9) S Cappiello - Online Permitting & Navigating The New Norm Conference - Lodging Expense
25686	11/23/2021	11/23/2021	9253 University Place Tire & Auto	88.08	LOF 2017 Ford #62855D And Wiperblades
548 65 48 11	O & M - Parks/Rec		501 000 548 Equipment Ren	88.08	LOF 2017 Ford #62855D And Wiperblades
25698	11/23/2021	11/23/2021	9253 University Place Tire & Auto	244.39	LOF And Diagnostics On Ford F550 #59083D
548 65 48 12	O & M - Street		501 000 548 Equipment Ren	244.39	LOF And Diagnostics On Ford F550 #59083D
25746	11/23/2021	11/23/2021	9253 University Place Tire & Auto	44.83	LOF - 2004 Ford #38454D
548 65 48 11	O & M - Parks/Rec		501 000 548 Equipment Ren	44.83	LOF - 2004 Ford #38454D
25747	11/23/2021	11/23/2021	9253 University Place Tire & Auto	63.21	LOF - 2017 Ford Escape #62853D
548 65 48 05	O & M - Non-Dept.		501 000 548 Equipment Ren	63.21	LOF - 2017 Ford Escape #62853D
			Total University Place Tire & Auto	440.51	
25661	11/04/2021	11/23/2021	2356 Walters, Corbin	288.29	05-00710.2 - 1223 CONTRA COSTA AVE
343 10 00 00	Storm Drain Fees & Charge		415 000 340 Storm Drain	-64.21	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-68.86	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-155.22	
25683	11/23/2021	11/23/2021	4231 Water Mgmt Labs Inc	35.00	Fluoride Testing - Oct 2021
534 80 41 00	Water Testing		425 000 534 Water Fund (de	35.00	Fluoride Testing - Oct 2021
25684	11/23/2021	11/23/2021	4231 Water Mgmt Labs Inc	415.00	TTHM And HAAS Water Testing
534 80 41 00	Water Testing		425 000 534 Water Fund (de	415.00	TTHM And HAAS Water Testing

ACCOUNTS PAYABLE

City Of Fircrest

Time: 09:17:59 Date: 11/19/2021

As Of: 11/23/2021

Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
25685	11/23/2021	11/23/2021	4231	Water Mgmt Labs Inc	105.00	Fluoride Testing - Oct 2021
534 80 41 00	Water Testing	425 000 534	Water Fund (de)	105.00	Fluoride Testing - Oct 2021	
Total Water Mgmt Labs Inc				555.00		
25665	11/09/2021	11/23/2021	9314	Waters, Julia	237.23	02-02460.3 - 415 PRINCETON ST
343 10 00 00	Storm Drain Fees & Charge	415 000 340	Storm Drain	-52.84		
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de)	-56.66		
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de)	-127.73		
25673	11/23/2021	11/23/2021	7467	Woodbrook Native Plant Nursery	331.83	Trees & Shrubs For Pierce Conservation District Planting
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	331.83	Trees & Shrubs For Pierce Conservation District Planting	
25676	11/23/2021	11/23/2021	4273	Zumar Industries Inc	842.05	Street Sign Replacements For Traffic Island Signs
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fund	842.05	Street Sign Replacements For Traffic Island Signs	

Report Total: 707,614.88

Fund	
001 General Fund	104,072.19
101 City Street Fund	2,473.77
301 Park Bond Capital Fund	562,069.95
415 Storm Drain	5,499.84
425 Water Fund (department)	15,235.90
430 Sewer Fund (department)	14,319.01
501 Equipment Rental Fund	3,944.22

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Hunter T. George called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett L. Wittner, Joe Barrentine, and Marc Rieke were present. Councilmember Denny Waltier was absent and unexcused.

PRESIDING OFFICER’S REPORT

Councilmember Waltier entered the meeting at 7:04 P.M.

A. Pool & Community Center Project

Parks & Recreation Director Grover reported there was a meeting with Kassel and ARC today. Community Center restrooms are fully tiled. Site work surrounding the community continues, weather permitting. The gym is currently being painted and the scoreboard has been mounted. The siding is almost completed, and the donor wall is being laid out. Right Systems and Sare will be meeting to configure the fiber going into the Community Center and tour the communications room. Discussions included hosting a youth basketball league. Grover stated that youth basketball will happen however the dates are contingent on the front door installation.

George commented that he met with Jeff Chamberlin, Superintendent of University Place School District, and requested that he may attend a Council meeting to give information on the renewal of an operations levy. George asked at the will of the City Manager that an introduction may be inserted in the Town Topics to inform residents about the upcoming election for the operation levy.

CITY MANAGER COMMENTS

City Manager Pingel updated the Council on the tentative completion date for the Community Center of December 23, 2021. George asked about occupancy guidelines following the scheduled completion date. Pingel stated that LEED testing needs to occur after the substantial date. There was a brief discussion regarding the City’s plans for the tree lighting ceremony. Pingel stated that the Community Center’s party room may be used contingent upon construction work.

DEPARTMENT HEAD COMMENTS

Parks & Recreation Director Grover commented that the RFP for the readerboard will be posted on the website on Wednesday and in the Tacoma Daily Index on Thursday. Grover stated that he will email sign firms that have provided previous quotes.

Public Works Director Bemis briefed the Council on his meeting with PSE and an engineering consultant. The gas line replacement is scheduled to occur in March 2022. PSE stated that their action plan is to do a half restoration of the street. PSE will have a final draft by the end of November. Discussions included who will engineer the project and PSE’s intent for a half street restoration. Bemis stated that the gas line replacement is not on the center of the roadway. PSE will be responsible for replacing what is removed.

COUNCILMEMBER COMMENTS

- Rieke commented on the community involvement with the Scarecrow event and social media posts about the Haunted Trails event. He is excited about the completion of the Rec Center and encouraged residents to vote.

- Waltier commented on Councilmember Barrentine’s Rec Center progress pictures and installing the donor bricks. Administrative Services Director Westman stated that the damaged bricks have been reordered and will ship at the end of the week.
- Barrentine thanked the volunteers and City staff for the Haunted Trails event and thanked FPD for making the City a safe and family-friendly place during the holidays. Barrentine encouraged residents to vote and reminded everyone to wear masks.
- Wittner stated that the 40th St. sign has been replaced. Wittner thanked the attendees and stated a member of Boy Scout Troop 294 was in attendance to fulfill a merit badge.
- Reynolds commented on the timeline for the COVID-19 children vaccination.
- Viafore asked about the location of the bronze statues. Pingel stated that the City has tentative ideas for locations. Viafore asked about the timeline for the tree lighting ceremony and the Tacoma School tree replacements. Westman stated that Tacoma School has contracted Tacoma Tree Foundation for the tree installations and is scheduled to start between the last week of October and the first week of November. Lastly, Viafore asked about replacing the Cherry Blossom on Regents Blvd and the winter planting on the City’s Street islands. Bemis stated that he will research a replacement tree and look into the schedule for the winter planting.
- George thanked the City staff, FPD, and the volunteers for doing a great job at the Haunted Trails event and stated the Scarecrows event was fun. George encouraged residents to vote and reminded them that there is a ballot drop box at City Hall. Lastly, he reminded residents to not place ballots in the utility payment drop box and thanked meeting attendees.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

George invited Public comments; the following individuals provided comments:

Jason Stonefield, 1211 Buena Vista, thanked the FPD and Sergeant Celis for their professionalism and compassion.

Brian Rybolt, 1036 Daniels Drive, thanked Fircrest Police Chief Cheesman for his explanation regarding statewide safety protocol and asked the Council to open the meetings to the public. Rybolt commented that the tree lighting ceremony is taking place indoors and that other municipalities are conducting council meetings indoors and in person.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Barrentine commented on the tree lighting ceremony and wanted to provide direction to staff for the ceremony. George asked if the staff had any recommendations. Grover stated that staff has discussed several options to include doing a virtual lighting ceremony, using Santa in the pool party room, or utilizing the picnic shelter at the Fircrest Park. Grover stated that he would like to involve Chief Cheesman to gather ideas and would also like Council feedback. There was a brief discussion on having Santa outdoors and using a snow machine. There was a consensus for staff to explore using either the party room or the picnic shelter.

B. Pierce County Regional Council

Reynolds commented that PCRC met to discuss countywide policy updates and explained committee and board leadership and delegates’ roles. Upcoming elections for chair, vice-chair, and delegates will be happening soon.

C. Public Safety, Courts

Reynolds commented that she met with Chief Cheesman to discuss AEDs similar to the City of Tacoma’s to be interchangeable during police calls. Reynolds asked the Council to look into future vaccination requirements for Police during the hiring process.

D. Street, Water, Sewer, and Storm Drain

Waltier commented that the Public Works crew have been diligent during this rainy weather to clear out catch basins and wanted to remind everyone of the importance of street maintenance. George commented that he is excited to see the street sweeper cleaning the debris off the roads.

E. Other Liaison Reports

George commented on SSHAP’s hiring timeline for a manager position and SSHAP will be electing a chair, and vice-chair soon.

CONSENT CALENDAR

George requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 217130 through Voucher Check No. 217206 in the amount of \$419,503.00; approval of Payroll electronic funds transfer in the amount of the \$117,125.11; approval of the October 4, 2021, Special Meeting Minutes; approval of the October 11, 2021, Special Meeting Minutes; approval of the October 12, 2021, Regular Meeting Minutes; approval of the October 18, 2021, Special Meeting Minutes; **Wittner MOVED to approve the Consent Calendar as read; seconded by Barrentine The Motion Carried (7-0).**

PUBLIC HEARING

A. To receive comments on the 2022 Preliminary Budget

At 7:44 P.M., George opened the public hearing. Finance Director Corcoran briefed the Council on the Preliminary 2022 Budget, stating the public hearing was to receive comments on the Preliminary expenditures. Corcoran highlighted that the preliminary budget accounted for an increase in COLA of 6.3% increase for non-represented employees. George invited public testimony; none were provided. George invited councilmember comment; none were provided. At 7:47 P.M., George closed the public hearing.

UNFINISHED BUSINESS

A. Ordinance No. 1675: 2022 Ad Valorem Tax Levy

George presented to the Council the 2022 Ad Valorem Tax Levy to be considered for removal from table. **Viafore MOVED to untable Ordinance No. 1675, fixing the amount of the annual ad valorem tax levy necessary for the fiscal year 2022 and repealing section 1 and section 2 of Ordinance No. 1659; seconded by Wittner.**

Finance Director Corcoran briefed the Council on the 2022 Ad Valorem Tax Levy. Corcoran stated that the 2022 Ad Valorem Tax Levy reflects the removal of the one percent property tax increase. **Viafore MOVED to amend proposed Ordinance No. 1675, to indicate the numbers as presented by the Finance Director that removed the one percent increase to the property taxes for 2022; seconded by Barrentine.** George invited councilmember comments; none were provided. George invited public comment; Brian Rybolt, 1036 Daniels Drive, asked if the one percent property tax was being banked. George stated that it has been banked for the third year. **The Motion Carried (7-0).**

NEW BUSINESS

A. Resolution No. 1727: 2022 Regular Tax

Finance Director Corcoran briefed the Council on Resolution No. 1727, not increasing the property tax amount for 2022. **Wittner MOVED to adopt Resolution No. 1727, establishing no increase in the amount and percentage increase of the 2022 regular property tax levy over the 2021 regular property tax levy; seconded by Viafore.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

B. Resolution No. 1728: 2022 EMS Levy

Finance Director Corcoran briefed the Council on Resolution No. 1728, to establish the amount of the 2022 EMS property tax levy that was approved by the voters on August 4th, 2020. **Wittner MOVED to adopt Resolution No. 1728, establishing the amount of the 2022 EMS property tax levy over the 2021 EMS property tax levy; seconded by Waltier.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

C. Motion: 2022 Regular Property Tax and Regular EMS Levy Certification Forms

Finance Director Corcoran briefed the Council that this motion is to allow the City Manager to sign the 2022 regular tax levy and EMS tax levy forms. **Wittner MOVED to authorize the City Manager to sign the 2022 regular property and EMS levy certification forms; seconded by Viafore.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

D. Resolution No. 1729: Amending the Financial Software Agreement with Springbrook

Finance Director Corcoran briefed the Council on Resolution No. 1729, to provide cloud-based maintenance support software for the year 2022. **Wittner MOVED to adopt Resolution No. 1729, authorizing the City Manager to execute an agreement with Springbrook Software to provide cloud-based maintenance support for Springbrook software applications; seconded by Barrentine.** George invited councilmember comment. There was a Council comment received regarding if the cloud-based maintenance support software was budgeted in the preliminary budget? Corcoran stated that it is budgeted under the professional services line item in each department that utilizes the software. George invited public comment; none were provided. **The Motion Carried (7-0).**

E. Resolution No. 1730: Amending the Principal Planner Agreement with Jeff Boers

Administrative Services Director Westman briefed the Council on Resolution No. 1730, stating that the changes include extending the term through December 31, 2022, and an increase in the hourly rate, which is passed on to the applicant. **Wittner MOVED to adopt Resolution No. 1730, authorizing the City Manager to execute an amendment to the contract for planning services with Jeff Boers and Associates in 2022; seconded by Barrentine.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

F. Resolution No. 1731: Amending the Land Use Counsel Agreement with Susan Drummond, PLLC

Administrative Services Director Westman briefed the Council on Resolution No. 1731, extending the term through December 31, 2022. **Wittner MOVED to adopt Resolution No. 1731, authorizing the City Manager to execute an amendment to the contract for special legal counsel for land use matters with the Law Offices of Susan Elizabeth Drummond, PLLC in**

2022; seconded by Barrentine. George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

G. Resolution No. 1732: Amending the Hearings Examiner Agreement with Olbrechts, PLLC

Administrative Services Director Westman briefed the Council on Resolution No. 1732, to extend the term through December 31, 2022. **Wittner MOVED to adopt Resolution No. 1732, authorizing the City Manager to execute an amendment to the contract for hearing examiner services with Olbrechts & Associates, PLLC in 2022; seconded by Viafore.** George invited councilmember comment; none were provided. George invited public comment; none were provided. **The Motion Carried (7-0).**

H. Information Only: 3rd Quarter Financial Report

Finance Director Corcoran presented the 3rd quarter report which includes APRA grant funds received and highlighted revenue comparisons year to year. General property tax revenue is at 56 percent of the budget. Impacts include banking property taxes for the past two years and are not reflective of revenue to be received from Pierce County Assessor in November. Corcoran stated that retail sales increased due to COVID-19 impacts while telephone tax revenue continues to decrease. There was a brief discussion on property taxes that are in the REERs. Corcoran stated it is reported on the monthly report.

CALL FOR FINAL COMMENTS

- Viafore asked what is the status of the proposed Recreation fees for next year. Pingel stated that information can be addressed at the next study session.
- Chief Cheesman stated that the Public Safety Building will be open and handing out candy on Halloween. There will be extra patrols on Halloween to ensure a safe event. Lastly, Cheesman thanked the City’s Attorney for a quick response.
- Barrentine commented on ensuring the father-daughter dance is planned.

EXECUTIVE SESSION

No executive session was scheduled. George asked the Council to come prepared to evaluate the City Manager at the November 9, 2021 meeting.

ADJOURNMENT

Viafore MOVED to adjourn the meeting at 8:24 P.M., seconded by Waltier. The Motion Carried (7-0).

Hunter T. George, Mayor

Jayne Westman, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Pro Tempore Brett Wittner called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Joe Barrentine, Denny Waltier, and Marc Rieke were present.

PRESIDING OFFICER’S REPORT

A. Pool and Community Center Project

Parks & Recreation Director Grover reported that the Donor Wall wood slats are being installed at the Community Center. The gym wall pads have been installed. Gym sports flooring and meeting room flooring installation will begin on November 22nd. The entryway doors will be delivered to subcontractors on December 3rd and will take about a week for installation. On-site paving will begin on November 29th, weather permitting. The electrical subcontractor has notified Kassel that there has been a material delay and they will monitor shipping. Wittner invited council comments; there were no comments provided.

Mayor Hunter T. George joined the meeting at 7:06 P.M.

B. Redistricting Update

George reported to the Council that the State Redistricting Commission office has been working on creating new district maps. They have a deadline of November 15th, 2021. There are four proposed maps for Congressional and State Legislative redistricting. It affects the City’s placement in the 10th Congressional and 28th State Legislative District. The proposed maps divide Fircrest between districts, and a proposed map adds Fircrest to Tukwila and Federal Way’s Congressional District. George commented that he believes that Fircrest has established relationships with University Place, Lakewood, and Steilacoom. George asked, at the will of the Council, if a motion could be passed to submit a letter on behalf of the Fircrest City Council asking to remain in the 10th Congressional District and the 28th State Legislative District. Reynolds commented that she is in favor to stay in the current districts. Rieke commented in favor of submitting a letter. Viafore commented that he is in favor of staying as one unit and it would have to be done quickly. Waltier commented in favor of submitting a letter. The Council Chair directed the Mayor and City Manager, with no objections from Council, to proceed and write a letter on behalf of the City Council to keep the City of Fircrest in the 28th State Legislative and 10th Congressional District.

C. Planning Commission Visit

George commented that he met with the Fircrest Planning Commission for an information meeting. George discussed SSHAP as a resource and informational tool to use.

CITY MANAGER COMMENTS

City Manager Pingel read a letter thanking Chief Cheesman for his involvement with the Special Olympics. Chief Cheesman was awarded the 2021 Chief of the Year. Pingel stated that City buildings will be closed for Veteran’s Day. Lastly, Pingel presented to the Council that the City has received the Fircrest Tennis Courts RCO grant agreement and is anticipating the field and lighting grant agreement soon.

DEPARTMENT HEAD COMMENTS

Parks & Recreation Director Grover commented on the FIRFest event, thanked Councilmember Reynolds for her attendance, and stated that two new Douglas Fir Trees were planted at Fircrest Park. Lastly, Grover thanked the FIRFest sponsors.

Public Works Director Bemis reported that he met with PSRC to discuss Regents Overlay and Emerson sidewalk project for future development. Bemis stated that he will meet with another engineering consultant for the Summit water mainline upgrade scope and budget.

Chief Cheesman stated that he met with Civil Services to start a new list for lateral candidates. Four candidates will be interviewed. The oral board will consist of Don Ramsdell, former Police Chief of Tacoma PD, Rob Masko, former Under Sheriff, Sgt Victor Celis, and Venus Dean-Bullinger. Fircrest Police will be at Whittier Elementary on November 10th greeting students and the first terrific kids' event will be at Wainwright on November 19th.

COUNCILMEMBER COMMENTS

- Rieke congratulated Chief Cheesman and thanked Public Director Bemis for meeting to take holiday décor inventory. This is the last regular meeting as a Councilmember and wanted to thank Council. Lastly, Rieke thanked the staff for their excellent work and appreciated learning about City affairs.
- Waltier asked that everyone take the time to thank a Veteran.
- Reynolds commented that COVID-19 vaccines are available for ages 5-11 and that they are in high demand.
- Viafore thanked Councilmember Rieke for his service on Council. Viafore congratulated Councilmember elects. Viafore asked Pingel and Bemis on the status of street sweeping. Bemis commented that the street sweeping has been on its regular schedule and combatting the current windstorms. Viafore congratulated Chief Cheesman and thanked his role in community policing. Lastly, Viafore commented that the Tacoma Schools have not replaced the trees at Wainwright.
- George thanked all candidates and congratulated Councilmember elects. George thanked Councilmember Rieke for his service on Council and thanked the meeting attendees. George asked Pingel if the City is anticipating a Legislative request. Pingel stated that the City has not identified a request. Pierce Transit is working on their Bus Rapid Transit Route and is applying to the Federal Transit Administration for a grant. Pierce Transit is asking for a letter of reference. George asked, at the will of the Council, if the City Manager can submit a letter of reference on behalf of the City. Viafore commented that without much knowledge of the letter, he cannot make a decision. Wittner commented that he would like to see the letter. Lastly, George stated that the Transportation Choices Coalition sent a letter to members of the House and Senate committee. The legislation did not approve a transportation budget for this biennium. George wrote a letter of support for the Transport Choices Coalition budget to be passed. Viafore asked George to be included in correspondence regarding letters of support.
- Wittner congratulated Chief Cheesman, Jim Andrews, and Nikki Bufford. Wittner thanked Yolonda Brooks and Deanna Nuttbrock for their campaigning. Wittner thanked Rieke for his service on City Council.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Wittner invited public comment; the following individuals provided comment:

- Brian Rybolt, 1036 Daniels Drive, expressed concern on letters of support from the Mayor.

- Yolonda Brooks, 6464 19th St W Unit C, commented on multiple concerns to include but not limited to, job postings that have not been received, the sewer line expansion, wetland at Whittier Park, the BRT is used for Port of Tacoma employees, and called for Council to consider financial sanctions. Brooks thanked and congratulated several individuals.
- Nancy Atwood, 1204 Farallone Ave, commented that she is unable to see the transcripts.
- Vincent Navarre, 1205 Del Monte Ave, expressed concern about videos being turned off during the Pledge of Allegiance. Navarre commented on the push for vaccines in children ages 5-11.
- Jim Andrews, 1301 Magnolia Dr, thanked Chief Cheesman and police officers.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

Viafore stated that the 2022 Budget is on the agenda and thanked staff for all their hard work.

B. Environmental, Planning, and Building

Rieke reported that passport staff is very busy, and appointments are booked two weeks out. Planning and Building staff are training for online permitting. The City will be taking online payments for permitting in 2022.

C. Finance, IT, Facilities

Wittner; no report provided.

Other Liaison Reports

There were no other reports.

CONSENT CALENDAR

Wittner requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 217207 through Voucher Check No. 217280 in the amount of \$1,568,507.51; approval of Payroll Check Nos. 14100 through Payroll Check No. 14102 in the amount of \$9,634.60; approval of Payroll Check Nos. 14103 through Payroll Check No. 14108 in the amount of \$52,418.74; approval of Payroll electronic funds transfer in the amount of \$122,974.30; Setting a public hearing on November 23, 2021, at 7:15 pm or shortly thereafter to receive comments from the public about a potential water rate adjustment; approval of October 25, 2021, Study Session Meeting Minutes; approval of October 26, 2021, Regular Meeting Minutes. **Viafore MOVED to approve the Consent Calendar as read; seconded by Rieke.** Viafore requested the removal of the October 26, 2021, regular meeting minutes. **The Motion Carried as amended (7-0).**

PUBLIC HEARING

There was no Public Hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Ordinance No. 1679: Adopting the Annual Budget for the Fiscal Year 2022

Acting Finance Director Chambers briefed the Council on the proposed ordinance adopting the annual budget for the fiscal year 2022, stating the total of the 2022 Budget, which included estimated revenues, expenditures, and fund balances, was \$28,434,772. **Viafore MOVED to adopt Ordinance No. 1679, adopting the annual budget of the City of Fircrest for the Fiscal Year 2022; seconded by Waltier.** Wittner invited Councilmember comments; George thanked

staff for doing a great job. Wittner invited public comment; none were provided. **The motion carried (7-0)**

B. Ordinance No. 1680: 2021 Budget Amendment #2 – 1st Reading

Acting Finance Director Chambers briefed the Council on the request for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2021 Budget. There was a brief discussion regarding overtime at the pool.

C. Resolution No. 1733: Steilacoom Holiday Sleigh Contract

City Manager Pingel briefed the Council on the history of Holiday Sleigh. **Viafore MOVED to adopt Resolution No. 1733, authorizing the City Manager to execute an Equipment Use and Hold Harmless Agreement between the Town of Steilacoom and the City of Fircrest for the use of the Holiday Sleigh; seconded by Rieke.** Wittner invited Councilmember comments; none were provided. Wittner invited public comment; none were provided. **The motion carried (7-0)**

D. Resolution No. 1735: NW GIS Consulting, LLC Contract Amendment

Public Works Director Bemis reported that the only change to the contract is the end date of 2022. **Viafore MOVED to adopt Resolution No. 1735, authorizing the City Manager to execute an amendment to the contract for on-call GIS support services with the NW GIS Consulting, LLC in 2022; seconded by Rieke.** Wittner invited Councilmember comments; none were provided. Wittner invited public comment; none were provided. **The motion carried (7-0).**

E. Resolution No. 1734: Washington Traffic Safety Commission Interagency

Police Chief Cheesman briefed the Council on the emphasis patrol agreement for 2022. **Viafore MOVED to adopt Resolution No. 1734 authorizing the City Manager to execute an interagency agreement with the Washington Traffic Safety Commission allowing the Fircrest Police Department to assist in multi-jurisdictional DUI, Motorcycle, and Distracted Driving patrols; seconded by Waltier.** Wittner invited Councilmember comments; none were provided. Wittner invited public comment; none were provided. **The motion carried (7-0).**

I. Resolution No. 1736: Sound Inspection LLC Contract Amendment

Administrative Services Director Westman reported that changes to the contract include fee increase and end date of 2022. **Wittner MOVED to adopt Resolution No. 1736, authorizing the City Manager to execute an amendment to the contract for building official services with Sound Inspection LLC in 2022; seconded by Rieke.** Wittner invited Councilmember comments; none were provided. Wittner invited public comment; none were provided. **The motion carried (7-0).**

CALL FOR FINAL COMMENTS

Pingel reported that the City is consulting with the City Attorney for enforcement action for the trees at Wainwright.

Chief Cheesman thanked Rieke for his service on the Council.

Viafore requested a status update on union labor negotiations.

Waltier thanked Rieke for his service on the Council.

Reynolds thanked Rieke for his service on the Council, congratulated Chief Cheesman, and Councilmember elects. Reynolds stated that the vaccine has been fully approved through the FDA and CDC. Lastly, Reynolds requested, at the will of the Council, to create a community committee for the creation of Universal Design.

EXECUTIVE SESSION

At 8:35 P.M., Wittner reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed thirty (30) minutes to review the performance of a public employee per RCW 42.30.110(1)(g).

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 9:07 P.M., seconded by Waltier. The Motion Carried (7-0).

Hunter T. George, Mayor

Jayne Westman, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

Mayor Hunter T. George called the special meeting to order at 6:00 P.M. and led the pledge of allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Brett Wittner, Denny Waltier, and Marc Rieke were present. Councilmember Joe Barrentine was absent and excused.

AGENDA MODIFICATIONS

There were none.

RECREATION FEES DISCUSSION

Parks & Recreation Director Grover provided an overview of the current recreation fees and rates. Grover proposed to sustain most recreations fees and recommended only increasing the pool rental rate for 2022. Discussions included adding tiers to the pool rental capacity, implementing weekday rates for the meeting room, addressing gym operating hours, resident deposits, designating timeframes for residents booking only and larger events. Grover proposed a no increase in the cost of program fees. Viafore commented on his concerns about the increase in utility rates and its effects on operating costs for outdoor sports.

HOLIDAY LIGHTING EVENT DISCUSSION

Parks & Recreation Director Grover briefed the Council on the Holiday Lighting event. Grover stated that the Alice Peers tree has been trimmed and the Public Works Department is confident that the tree can be used this year. The Holiday Lighting event is scheduled for December 5th at 6:00 P.M. Waltier asked if a shelter can be used for the event. Grover stated that due to the location of the event, it is difficult to use a large shelter and he will generate ideas with staff.

BRONZE STATUE PLACEMENT DISCUSSION

City Manager Pingel briefed the Council on potential locations for the Bronze Statues, which include the community center plaza and the community center floor plan. Viafore commented on the importance of having adequate lighting and a security camera to prevent vandalism. There was a brief discussion to place the Bronze Statues in front of the community center. Wittner asked if the City has a skateboarding policy. Grover stated that the City does not have one. Viafore commented that the City should draft an FMC amendment to address skateboarding in the community center.

ADJOURNMENT

Reynolds MOVED to adjourn the meeting at 6:48 P.M., seconded by Waltier. The Motion Carried (7-0).

Hunter T. George, Mayor

Jayne Westman, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Amendments to Fircrest Municipal Code Title 21, regarding water charges

ITEM 11A

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: None at this time. This is a public hearing only.

PROPOSAL: Based on the information provided in the financial analysis of the updated Water System Plan, it is recommended that the City of Fircrest amend the Fircrest Municipal Code Title 21 regarding water charges to reflect a 2% water rate increase.

FISCAL IMPACT: Increased revenue. Approximate .37 cent increase per month.

ADVANTAGE: Following the recommendations in this report will help sustain the water utility and provide for capital revenue to repair and replace existing worn and outdated infrastructure. It also provides for financial planning to meet operating expenses for this utility. The adjustment of rates will greatly increase the probability that the City's revenues will offset the actual expenses of the operation and maintenance of the water utility, providing for covering the costs of operations and maintenance and provide for funding needed to continue capital improvements.

DISADVANTAGES: Potential for future water projects to not have sufficient funding.

ALTERNATIVES: Defer a rate increase

HISTORY: The City contracted with Murray Smith and KIA in 2020 to provide consulting service in establishing a new 10-year Water System Plan, including a financial analysis for the water system. The draft Water System Plan was initially presented and discussed with the City Council at the April 27, 2021 Regular City Council meeting.

Water System Plan financials were discussed at the May 17, 2021 Study Session, which concluded that consistent 2% increase in the water rate would provide the necessary funds to operate the water system and accomplish necessary capital projects over the 10-year planning period.

There was additional discussion on the water system financials at the June 8, 2021 Regular City Council meeting, to follow-up on Council questions and discussion from the May 17, 2021 Study Session, which included updates to the financials as well as water usage information.

A Public Hearing was held at the August 24, 2021 Regular City Council meeting to receive comments on the Water System Plan. A brief clarification on whether ARPA Funds were included in the financial analysis was asked by Council. No public testimony was received.

The water system financial plan calls for increasing the fund transfer from the Water Fund to the Water Capital Fund each year in order to have the funds on hand to pay for each succeeding capital project without the need for debt financing. Adjusting the water rate in order to accomplish the capital projects in the 10-year Water System Plan is recommended by staff.

ATTACHMENTS: [Draft Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING ORDINANCE NO. 1589
SECTION 1 FMC 21.04.030 RESIDENTIAL RATE; AND AMENDING
ORDINANCE NO. 1589 SECTION 2 COMMERCIAL RATE.**

WHEREAS, the City Council of the City of Fircrest determined to amend Fircrest Municipal Code (FMC) Title 21.04 regarding utility billing ready to serve charge.

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

Section 1. Section 1 of Ordinance No. 1589 and FMC 21.04.030 are hereby amended to read as follows:

“21.04.030 Residential Rate.

Water furnished by the city of Fircrest for single-family residential and multiple dwelling units use and consumption within Fircrest city limits shall be furnished through metered connections and shall be charged for on the following basis:

(a) Single-family residential units with an accessory dwelling unit (ADU), as defined by FMC [22.58.012](#), shall be billed as one dwelling unit.

(b) A bimonthly ready to serve charge for each meter, regardless of size, per connection, shall be billed in accordance with the following schedule:

**Residential and Multiple Dwelling Water
Ready to Serve Charge**

Ready to Serve Charge	37.74
-----------------------	-------

(c) A charge for water consumed through each meter shall be billed in accordance with the following schedule:

**Consumption Tier for Residential and Multiple Dwelling
Units**

Tier	Rates
Tier 1 (0 - 1,000 cf)	\$0.0111
Tier 2 (1,001 - 4,000 cf)	\$0.0166
Tier 3 (4,001 - + cf)	\$0.0282

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

(d) Water furnished by the city of Fircrest for single-family residential and multiple dwelling units use and consumption outside the Fircrest city limits shall be charged as outlined in subsections (a) and (b) of this section with an additional bimonthly surcharge of \$25.00.

(e) All rates and charges imposed by this section shall be collected in full for service furnished during any month or fractional month.

Section 2 of Ordinance No 1589 and FMC 21.04.040 are hereby amended to read as follows:

“21.04.040 Commercial rate.

Water furnished by the city of Fircrest for commercial or industrial use and consumption within the Fircrest city limits shall be furnished through metered connections and shall be charged for on the following basis:

(a) A bimonthly ready to serve charge for each meter regardless of size, per connection, shall be in accordance with the following schedule:

Commercial Water Ready to Serve Charge	
Ready to Serve Charge	\$37.74

(b) A charge for water consumed through each meter shall be in accordance with the following schedule:

Consumption Tier for Commercial Units	
Tier	Rates
Tier 1 (0 - 2,000 cf)	\$0.0132
Tier 2 (2,001 - 4,200 cf)	\$0.0187
Tier 3 (4201 - + cf)	\$0.0302

(c) Where more than one commercial business or establishment receives water through a single metered connection, each separate commercial business or establishment shall be charged a separate ready to serve charge that will include the same rate schedule as listed above.

(d) All rates and charges imposed by this section shall be collected in full for service furnished during any month or fractional month.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

Section 3. Severability: If any section, sentence, clause, or phrase of this ordinance should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this sentence.

Section 4. Publication and Effective Date: A summary of this ordinance consisting of its title shall be published in the official newspaper of the city. This ordinance shall be effective five (5) days after such publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 14th day of December 2021.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

**DATE OF PUBLICATIONS:
EFFECTIVE DATE:**

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **Budget Amendment, 2nd Reading for Adoption**
ITEM 13A
DATE: **November 23, 2021**

RECOMMENDED MOTION: **I move to adopt Ordinance No. _____, authorizing revenues and expenditures of funds for matters not provided for in the Adopted 2021 Budget**

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

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

Fund	Account	Title	Increase/(Decrease)	
General				
	332.92.10.00	ARPA Grant Revenue	954,920	1
	517.78.20.00	Unemployment Compensation	8,000	2
	518.63.40.00	ARPA Grant Expenses	100,000	3
	518.81.41.02	I.S. Web Design	4,800	4
	518.81.42.00	I.S Communication	1,400	5
	576.20.11.00	Pool Overtime	5,300	6
	576.20.12.00	Pool Casual and Seasonal Labor	14,000	6
	576.20.31.01	Pool Chemicals	6,000	6
	576.20.31.02	Pool Janitorial Supplies	2,500	6
	576.20.43.00	Pool Excise Taxes	2,700	6
	576.80.31.02	Parks Operation Supplies	3,200	7
	576.80.47.01	Parks Dump Fees	1,000	7
	576.80.48.00	Parks Repair & Maintenance	4,200	7
	597.10.00.05	Transfer to Water Capital Fund (ARPA)	350,000	8
	508.10.00.04	EFB Des. Fund Bal/ARPA	504,920	1,3,8
	508.80.00.01	EFB Undes. Unres. Fund Balance	(53,100)	2,4-8
Water				
	534.50.10.00	Salaries and Wages-Gen Op	20,000	9
	534.50.20.00	Personnel Benefits-Gen Op	10,000	9
	534.80.10.00	Salaries and Wages-Maint Op	12,000	9
	534.80.20.00	Personnel Benefits-Maint Op	3,000	9
	534.50.48.01	Repair and Maintenance	30,000	10
	534.80.47.02	Dumping Fees	7,000	10
	508.80.04.25	Ending Fund Balance	(82,000)	9,10
Water Capital				
	397.00.00.14	Transfer In from General Fund ARPA	350,000	11
	594.34.63.01	Other Improvements	240,000	11
	508.80.04.26	Ending Fund Balance-Water Capital	110,000	11

Sewer	535.50.10.00	Salaries and Wages-Gen Op	(20,000)	9
	535.20.20.00	Personnel Benefits-Gen Op	(10,000)	9
	535.80.10.00	Salaries and Wages-Maint Op	(12,000)	9
	538.80.20.00	Personnel Benefits-Maint Op	(3,000)	9
	508.80.04.30	Ending Fund Balance	45,000	9
ERR	594.48.64.01	Capital Outlay-Legislative	(1,200)	12
	594.48.64.03	Capital Outlay-Admin	1,200	12
	594.48.64.08	Capital Outlay-Police	2,130	13
	508.10.05.01	Ending Fund Balance	(2,130)	12,13

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

2021 REVENUES, EXPENDITURES & BALANCES BY FUND				
FUND	ORIGINAL	B.A. #1	B.A. #2	AMENDED
General	9,426,514	689,392	954,920	11,070,826
Street	624,579	132,482		757,061
Park Bond Debt Srv	675,040	4,733		679,773
Park Bond Capital	9,050,285	543,613		9,593,898
Storm Drain	750,941	68,706		819,647
Storm Drain Capital	882,825	55,381		938,206
Water	1,417,916	32,163		1,450,079
Water Capital	397,312	188,225	350,000	935,537
Sewer	3,746,920	35,103		3,782,023
Sewer Capital	1,639,986	190,186		1,830,172
ERR	1,736,691	121,393		1,858,084
Police Investigation	12,540	(42)		12,498
REET	1,887,386	56,094		1,943,480
Cumulative Reserve	4,030,763	250,000		4,280,763
Total	36,279,698	2,367,429	1,304,920	39,952,047

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

1. American Rescue Plan Act revenue received \$954,920
2. Reimbursement to Employment Security Department for unemployment costs \$8,000
3. ARPA grant expenses for rental, business, and utility assistance \$100,000
4. Social media archiving expense \$4,800
5. Temporary pool house internet connection \$1,400
6. Cost over anticipated amount for running the pool \$30,500
7. Costs for Tot Lot repairs \$8,400
8. Transfer to Water Capital Fund from ARPA funds for water meter replacement \$350,000
9. Moved Salaries/Wages and Personnel Benefits from Sewer Fund (\$45,000) for #10.
10. Contra Costa water main repair and Weathervane Booster pump repair material \$37,000
11. Transfer In from General Fund (ARPA funds) to cover part of water meter program
12. Move budget for new computer from Legislative to Administration \$1,200
13. Budget to purchase new server for Police

Attachment: [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

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

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

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

WHEREAS, the City adopted its 2021 budget on November 10, 2020 through Ordinance #1662; and

WHEREAS, the City amended its 2021 budget on March 23, 2021 through Ordinance #1672; and

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

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

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

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

2021 REVENUES, EXPENDITURES & BALANCES BY FUND				
FUND	ORIGINAL	B.A. #1	B.A. #2	AMENDED
General	9,426,514	689,392	954,920	11,070,826
Street	624,579	132,482		757,061
Park Bond Debt Srv	675,040	4,733		679,773
Park Bond Capital	9,050,285	543,613		9,593,898
Storm Drain	750,941	68,706		819,647
Storm Drain Capital	882,825	55,381		938,206
Water	1,417,916	32,163		1,450,079
Water Capital	397,312	188,225	350,000	935,537
Sewer	3,746,920	35,103		3,782,023
Sewer Capital	1,639,986	190,186		1,830,172
ERR	1,736,691	121,393		1,858,084
Police Investigation	12,540	(42)		12,498
REET	1,887,386	56,094		1,943,480
Cumulative Reserve	4,030,763	250,000		4,280,763
Total	36,279,698	2,367,429	1,304,920	39,952,047

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

Section 3. Effective Date. This ordinance shall be in full force and take effect 5 days after its publication.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 23rd day of November 2021.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

Publication Date:

Effective Date:

**NEW BUSINESS: AMI Meter Transmission System Installation Sole Source Purchase
ITEM 13B**

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No.____, authorizing the City Manager to approve a Sole Source purchase for the Transmission Hardware & Software installation services required for newly installed AMI Meters.

PROPOSAL: The Council is being asked to authorize the City Manager to approve a Sole Source purchase from Correct Equipment for the transmission system and installation services required to activate the AMI capabilities of the newly installed meters.

FISCAL IMPACT: The cost of the equipment and software for the transmission system is \$36,676 plus an additional \$3,667.60 in tax for a total cost of \$40,343.60. This cost is included in the transfer to Water Capital detailed in the 2nd Budget Amendment for 2021. Ongoing fees will include approximately \$8,500 for annual hosting/support of the system beginning one year from the implementation date.

ADVANTAGE: The transmission hardware and software are required to activate the full AMI capabilities of the newly installed Kamstrup meters. This will allow meter reads, data collection, and alerts in real-time, leading to more efficient billing and water usage. Correct Equipment was previously confirmed to be the only provider of these specific meters in the area. In order to maintain compatibility and use the meters to their full capacity, the City would like to purchase the transmission system components, as well as installation services, from Correct Equipment. This exemption from bidding is allowable based on RCW 39.04.280.

DISADVANTAGES: Cost, however, the enhanced features listed under advantages will benefit the City.

ALTERNATIVE: Continue to use meters with AMR capabilities, requiring manual data collection and meter reading. Not recommended.

HISTORY: On March 23, 2020, Public Works advertised for the 2020 Water Meter replacement purchase. Only one bid was received from Correct Equipment for the Kamstrup meters requested. This purchase was approved by Council on April 28, 2020, and the meters were ordered in batches throughout the rest of 2020 and 2021. Now that all the meters have been received the transmission system is necessary to use the AMI capabilities of the meters.

ATTACHMENTS: [Resolution](#)
[Exhibit A Correct Equipment Quote](#)
[Exhibit B Justification form for Sole Source](#)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF FIRCREST, WASHINGTON, AUTHORIZING THE
CITY MANAGER TO APPROVE A SOLE SOURCE
PURCHASE FROM CORRECT EQUIPMENT FOR THE
TRANSMISSION SYSTEM AND INSTALLATION
SERVICES FOR THE AMI METERS.**

WHEREAS, the City of Fircrest previously purchased all AMI meters from Correct Equipment; and

WHEREAS, the City has determined a need for a compatible transmission system to activate the full capability of the meters; and

WHEREAS, Correct Equipment has the specific knowledge and experience in installing the transmission system for these meters; and

WHEREAS, the City has determined Correct Equipment to be a sole provider of the transmission system as defined in RCW 39.04.280; and

WHEREAS, it is in the best interest of the City to purchase the transmission system from Correct Equipment; 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 approve a sole source purchase from Correct Equipment for the compatible transmission system and installation required to activate the full capability of the recently installed AMI meters.

Section 2. This Resolution shall take effect immediately upon adoption by a majority vote of the City Council.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of
November 2021.

APPROVED

Hunter T. George, Mayor

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney



Correct Equipment
 Address: 14576 NE 95th Street
 Redmond, WA 98052
 Redmond, WA: (425) 869-1233
 Canby, OR: (503) 582-0555
 Toll Free: (877) 371-4555
 WWW.CORRECTEQUIPMENT.COM

August 8, 2021

Tyler Bemis
 Public Works Director
 City of Fircrest

Ref: Kamstrup ARM to AMI Quote

Item	Type Number	Description	Qty.	Each	Extended
1	6696058	READY Manager for AMI (One Time Fee) Up to 800 Connections	1	\$7,166	\$7,166
2		READY Manager Credit for AMR One Time Fee	1	-\$3,092	-\$3,092
3	6696460FH	READY Hosting Subscription (for up to 800 metering points)	1	\$2,052	\$2,052
4		AMI Do-It-Assisted packaged solution includes: Project Management for initial rollout General support during remaining rollout (via phone/email) FCC License Onsite Kickoff Meeting Onsite installation support/commissioning for initial rollout Onsite installer/operator training	1	\$14,850	\$14,850
5	READY Collector set	READY collector base without modem AMI antenna (2 pieces) 6.5' cable between READY Collector top and AMI antennas (2 pieces) 200' Ethernet cable to READY collector from top to base (1 piece) 200' Power cable between collector top and base Bracket for READY collector top (1 piece) Adapter plate for READY top collector (1 piece) Antenna beam 39" Bracket for antenna beam	1	\$10,000.00	\$10,000
6		H2O Analytics Customer Portal One-time setup fee	1	\$2,500	\$2,500



Correct Equipment
 Address: 14576 NE 95th Street
 Redmond, WA 98052
 Redmond, WA: (425) 869-1233
 Canby, OR: (503) 582-0555
 Toll Free: (877) 371-4555
 WWW.CORRECTEQUIPMENT.COM

7		H2O Analytics Customer Portal Annual hosting/support	1	\$3,200	\$3,200
8		H2O Analytics Customer Portal Monthly VoIP Fees - Per phone/sms message First 2,000 per month \$ 0.12 Next 2,000 per month \$ 0.10 Additional per month \$ 0.08			
				TOTAL	\$36,676

.Terms & Conditions of Sale:

- F.O.B.: Freight costs are included for orders greater than \$30,000.
- Payment Terms: Net 30 Days – Our terms of payment are 100% payable 30 days after shipment. Since this is an agreement between Buyer and Seller, and Seller has no relationship with the third party owner, this agreement must be independent of any third party action or inaction. Payment will be due as indicated above without a dependency on the buyer being paid by the owner, with no further restriction or impediments, and regardless of any payment arrangement that may exist between contractor and owner.
- This price is in effect for 60 days.
- Submittals, if required, will be provided 2 weeks after receipt of all technical data at Correct Equipment.
- Delivery will be made in approximately 4-6 weeks after receipt of order and/or approvals and resolution of all necessary technical data at Correct Equipment
- Quotation prices do not include any sales taxes or any other taxes that may apply.
- This quotation is limited to the products and/or services as listed and excludes any item or service not specifically listed.

Dean Brown
 Correct Equipment
 deanb@correctequipment.com
 425-466-6888



Sole Source Justification Form

Purchaser Name: <u>Tyler Bemis</u>	Purchaser Dept: <u>Public Works</u>
Requested Vendor: <u>Correct Equipment</u>	PO # (if required): _____
Vendor Address: <u>14576 NE 95th St</u>	Vendor Contact: <u>Dean Brown</u>
<u>Redmond, WA 98052</u>	Vendor Email: <u>deanb@correctequipment.com</u>
_____	Vendor Phone: <u>(425) 466-6888</u>

1. Describe the item to be purchased, its function and total expected cost, include additional pages or quotes if needed.
Public Works, Water Dept, is seeking to purchase Kamstrup AMI transmission equipment to move towards fully automating the City's meter reading processes. Correct Equipment has provided all equipment and support throughout this process. See attached invoice totaling \$36,676.

2. Select the reason(s) for identifying this purchase as sole source and explain below.

- sole provider of a licensed or patented good or service
- sole provider of factory-authorized warranty service or repair
- sole provider of items that are compatible with existing equipment or products
- sole provider of proprietary or custom-built goods/services that are specific to city needs
- sole provider meeting required certifications or statutory requirements (may include delivery time)
- sole provider specified by funding source (loan, grant, etc.)

Explanation: Correct Equipment has and will continue to provide equipment and support for the City's AMI water meter reading system.

4. Explain efforts/research done to determine this vendor is the only provider of the item to be purchased, including other potential vendors and why they cannot be used.

The City selected Correct Equipment for transitioning its water meter system to AMI meters in April of 2020. The previous PW Director viewed demos from additional companies and concluded that the Kamstrup product along with the support of Correct Equipment is the most efficient route for the City to move. The local support of Correct Equipment is timely and beneficial to the residents of Fircrest and PW Dept.

Dept. Head reviewed: Tyler Bemis Date: 11/18/2021

City Manager reviewed: _____ Date: _____

Council Resolution #: _____ Date Passed: _____

Once approved, purchase is still subject to approval requirements listed in the Purchasing Policy and Procedures based on cost and budget availability.

NEW BUSINESS: Summit Law Contract Amendment
ITEM 13C

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No._____, authorizing the City Manager to execute Amendment #15 to the professional services agreement with Summit Law for personnel legal services.

PROPOSAL: The Council is being asked to authorize the City Manager to execute the fifteenth amendment to the professional services agreement with Summit Law Group to extend the date of the agreement to December 31, 2022, and update the schedule of rates. Summit Law can provide personnel services to Fircrest should the need arise.

FISCAL IMPACT: The 2022 rate for the City's primary counsel, John Lee, will be \$320 per hour, up from \$290 in 2021. Mr. Lee has extensive labor and employment experience, including bargaining. Funds are available in the Personnel Professional Services, Police Professional Services and each of the Utility Fund Professional Services line items for personnel or labor legal counsel expenditures.

ADVANTAGE: Extending this agreement will provide continuity of service for any needs in 2022. Summit Law attorneys have worked with Fircrest in the past and have provided excellent service.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

HISTORY: Summit Law Group has provided Fircrest with legal services since December 2007. Their attorneys have worked with Fircrest on personnel matters, labor negotiations, and arbitration services.

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AMENDMENT #15 TO THE
AGREEMENT WITH SUMMIT LAW GROUP TO PROVIDE
PERSONNEL LEGAL SERVICES.**

WHEREAS, the City of Fircrest has contracted with Summit Law Group for specialized personnel services; and

WHEREAS, the firm of Summit Law Group has provided such services; and

WHEREAS, the City desires to maintain continuity in the personnel process. Now, Therefore,

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

Section 1. The City Manager is hereby authorized and directed to execute this amendment to the agreement with Summit Law Group to extend the term of the agreement through December 31, 2022 and to update the schedule of rates.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of November 2021.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Michael B. Smith, City Attorney

**AMENDMENT #15
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH THE LEGAL FIRM OF SUMMIT LAW FOR
PERSONNEL LEGAL SERVICES.**

This amendment is hereby made and entered into this ____ day of _____ 2021, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and Summit Law Group PLLC, hereinafter referred to as “Consultant”, to be effective January 1, 2022.

WITNESSETH:

1. Purpose

The purpose of this fifteenth amendment is to amend the December 11, 2007, agreement. This amendment is limited to the amendments as set forth herein. All remaining provisions of the December 11, 2007 agreement and the first amendment dated March 25, 2008, second amendment dated November 25, 2008, third amendment dated December 8, 2009, fourth amendment dated December 14, 2010, fifth amendment dated December 13, 2011, sixth amendment dated December 11, 2012, seventh amendment dated November 26, 2013, eighth amendment dated December 9, 2014, the ninth amendment dated November 24, 2015, the tenth amendment dated December 13, 2016, the eleventh amendment dated December 12, 2017, the twelfth amendment dated November 27, 2018, the thirteenth amendment dated November 27, 2019, and the fourteenth amendment dated November 11, 2021, shall remain in full force and effect. The amendments are as follows:

2. Term is hereby amended to read as follows:

This Agreement is from January 1, 2022, through December 31, 2022. It may be terminated by either party upon 30-days written notice to the other party without any liability therefore, save and except that each party shall be required to make payments for work actually accomplished prior to the giving of said notice, it being the intent of the parties hereto that each party shall receive any and all consideration due under the terms and provisions hereof up to the date of the actual cessation of said agreement. If the City terminates the Agreement, the Consultant shall only be paid for work completed up to the time he receives the written notice of termination.

3. Fee Schedule is amended per Exhibit A 2022 Schedule of Current Rates.

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

CITY OF FIRCREST

SUMMIT LAW GROUP PLLC

By: _____
City Manager

By: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

By: _____
City Clerk

Exhibit A

**Summit Law Group PLLC
Labor and Employment Group**

2022 Schedule of Current Rates

Attorneys	Public
Peter Altman	\$340
Kristin Anger	\$350
Seth Berntsen	\$350
Mike Bolasina	\$350
Colin Boyle	\$320
Hathaway Burden	\$290
Beth Kennar	\$350
Otto Klein	\$375
John Lee	\$320
Sofia Mabee	\$350
Quinn Oppenheim	\$340
Shannon Phillips	\$350
Dan Swedlow	\$350
Jesse Taylor	\$290
Rodney Younker	\$375

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Local Records Grant Contract Resolution
ITEM: 13D
DATE: November 23, 2021

RECOMMENDED MOTION: I move to adopt Resolution No. ____, authorizing the City Manager to execute a grant contract with the Washington State Archives to accept the grant in the amount of \$14,680 for funding the organization of historical records and establishing an effective date.

PROPOSAL: The Resolution will allow the City to hire temporary staff, under the supervision of the Administrative Services Director, to assist in organizing the large volume of historical records and to purchase necessary supplies.

FISCAL IMPACT: The Local Records Grant contract requires the City to submit for reimbursements. The City has clarified all projected expenses with Washington State Archives.

ADVANTAGE: This Resolution will provide necessary funds for organizing historical records located in the Vault and Public Works storage. This will allow for accessible records, the relocation of records to Washington State Archives, and the proper destruction of records past their retention period.

DISADVANTAGE: None known.

ALTERNATIVES: None known.

HISTORY: The City has amassed a large number of records and is concerned about the increasing volume of records being retained past their retention period. The City wants to inventory, transfer or destroy records that are no longer needed to make efficient use of City storage.

Attachment(s): [Resolution](#)
[Local Records Grant Contract](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER
TO EXECUTE A GRANT CONTRACT WITH THE WASHINGTON
STATE ARCHIVES TO ACCEPT THE GRANT IN THE AMOUNT OF
\$14,680 FOR FUNDING THE ORGANIZATION OF HISTORICAL
RECORDS AND UPDATING RETENTION PRACTICES.**

WHEREAS, the City was successful in being awarded \$14,680 for the organization of the City's historical records and updating retention practices; and

WHEREAS, the City's current volume of historical records and state of organization need maintenance and reorganization; and

WHEREAS, the City desires to properly establish historical records at the Washington State Archives and make effective use of City storage. 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 a grant contract with the Washington State Archives in the amount of \$14,680 for funding the organization of historical records and their transfer to the Washington State Archives.

Section 2. Effective Date. This Resolution shall take effect and be in full force immediately upon its adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 23rd day of November 2021.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

**GRANT AGREEMENT
BETWEEN
THE STATE OF WASHINGTON,
OFFICE OF THE SECRETARY OF STATE,
ARCHIVES AND RECORDS MANAGEMENT DIVISION,
AND
CITY OF FIRCREST**

This Grant Agreement (this "Agreement") is entered into between the state of Washington, Office of the Secretary of State, Division of Archives and Records Management (hereinafter referred to as "OSOS"), and **City of Fircrest** (hereinafter referred to as "Grantee").

RECITALS

WHEREAS, a local government grants program was authorized and funded by Chapter 303, State of Washington Laws of 2017; and

WHEREAS, the purpose of this program is to help local governments use technology to improve their records retention, management and disclosure of public records processes, as authorized under RCW 40.14.026, through the Archives and Records Management Division's Local Records Grant Program (hereinafter referred to as the "Program");and

WHEREAS, the Program was established to provide funds to local entities to accomplish the Program's purposes; and

WHEREAS, by virtue of a competitive process, Grantee was conditionally identified for award of the Grant Amount (as hereinafter defined); and

WHEREAS, OSOS and Grantee desire to set forth in detail the terms and conditions governing the award and disbursement of the Grant Amount to Grantee.

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, OSOS and Grantee mutually agree as follows:

1. STATEMENT OF WORK

Grantee will provide services and staff, and otherwise do all things necessary for or incidental to the performance of the work. Grantee will perform the work as described in the Award Determination attached hereto as Exhibit A and incorporated herein by this reference.

The Program requires both the narrative and financial components of Program progress reports be completed during the project period. Documentation of expenditures is required. Grantee shall submit reports to:

Marnie McGrath, Coordinator
Local Records Grant Program
Washington State Archives
1129 Washington St SE
Olympia, WA 90504-0238

Upon completion of the project work and prior to disbursement of the Grant Amount, Grantee shall participate in a survey conducted by OSOS.

2. PERIOD OF PERFORMANCE

Subject to the other provisions of this Agreement, the period of performance of this Agreement shall commence on date of execution and be completed no later than **12/2/2022**, unless terminated sooner as provided herein.

3. PAYMENT

No grant funds will be disbursed in advance to Grantee. All grant funds will be held by OSOS. In consideration for the work conducted as described in Exhibit A, and Grantee's compliance with the other terms and conditions of this Agreement, Grantee shall submit invoices for completed work to the OSOS Project Manager for processing by OSOS. Subject to the other provisions of this Agreement, this grant is not to exceed the amount of **\$14,680.00** (the "Grant Amount") as set forth on Exhibit A.

Payment for approved and completed work will be made by warrant or account transfer by OSOS within 30 calendar days of a satisfactorily completed invoice and Grantee's compliance with all other terms and conditions of this Agreement. Satisfactorily completed is defined as having all the information required for processing by OSOS Financial Services. In addition to a Federal Tax ID number, Grantee must provide OSOS a Statewide Vendor Number (SWV#). Payment cannot be made without these numbers on file. **The Contract number G-7265 and Statewide Vendor number must be referenced on each reimbursement claim in order for the claim to be processed.**

Costs incurred prior to the effective date of this Agreement shall be disallowed. Should Grantee incur costs prior to the effective date of this Agreement, it does so at its own risk. WAC 434-670-020.

4. RECORDS MAINTENANCE AND MONITORING PROJECTS FOR PROGRAM AND FISCAL COMPLIANCE

Specific accounting requirements for the Program include but are not limited to:

- All changes to the approved project (project scope, budget, personnel), must be requested in writing to, and approved by, the State Archivist.
- Imaging completed as a result of this grant must meet the Washington State Standards for Production and Use of Microfilm.
- Grant work must be monitored in progress. OSOS staff may visit the work site for review at any time during the project.
- Grantee is responsible to adhere to its own applicable purchasing policies and requirements.
- Grantee must participate in a survey conducted by OSOS following completion of the project work.

5. GRANT MANAGEMENT

The Project Manager for each of the parties identified below shall be the contact person for communications regarding the performance of this Agreement. Invoices shall be sent to the OSOS Project Manager. Should questions arise during the processing of invoices, send inquiries to payables@sos.wa.gov.

Jayne Westman

**City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
253-238-4123
jwestman@cityoffircrest.net**

Marnie McGrath

Office of the Secretary of State
Washington State Archives and Records Management
1129 Washington St. SE
Post Office Box 40238
Olympia, Washington 98504-0238
Phone: 360-586-7810
E-mail address: marnie.mcgrath@sos.wa.gov

6. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of

APPROVED AS TO FORM

Attorney General's Office

EXHIBIT A

AWARD DETERMINATION
CITY OF FIRCREST

The following table illustrates the grant budget as proposed by your agency - with the items that were funded, and the items that were awarded with conditions.

Budget Item	Amount Requested	Amount Funded	Stipulations/Conditions
Temporary Personnel/ Supplies/ Destruction Services	\$14,680.00	\$14,680.00	<p>Temporary staff, boxes, shelving, miscellaneous supplies, and records destruction services required to inventory and organize the agency's paper/analog records, and to disposition any paper/analog records that have met minimum required retention period.</p> <p>Upon approval from Washington State Archives, Agency may reallocate funding to cover:</p> <ul style="list-style-type: none"> · File cabinets · Washington State Archives boxes · Other supplies necessary for project <p>Funds will not be used for any ineligible expenses, including but not limited to:</p> <ul style="list-style-type: none"> · Existing FTE hours · Overtime hours (any time exceeding 40 hours per week) · Any staff time spent: <ul style="list-style-type: none"> ○ scanning/digitizing records ○ organizing digital records ○ responding to public records requests · Capital improvements · Non-Washington State Archives records boxes · Unapproved shelving <p><i>All reimbursement requests to be submitted by December 2, 2022.</i></p>
TOTAL		\$14,680.00	Not to exceed amount listed.

NEW BUSINESS: December 28, 2021, Regular Meeting Time Change
ITEM 13E.

FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____ changing the time of the December 28, 2021, meeting from 7:00 P.M. to 4:00 P.M.

PROPOSAL: The Council is being asked to adopt a resolution changing the time of the December 22, 2020 regular Council meeting from 7:00 P.M. to 4:00 P.M. Should the Council approve this resolution, copies of the resolution will be posted at the City Hall and other Council-approved public posting places per the Fircrest Municipal Code 2.12.010.

FISCAL IMPACT: None.

ADVANTAGE: Allows the Council to conduct its regularly scheduled meeting at an earlier time of day.

DISADVANTAGES: None known.

ALTERNATIVE: Council could choose to not change the meeting time of the December 28, 2021, regular Council meeting time.

HISTORY: Historically, the City Council has changed the meeting time of the 2nd regular City Council meeting in December to 4:00 p.m. and kept the agenda to the consent calendar to approve vouchers.

ATTACHMENT: [Resolution](#)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

**CITY OF FIRCREST
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, CHANGING THE TIME OF THE
DECEMBER 28, 2021 REGULAR CITY COUNCIL MEETING TO
BEGIN AT 4:00 P.M.**

WHEREAS, Fircrest Municipal Code 2.12.010 Date and Time of Meetings states: *“The City Council shall hold regular meetings on the second and fourth Tuesdays of each month of each calendar year, beginning at 7:00 p.m. unless otherwise determined by the City Council. The Council may cancel one regular meeting during any month by adoption of a resolution to such effect at least 10 days in advance of the meeting to be canceled. In the event any regular meeting is so canceled, copies of the resolution shall be posted at the City Hall and other council-approved public posting places. In the event any such meeting date falls on a legal holiday, such meeting shall be held on the day following, unless rescheduled to another day or canceled as provided hereunder.”*; and

WHEREAS, the Fircrest City Council desires to conduct its December 28, 2021 regular City Council meeting at 4:00 P.M.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:

Section 1. The time of the December 28, 2021 regular City Council meeting will begin at 4:00 P.M.

Section 2. Copies of the resolution will be posted at City Hall and other Council-approved public posting places per the Fircrest Municipal Code 2.12.010.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 23rd day of November 2021.

APPROVED:

Hunter T. George, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney