

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, APRIL 12, 2022
7:00 P.M.**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. Community Center and Pool Project Update
- 5. CITY MANAGER COMMENTS**
- 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.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Environmental, Planning, and Building
 - C. Finance, IT, Facilities
 - D. Other reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks
 - B. Approval of Minutes: [March 22, 2022, Regular Meeting](#)
[March 21, 2022, Study Session](#)
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Ordinance: 2022 Budget Amendment #1, 2nd Reading and Adoption](#)
 - B. [Resolution: Approving Body Worn Cameras Grant Agreement](#)
 - C. [Resolution: Approving a contract with BHC for Interim Building Inspection and Plan Review Services](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
 - A. [Executive Session per RCW 42.30.140 \(4\)\(b\) To Discuss Labor Negotiations](#)
 - B. [Executive Session per RCW 42.30.110 \(g\): To Review the Performance of a Public Employee \(City Manager Check-in\)](#)
- 16. ADJOURNMENT**

Join the Zoom Dial-in Information: 1-253-215-8782 Webinar ID: 838 2218 0448 Password: 312044

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
26608	04/12/2022	04/12/2022	3647 Agrishop, Inc	62.84	Part for Lawn Edger - Parks
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	62.84	Part for Lawn Edger - Parks
26622	04/12/2022	04/12/2022	3647 Agrishop, Inc	33.07	Wheels (2) for Honda Push Mower
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	33.07	Wheels (2) for Honda Push Mower
Total Agrishop, Inc				95.91	
26574	04/12/2022	04/12/2022	4280 Builders' Hardware & Supply Co.	956.50	P#64 Lock Cores for Community Center - 17 Doors
	594 76 62 03 Buildings & Structures		301 000 594 Park Bond Capit	956.50	P#64 Lock Cores for Community Center - 17 Doors
26632	04/12/2022	04/12/2022	9496 Burkhart, Arlette	15.95	Gym Fees Reimbursement -Mar 2022
	513 10 20 00 Personnel Benefits		001 000 513 General Fund	15.95	Gym Fees Reimbursement -Mar 2022
26575	04/12/2022	04/12/2022	6018 Canon Financial Services Inc	723.98	Copier/Fax Rental - Mar 2022 - CH, Court, PW, Parks/Rec, Police
	512 50 45 00 Oper Rentals - Copier - Cou		001 000 512 General Fund	141.08	Copier/Fax Rental - Mar 2022 - Court
	518 10 45 00 Oper Rentals - Copier - Non		001 000 518 General Fund	141.08	Copier/Fax Rental - Mar 2022 - CH
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	159.67	Copier/Fax Rental - Mar 2022 - Police
	531 50 45 00 Oper Rentals - Copier - Stor		415 000 531 Storm Drain	35.27	Copier/Fax Rental - Mar 2022 - PW
	534 10 45 02 Oper Rentals - Copier - Wat		425 000 534 Water Fund (de	35.27	Copier/Fax Rental - Mar 2022 - PW
	535 10 45 00 Oper Rentals - Copier - Sew		430 000 535 Sewer Fund (de	35.27	Copier/Fax Rental - Mar 2022 - PW
	542 30 45 00 Oper Rentals - Copier - Stre		101 000 542 City Street Fund	35.28	Copier/Fax Rental - Mar 2022 - PW,
	571 10 45 01 Oper Rentals - Copier - Rec		001 000 571 General Fund	126.96	Copier/Fax Rental - Mar 2022 - Parks/Rec
	576 80 45 00 Oper Rentals - Copier - Park		001 000 576 General Fund	14.10	Copier/Fax Rental - Mar 2022 - Parks/Rec
26658	04/12/2022	04/12/2022	3555 Code Publishing Co	192.75	Web Update - Ord #1682
	511 60 49 03 Codification Costs		001 000 511 General Fund	192.75	Web Update - Ord #1682
26576	04/12/2022	04/12/2022	6268 Cole-Parmer Instrument Company	106.73	Dispenser for Chlorine Testing
	534 80 31 02 Oper Supplies - Water		425 000 534 Water Fund (de	106.73	Dispenser for Chlorine Testing
26611	04/12/2022	04/12/2022	3573 Copiers Northwest Inc	40.72	Police Usage 2/14 - 3/13/22
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	40.72	Police Usage 2/14 - 3/13/22
26612	04/12/2022	04/12/2022	3573 Copiers Northwest Inc	82.13	Police Usage 1/14 - 2/13/22
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	82.13	Police Usage 1/14 - 2/13/22

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
26665	04/12/2022	04/12/2022	3573 Copiers Northwest Inc	559.02	Police Printer Usage - 2/28-3/28/22
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	559.02	Police Printer Usage - 2/28-3/28/22
26666	04/12/2022	04/12/2022	3573 Copiers Northwest Inc	215.89	Copier Usage - 2/18-3/17/22 - CH, Court, PW
	512 50 45 00 Oper Rentals - Copier - Cou		001 000 512 General Fund	16.59	Copier Usage - 2/18-3/17/22 - Court
	518 10 45 00 Oper Rentals - Copier - Non		001 000 518 General Fund	111.98	Copier Usage - 2/18-3/17/22 - CH
	531 50 45 00 Oper Rentals - Copier - Stor		415 000 531 Storm Drain	21.83	Copier Usage - 2/18-3/17/22 - PW
	534 10 45 02 Oper Rentals - Copier - Wat		425 000 534 Water Fund (de	21.83	Copier Usage - 2/18-3/17/22 - PW
	535 10 45 00 Oper Rentals - Copier - Sew		430 000 535 Sewer Fund (de	21.83	Copier Usage - 2/18-3/17/22 - PW
	542 30 45 00 Oper Rentals - Copier - Stre		101 000 542 City Street Fund	21.83	Copier Usage - 2/18-3/17/22 - PW
Total Copiers Northwest Inc				897.76	
26644	04/12/2022	04/12/2022	3367 Davis, Nancy	67.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
26661	04/12/2022	04/12/2022	365 Dept Of Labor & Industries	28.24	1st Qtr 2022 - Chaplain Lnl (56 Hrs)
	521 22 20 00 Personnel Benefits - Police		001 000 521 General Fund	28.24	1st Qtr 2022 - Chaplain Lnl (56 Hrs)
26577	04/12/2022	04/12/2022	9254 Doyle Printing Company	46.20	500 Color Business Cards - J Schmidtke
	518 10 34 02 Central Office Printing		001 000 518 General Fund	46.20	500 Color Business Cards - J Schmidtke
26633	04/12/2022	04/12/2022	9254 Doyle Printing Company	46.20	500 Color Business Cards - A Burkhart
	518 10 34 02 Central Office Printing		001 000 518 General Fund	46.20	500 Color Business Cards - A Burkhart
Total Doyle Printing Company				92.40	
26610	04/12/2022	04/12/2022	3611 Drain-Pro Inc	2,062.50	Clean Drake St Liftstation & Dump Fee
	535 50 48 00 Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (de	2,062.50	Clean Drake St Liftstation & Dump Fee
26614	04/12/2022	04/12/2022	6995 Endicott, Cynthia J.	360.50	Yoga Instructor - Feb 2022
	571 20 49 06 Instructor Fees		001 000 571 General Fund	360.50	Yoga Instructor - Feb 2022
26578	04/12/2022	04/12/2022	3636 Ferguson Waterworks, #3011	184.29	Gate Valve for Hydrant Meter Assembly
	534 50 31 01 Oper Supplies - Water Main		425 000 534 Water Fund (de	184.29	Gate Valve for Hydrant Meter Assembly
26635	04/12/2022	04/12/2022	3638 Fircrest Golf Club	1,326.71	Land Rental for Water Tank on Golf Course Property - April 2022

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 10 45 01	Land Rental/Water Tank	425 000 534	Water Fund (de	1,326.71	Land Rental for Water Tank on Golf Course Property - April 2022
26579 04/12/2022	04/12/2022	2493	Foley, Michael	67.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement - 1 Year
26634 04/12/2022	04/12/2022	9755	Freeby, Robert C	100.00	Judge Pro-Tempore - 3/17/22 (2 Hrs)
512 50 41 02	Prof Srvs - Pro Temp Judges	001 000 512	General Fund	100.00	Judge Pro-Tempore - 3/17/22 (2 Hrs)
26669 04/12/2022	04/12/2022	9338	Fuelman Fleet Program	3,759.57	Gas/Fuel - March 2022
548 65 31 06	Facilities Gas	501 000 548	Equipment Rent	89.42	Gas/Fuel - March 2022
548 65 31 08	Police Gas	501 000 548	Equipment Rent	2,494.06	Gas/Fuel - March 2022
548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Rent	22.36	Gas/Fuel - March 2022
548 65 31 11	Parks/Rec Gas	501 000 548	Equipment Rent	221.88	Gas/Fuel - March 2022
548 65 31 12	Street Gas	501 000 548	Equipment Rent	594.77	Gas/Fuel - March 2022
548 65 31 14	Wtr/Swr Gas	501 000 548	Equipment Rent	337.08	Gas/Fuel - March 2022
26257 02/08/2022	04/12/2022	6774	Greenleaf Landscaping 1 Inc	935.00	Pruned Summit Round About and Hauled Debris
542 80 48 00	Street Tree Maintenance (co	101 000 542	City Street Fund	935.00	Pruned Summit Round About and Hauled Debris
26258 02/08/2022	04/12/2022	6774	Greenleaf Landscaping 1 Inc	825.00	Pruned 5 Trees at Emerson Island and Hauled Debris
542 80 48 00	Street Tree Maintenance (co	101 000 542	City Street Fund	825.00	Pruned 5 Trees at Emerson Island and Hauled Debris
26259 02/08/2022	04/12/2022	6774	Greenleaf Landscaping 1 Inc	513.82	Pruned 2 Chanticlear Trees at Regents & Alameda Island
542 80 48 00	Street Tree Maintenance (co	101 000 542	City Street Fund	513.82	Pruned 2 Chanticlear Trees at Regents & Alameda Island
26573 04/12/2022	04/12/2022	6774	Greenleaf Landscaping 1 Inc	4,823.25	Monthly Landscape Service - 03/2022
518 30 41 01	Contract Maintenance	001 000 518	General Fund	3,626.40	Monthly Landscape Service - 03/2022
542 80 49 03	Beautification Services (cont	101 000 542	City Street Fund	1,196.85	Monthly Landscape Service - 03/2022
Total Greenleaf Landscaping 1 Inc				7,097.07	
26591 04/12/2022	04/12/2022	3692	Home Depot Credit Services	22.31	Mortar for Bench at PSB
518 30 31 05	Oper Sup/Park Struct	001 000 518	General Fund	22.31	Mortar for Bench at PSB

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
26617	04/12/2022	04/12/2022	3692	Home Depot Credit Services	14.31 Water Testing Supplies
	534 80 41 00	Water Testing	425 000 534	Water Fund (de	14.31 Water Testing Supplies
26630	04/12/2022	04/12/2022	3692	Home Depot Credit Services	36.36 Step Stool for Fish n Fun
	573 90 49 01	Community Events	001 000 573	General Fund	36.36 Step Stool for Fish n Fun
26636	04/12/2022	04/12/2022	3692	Home Depot Credit Services	357.15 P#64 - 10 Sheets of Plywood to Cover Bricks at Comm Center
	594 76 62 03	Buildings & Structures	301 000 594	Park Bond Capit	357.15 P#64 - 10 Sheets of Plywood to Cover Bricks at Comm Center
Total Home Depot Credit Services				430.13	
26654	04/12/2022	04/12/2022	4131	Humane Society - Tacoma	688.50 April 2022 Boarding Contract
	554 30 41 00	Animal Control	001 000 554	General Fund	688.50 April 2022 Boarding Contract
26592	04/12/2022	04/12/2022	9316	JMK Language Services	105.80 Spanish Interpreting Case #2A0023136 (2 Hrs plus Mileage)
	512 50 41 03	Prof Srvs - Interpreter	001 000 512	General Fund	105.80 Spanish Interpreting Case #2A0023136 (2 Hrs plus Mileage)
26653	04/12/2022	04/12/2022	5428	Jeff Boers	997.50 Land Use Consulting (9.5 Hrs) - March 2022
	558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	997.50 Land Use Consulting (9.5 Hrs) - March 2022
26663	04/12/2022	04/12/2022	9689	Larson, Killian	60.00 Parking Reimbursement While At CIT Training
	521 22 43 00	Travel - Police	001 000 521	General Fund	60.00 Parking Reimbursement While At CIT Training
26593	04/12/2022	04/12/2022	3791	Lowe's Company-#338954	14.88 Washers for Testing Stations
	534 50 31 01	Oper Supplies - Water Main	425 000 534	Water Fund (de	14.88 Washers for Testing Stations
26594	04/12/2022	04/12/2022	3791	Lowe's Company-#338954	31.38 Holiday Lights (invoice misplaced - from Dec)
	576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	31.38 Holiday Lights (invoice misplaced - from Dec)
26616	04/12/2022	04/12/2022	3791	Lowe's Company-#338954	15.68 25 Ft Poly Tubing 3/8 Inch for Pumps/Wells
	534 80 31 02	Oper Supplies - Water	425 000 534	Water Fund (de	15.68 25 Ft Poly Tubing 3/8 Inch for Pumps/Wells
26649	04/12/2022	04/12/2022	3791	Lowe's Company-#338954	124.48 Parts to Fix Chlorine System
	534 80 31 02	Oper Supplies - Water	425 000 534	Water Fund (de	124.48 Parts to Fix Chlorine System

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Lowe's Company-#338954	186.42	
26631	04/12/2022	04/12/2022	5358 McDougall, Madelyn	67.00	Library Reimbursement - 1 Year
	572 21 49 00		Library Services 001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
26624	04/12/2022	04/12/2022	2985 McKee, Catherine	67.00	Library Reimbursement - 1 Year
	572 21 49 00		Library Services 001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
26623	04/12/2022	04/12/2022	6369 McLendon Hardware Inc (Tacoma)	10.27	Parts to Rebuild Testing Station
	534 50 31 01		Oper Supplies - Water Main 425 000 534 Water Fund (dep	10.27	Parts to Rebuild Testing Station
26628	04/12/2022	04/12/2022	3872 NC Machinery Co	1,653.93	2002 Backhoe Repairs
	548 65 48 12		O & M - Street 501 000 548 Equipment Rent	281.17	2002 Backhoe Repairs
	548 65 48 14		O & M - Wtr/Swr 501 000 548 Equipment Rent	1,372.76	2002 Backhoe Repairs
26645	04/12/2022	04/12/2022	3891 Nisqually Trout Farms Inc	440.00	Fish n Fun Trout (100)
	573 90 49 01		Community Events 001 000 573 General Fund	440.00	Fish n Fun Trout (100)
26595	04/12/2022	04/12/2022	10016 Northwest Playground Equip	1,719.19	Tire Swing At Fircrest Tot Lot
	594 76 63 01		Other Improvements - Parks 001 000 576 General Fund	1,719.19	Tire Swing At Fircrest Tot Lot (From Dec)
26596	04/12/2022	04/12/2022	3958 PC Budget & Finance - Jail	7,788.44	Feb 2022 - Jail Services
	523 60 40 01		Jail 001 000 523 General Fund	7,788.44	Feb 2022 - Jail Services
26620	04/12/2022	04/12/2022	8626 Pacific Office Automation Inc	135.88	Postage Meter Rental - April 2022
	518 10 42 01		Postage - Non-Dept 001 000 518 General Fund	135.88	Postage Meter Rental - April 2022
26597	04/12/2022	04/12/2022	4680 Parametrix Engineering	4,780.00	P#64 Prof Services through 1/29/22
	594 76 62 03		Buildings & Structures 301 000 594 Park Bond Capit	4,780.00	P#64 Prof Services through 1/29/22
26606	04/12/2022	04/12/2022	4680 Parametrix Engineering	3,812.50	P#66 Prof Services through 2/26/22
	594 31 63 01		Project Engineering-Storm C 416 000 594 Storm Improven	3,812.50	P#66 Prof Services through 2/26/22
			Total Parametrix Engineering	8,592.50	
26598	04/12/2022	04/12/2022	9457 Peterson, Jeffrey	67.00	Library Reimbursement - 1 Year

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
26657	04/12/2022	04/12/2022 3955	Petrocard Systems Inc	117.30	Gas/Fuel - March 2022
	548 65 31 13	Storm Gas	501 000 548 Equipment Rent	117.30	Gas/Fuel - March 2022
26607	04/12/2022	04/12/2022 7839	Pingel, Scott	50.00	West Coast Regional Council 3/16 - 3/18/22 - Meals
	513 10 43 00	Travel - Admin	001 000 513 General Fund	50.00	West Coast Regional Council 3/16 - 3/18/22 - Meals
26599	04/12/2022	04/12/2022 3970	Pitney Bowes Global LLC	257.57	Postage Supplies
	518 10 42 01	Postage - Non-Dept	001 000 518 General Fund	257.57	Postage Supplies
26655	04/12/2022	04/12/2022 3986	Puget Sound Energy, BOT-01H	60.34	Natural Gas - Pool/Bathhouse - March 2022
	576 20 47 00	Public Utility Services - Pool	001 000 576 General Fund	60.34	Natural Gas - Pool/Bathhouse - March 2022
26664	04/12/2022	04/12/2022 3986	Puget Sound Energy, BOT-01H	42.11	Natural Gas - Rec Center - March 2022
	571 10 47 00	Public Utility Services-Rec	001 000 571 General Fund	42.11	Natural Gas - Rec Center - March 2022
			Total Puget Sound Energy, BOT-01H	102.45	
26625	04/12/2022	04/12/2022 3990	Puget Sound Specialties Inc	1,315.60	20-0-5 Fertilizer - 1 Ton for Fircrest/Whittier Parks
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	1,315.60	20-0-5 Fertilizer - 1 Ton for Fircrest/Whittier Parks
26656	04/12/2022	04/12/2022 5710	Rainier Connect, Mashell Telecom	274.20	Internet Access Fee - City Hall, Internet and Phone Pool/Bathhouse - April 2022
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	113.55	Internet - Pool/Bathhouse Apr 2022
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	106.95	Internet - City Hall - Apr 2022
	576 80 42 00	Communication - Parks	001 000 576 General Fund	53.70	Phone Svc - Pool/Bathhouse Apr 2022
26650	04/12/2022	04/12/2022 337	Roberts, Christopher	25.00	Gym Reimbursement - Feb 2022
	521 22 20 00	Personnel Benefits - Police	001 000 521 General Fund	25.00	Gym Reimbursement - Feb 2022
26600	04/12/2022	04/12/2022 4035	Sarco Supply	137.01	Janitorial Supplies - Parks
	576 80 31 01	Janitorial Supplies - Parks	001 000 576 General Fund	137.01	Janitorial Supplies - Parks
26601	04/12/2022	04/12/2022 4035	Sarco Supply	155.05	Janitorial Supplies - PSB
	518 30 31 02	Oper Sup/PSB Bldg	001 000 518 General Fund	155.05	Janitorial Supplies - PSB
26602	04/12/2022	04/12/2022 4035	Sarco Supply	91.31	Janitorial Supplies - City Hall

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	91.31	Janitorial Supplies - City Hall
Total Sarco Supply				383.37	
26648	04/12/2022	04/12/2022	8403 Schmidtke, Judy A	79.90	Fish n Fun Meeting Supplies
573 90 49 01	Community Events		001 000 573 General Fund	79.90	Fish n Fun Meeting Supplies
26667	04/12/2022	04/12/2022	6088 Sentinel Pest Control Inc	110.00	Pest Control - City Hall - Apr 2022
518 30 48 02	Rep & Maint - City Hall		001 000 518 General Fund	110.00	Pest Control - City Hall - Apr 2022
26668	04/12/2022	04/12/2022	6088 Sentinel Pest Control Inc	196.35	Pest Control - PW - Apr 2022
531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	49.09	Pest Control - PW - Apr 2022
534 50 48 01	Rep & Maint - Water Maint		425 000 534 Water Fund (de	49.09	Pest Control - PW - Apr 2022
535 50 48 00	Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (de	49.09	Pest Control - PW - Apr 2022
542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fund	49.08	Pest Control - PW - Apr 2022
Total Sentinel Pest Control Inc				306.35	
26615	04/12/2022	04/12/2022	6350 Sevier, Maria	1,170.00	On Call GIS Support for 1/1/22-3/15/22
531 50 41 00	Prof Svcs - Storm		415 000 531 Storm Drain	292.50	On Call GIS Support for 1/1/22-3/15/22
534 10 41 00	Prof Svcs - Water		425 000 534 Water Fund (de	292.50	On Call GIS Support for 1/1/22-3/15/22
535 10 41 00	Prof Svcs - Sewer		430 000 535 Sewer Fund (de	292.50	On Call GIS Support for 1/1/22-3/15/22
542 30 41 00	Prof Svcs - Street		101 000 542 City Street Fund	292.50	On Call GIS Support for 1/1/22-3/15/22
26646	04/12/2022	04/12/2022	4060 Sir Speedy	62.70	Artwork: Changes to Rod Run Poster and T Shirt Art
573 90 49 01	Community Events		001 000 573 General Fund	62.70	Artwork: Changes to Rod Run Poster and T Shirt Art
26618	04/12/2022	04/12/2022	7308 SiteCrafting Inc	99.00	Monthly Hosting - CityofFircrest.net - March 2022
518 81 41 02	Web Design & Maintenance		001 000 518 General Fund	99.00	Monthly Hosting - CityofFircrest.net - March 2022
26659	04/12/2022	04/12/2022	4690 Sound Inspections	2,570.16	Inspections, Mileage & Calls 03/2022
524 20 41 01	Bldg Inspec/Plan Review		001 000 524 General Fund	2,570.16	Inspections, Mileage & Calls 03/2022
26603	04/12/2022	04/12/2022	4084 Staples Business Advantage	85.44	Central Supplies and Admin Office Supplies
513 10 31 00	Office & Oper Sup - Admin		001 000 513 General Fund	9.99	Office Supplies - Admin
518 10 34 01	Central Office Supplies		001 000 518 General Fund	75.45	Central Office Supplies

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
26626	04/12/2022	04/12/2022	4084 Staples Business Advantage	123.61	Central Supplies and Police Supplies
	518 10 34 01		Central Office Supplies	28.02	AA Batteries
	521 22 31 00		Office & Oper Sup - Police	95.59	Canon Black Ink
Total Staples Business Advantage				209.05	
26621	04/12/2022	04/12/2022	4107 Summit Law Group	128.00	Legal Consulting - Feb 2022
	515 41 41 02		Special Legal Counsel	128.00	Legal Consulting - Feb 2022
26627	04/12/2022	04/12/2022	4133 Tacoma Rubber Stamp	87.41	Nameplate - M Castilla - Court Clerk
	512 50 31 00		Office & Oper Sup-Court	87.41	Nameplate - M Castilla - Court Clerk
26629	04/12/2022	04/12/2022	8462 Tacoma Steel Supply, Inc.	109.97	P#64 Steel for Donor Plaques
	594 76 62 03		Buildings & Structures	109.97	P#64 Steel for Donor Plaques
26660	04/12/2022	04/12/2022	4322 Tacoma, City of - POWER	4,442.86	Power - Various Locations - March 2022
	534 80 47 01		Utility Services/Pumping	2,283.67	Power - Wells 6, 7, 8 Mar 2022
	535 80 47 01		Utility Services/Pumping	495.15	Power - L/S, Pumps Mar 2022
	542 30 47 03		Electricity/Traffic Lights	21.27	Power - Traffic Control Mar 2022
	542 63 47 00		Electricity/Street Lights	11.48	Power - Street Lights Mar 2022
	571 10 47 00		Public Utility Services-Rec	1,631.29	Power - Rec Center Mar 2022
26647	04/12/2022	04/12/2022	4139 Tapco Visa Card	228.01	Tapco Visa Charges - Mar 2022
	513 10 43 00		Travel - Admin	25.46	PCCAO Lunch Meeting 3/24/22
	513 10 43 00		Travel - Admin	202.55	ICMA Regional Conference - Lodging (2nd 1/2 pmt) 3/16 - 3/18 - S Pingel
26604	04/12/2022	04/12/2022	4151 Tools Plus Industries LLC	266.90	Gloves (24) and Bungie Straps (30)
	534 10 35 00		Small Tools & Equip - Water	133.45	Bungie Straps (30)
	535 50 31 01		Oper Supplies - Sewer Main	133.45	Gloves (24)
26639	04/12/2022	04/12/2022	5934 US Bank, City Hall Account	2,363.49	City Hall P Card Purchases Thru 3/25/22
	511 60 35 00		Small Tools & Equip - Legis	39.60	Zoom Monthly Charge - Mar 2022
	513 10 49 01		Reg & Tuition - Admin	140.00	MRSC Webinar - A Burkhardt - Public Records
	513 10 49 02		Dues,Memberships,Subscrip	115.00	Annual Dues 2022 - IIMC - A Burkhardt
	513 10 49 02		Dues,Memberships,Subscrip	175.00	Annual Dues 2022 - IIMC - J Westman
	514 23 49 01		Reg & Tuition - Finance	40.00	MRSC Procurement Webinar Part 3 4/21/22 - Finance Dept

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
517 90 43 00	Travel - Wellness Programs	001 000 517	General Fund	294.00	AWC Wellness Seminar - Lodging- M Ryan
518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	8.95	Passport Postage
518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	179.00	Passport Postage
518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	71.60	Passport Postage
518 10 42 01	Postage - Non-Dept	001 000 518	General Fund	179.00	Passport Postage
518 81 49 01	Software Licenses	001 000 518	General Fund	1,121.34	Acrobat Pro Software Licenses (5)
26637	04/12/2022	04/12/2022	8482 US Bank, Police Department Account	44.00	Police P Card Purchases Thru 3/25/22
521 22 31 00	Office & Oper Sup - Police	001 000 521	General Fund	22.00	When I Work Software 1/2022
521 22 31 00	Office & Oper Sup - Police	001 000 521	General Fund	22.00	When I Work Software 3/2022
26638	04/12/2022	04/12/2022	8483 US Bank, Public Works Dept Account	73.69	PW P Card Purchases Thru 3/25/22
518 30 35 00	Small Tools & Equip-Fac	001 000 518	General Fund	73.69	ReUsable Gopher Trap
26640	04/12/2022	04/12/2022	8484 US Bank, Recreation Dept Account	3,246.27	Parks/Rec P Card Purchases Thru 3/25/22
571 10 31 01	Oper Supplies - Rec	001 000 571	General Fund	2.19	Prime Membership Fee
571 10 35 00	Small Tools & Equip - Rec	001 000 571	General Fund	131.48	Utility Wagon to Transport Items
573 90 49 01	Community Events	001 000 573	General Fund	19.83	Fun Days Mtg Supplies
573 90 49 01	Community Events	001 000 573	General Fund	24.70	Med Madness Clear Bags (1000)
573 90 49 01	Community Events	001 000 573	General Fund	228.54	Egg Hunt & Fish n Fun Supplies
573 90 49 01	Community Events	001 000 573	General Fund	445.81	Vinyl Decal for Sponsor J Veliz
573 90 49 01	Community Events	001 000 573	General Fund	59.41	Med Madness Supplies
573 90 49 01	Community Events	001 000 573	General Fund	110.39	Easter Egg Hunt Supplies
573 90 49 01	Community Events	001 000 573	General Fund	235.94	Daddy Daughter Dance Pic Frames (150)
573 90 49 01	Community Events	001 000 573	General Fund	186.99	Easter Egg Hunt Supplies
573 90 49 01	Community Events	001 000 573	General Fund	288.13	Easter Egg Hunt Supplies
573 90 49 01	Community Events	001 000 573	General Fund	41.78	Easter Egg Hunt Prizes
573 90 49 01	Community Events	001 000 573	General Fund	254.56	Step Stools for Fish n Fun(7)
573 90 49 01	Community Events	001 000 573	General Fund	117.92	Step Stools for Fish n Fun(2)
573 90 49 01	Community Events	001 000 573	General Fund	105.19	Fish n Fun Supplies
573 90 49 01	Community Events	001 000 573	General Fund	910.90	Fun Days Train Rental National Event Pros
594 76 62 03	Buildings & Structures	301 000 594	Park Bond Capit	82.51	P#64 Container Rental for CC 3/5-4/4/22
26641	04/12/2022	04/12/2022	4179 Unum Life Insurance Company of America	46.80	Retired Benefits 04/2022
521 22 20 02	LEOFF I Long Term Care Pre	001 000 521	General Fund	46.80	Retired Benefits 04/2022
26662	04/12/2022	04/12/2022	4180 Utilities Underground	53.30	Locates - Mar 2022
534 10 49 00	Miscellaneous - Water	425 000 534	Water Fund (de	26.65	Locates - Mar 2022
535 10 49 00	Miscellaneous - Sewer	430 000 535	Sewer Fund (de	26.65	Locates - Mar 2022

ACCOUNTS PAYABLE

City Of Fircrest

Time: 08:49:48 Date: 04/08/2022

As Of: 04/12/2022

Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
26651	04/12/2022	04/12/2022	3645 WEX BANK, Wright Express FSC	519.05	Gas/Fuel - March 2022
	548 65 31 05	Non-Dept Gas	501 000 548	18.77	Equipment Rent Non Dept Gas/Fuel Mar 2022
	548 65 31 08	Police Gas	501 000 548	500.28	Equipment Rent Police Gas/Fuel Mar 2022
26605	04/12/2022	04/12/2022	4222 WRPA	172.00	WRPA Annual Membership - R Brown
	571 10 49 03	Dues,Memberships,Subscrip	001 000 571	172.00	General Fund WRPA Annual Membership - R Brown
26652	04/12/2022	04/12/2022	4231 Water Mgmt Labs Inc	313.00	Coliform & Fluoride Testing - March 2022
	534 80 41 00	Water Testing	425 000 534	313.00	Water Fund (de Coliform & Fluoride Testing - March 2022
26619	04/12/2022	04/12/2022	1847 Wescott, Derek	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	67.00	General Fund Library Reimbursement - 1 Year
26613	04/12/2022	04/12/2022	1869 West, Petra	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	67.00	General Fund Library Reimbursement - 1 Year
26643	04/12/2022	04/12/2022	8270 Whepley, Katherine	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	67.00	General Fund Library Reimbursement - 1 Year
26609	04/12/2022	04/12/2022	4273 Zumar Industries Inc	550.00	Stop Signs (10) for Replacements in City
	542 30 31 02	Oper Supplies - Street Reg	101 000 542	550.00	City Street Fund Stop Signs (10) for Replacements in City

Report Total: 61,012.82

Fund

001 General Fund	31,944.29
101 City Street Fund	4,452.11
301 Park Bond Capital Fund	6,286.13
415 Storm Drain	398.69
416 Storm Improvement Fund	3,812.50
425 Water Fund (department)	4,952.81
430 Sewer Fund (department)	3,116.44
501 Equipment Rental Fund	6,049.85

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Brett L. Wittner called the study session to order at 6:00 P.M. and led the pledge of allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Joe Barrentine, Hunter T. George, Nikki Bufford, and Jim Andrews were present.

AGENDA MODIFICATIONS

There were none.

FORM-BASED CODE POTENTIAL DEVELOPMENT DISCUSSION

There was a brief discussion on the appearance of fairness regarding land use issues. Administrative Services Director Westman presented an overview of Alliance Residential's conceptual design for the Mildred Property and highlighted live/work units. Garret Hodgins, Alliance's Development Director, and Jon Graves, Senior Principal Architect, were in attendance. Graves commented on his work history with the Mildred Property, elaborated on mixed-used campus designs, and highlighted live/work activation. Hodgins commented on Alliance Residential's vast array of developments and their community impacts. City Manager Pingel confirmed to Council that it was okay to ask questions to the developer however the Council should refrain from providing support or opposition. There was a discussion on form-based code, intentions of codes, and University Place traffic credits.

COMMUNITY CENTER STAFFING, PROGRAMMING, AND COMMUNICATION PLAN DISCUSSION

Parks & Recreation Director Grover provided an overview of the Roy H. Murphy Community Center Operations Plan. Grover presented hours of operation, rental use, staffing, programming, and maintenance. Discussions included an emphasis on maintenance, the potential use of cleaning services, and multi-age programming opportunities.

COMMUNITY CENTER GRAND OPENING DATE DISCUSSION

City Manager Pingel presented to Council an alternative date, April 26th at 4 P.M. for the Community Center grand opening. Pingel noted that the City would like to recognize the Names Family for their contribution and the date change accommodates the Names Family's schedule. Discussions included setting a weekend date, previous discussions on establishing a date, and City Manager Pingel's presence at the grand opening. There was a Council consensus to move forward with the April 26th at 4 P.M. schedule.

ADJOURNMENT

George MOVED to adjourn the meeting at 7:16 P.M., seconded by Bufford. The Motion Carried (7-0).

Brett L. Wittner, Mayor

Jayne Westman, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Brett L. Wittner called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Hunter T. George, Joe Barrentine, Nikki Bufford, and Jim Andrews were present.

PRESIDING OFFICER’S REPORT

A. Pool & Community Center Project

Parks & Recreation Director Grover briefed the Council on the progress of the punch list items at the Community Center. The second bronze sculpture was installed last week, and donation plaques and benches are soon to be installed. Kassel is currently working towards temporary occupancy.

CITY MANAGER COMMENTS

City Manager Pingel reminded the Council of holding a City strategic planning workshop.

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis reported that Princeton lift station sampling results have been received and is working with Tacoma Source Control for the next steps including outreach and investigation. Claremont Street outreach will be happening in the near future. Deferred payment plans are available to residents and water shut-offs are in effect. Public Works and Finance staff are working hard to help bring residents in good standing with their utility bills. Viafore asked Bemis to quantify the Princeton lift station data. Bemis provided the previous year’s data for comparison. Viafore requested doorknockers/community outreach to bring awareness and educate residents on sewage dumping. Bemis stated that town topics will have an article on illegal dumping.
- Police Chief Cheesman reported to the Council that Pierce County Sheriff Deputy Dominique Calata sustained fatal injuries during a SWAT operation. Deputy Calata’s memorial service will be held at 1 P.M on Friday, March 25th at the Church of All Nations in Parkland, and Fircrest Police will be assisting the City of University Place and Pierce County Sheriff’s Department.
- Administrative Services Director Westman requested feedback from Council regarding the RFQ for the building inspection services process. Staff intends to have an interim building official contract in place before the RFQ. Westman briefed the Council that there are microphone supply chain issues and asked for feedback on the preferred style of microphone. There was a brief Council discussion on costs, microphone presentations, hybrid microphone systems, and obtaining a quality product, regardless of the timeframe.

COUNCILMEMBER COMMENTS

- Viafore; no comment.
- Reynolds gave her condolences to the Calata Family and the Pierce County Sheriff’s Department.
- George gave his condolences to the Calata Family and the Pierce County Sheriff’s Department.
- Bufford gave her condolences to the Calata Family and the Pierce County Sheriff’s Department. Bufford reminded the Council about planning a City strategic workshop.
- Barrentine thanked Parks & Recreation staff and Optimum Physical Therapy for the March Medallion Madness event. Barrentine asked for a Christmas Tree Committee update.

- Andrews stated that the City does not have a signed contract with Forterra and would like to see if any changes occur, that it be brought back to Council. Andrews stated that executive sessions are no longer necessary regarding the Bourgaize Property. Andrews congratulated Curtis High School Boys' Basketball team for their state championship. There was a Council and City Attorney discussion regarding the executive session for the Bourgaize Property.
- Wittner gave his condolences to the Calata Family and thanked the Park & Recreation staff for the Medallion event.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

- Brian Rybolt, 1036 Daniels Drive, expressed concern about the number of executive sessions and acquisition impacts.
- Yolonda Brooks, 6464 19th Street W #C, stated that WSDOT announced a grant opportunity for sidewalks. Brooks thanked the City staff and Councilmember Barrentine. Brooks expressed concern about the potential development near Mildred Street and opposed the potential warehouse project in Tacoma.
- Jennifer Arnold, 333 Farallone Ave, thanked Council and staff. Arnold gave condolences to Deputy Calata's Family. Arnold expressed her support for the potential land purchase and adding additional open space to Fircrest.

COMMITTEE, COMMISSION, AND LIAISON REPORTS**A. Parks & Recreation**

George reported that the Park & Recreation Director Grover has created an operation plan for the Community Center and will be the information will be available online. George stated that there is an online shift for rental facilities, and it is customer friendly.

B. Pierce County Regional Council

Reynolds reported that the Pierce County Regional Council fulfilled their board and Zoo & Trek appointments.

C. Public Safety, Courts

Viafore gave his condolences to Deputy Calata's Family and stated that a City staff member's family was affected by his passing.

D. Street, Water, Sewer, and Storm Drain

No report was provided.

E. Other Liaison Reports

There were none.

CONSENT CALENDAR

Wittner requested the City Clerk read the Consent Calendar: approval of Voucher No. 217793 through Voucher Check No. 217839 in the amount of \$595,448.36; approval of Payroll electronic funds transfer in the amount of \$127,325.40; approval of the February 22, 2022, Regular Meeting minutes as corrected; approval of the March 08, 2022, Regular Meeting minutes; registering no objections to Stina's Cellars, Fircrest Golf Club, and Sammy's Pizza Liquor License Renewals.

George **MOVED** to approve the Consent Calendar as read; seconded by Bufford. **The Motion Carried (7-0).**

PUBLIC HEARING

No Public Hearing was scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. 1st Budget Adjustment 2022

Finance Director Corcoran briefed the Council on the first reading of the budget adjustment to the Adopted 2022 Budget and reported on the proposal for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2022 Budget. Wittner invited councilmember comment; none were provided.

Councilmember Viafore left the meeting at 7:54 P.M.

B. Resolution No. 1762: Declaring Use of ARPA Funds

City Manager Pingel briefed the Council on Resolution No. 1762 which declares the City's intent to claim the City's full award amount from the Coronavirus State and Local Fiscal Recovery Fund (ARPA Funds) as lost revenue. **George MOVED to adopt Resolution No. 1762, declaring the City of Fircrest's use of Coronavirus State and Local Fiscal Recovery Funds established under the American Rescue Plan Act; seconded by Bufford.** Wittner invited councilmember comment. Andrews asked if there is an accounting procedure to account for the loss of revenue. Pingel stated that ten million does not require justification. Wittner invited public comment; none were provided. **The Motion Carried (6-0), with Viafore absent.**

C. Resolution No. 1763: Zoom Phone System VOIP

Finance Director Corcoran briefed the Council on the agreement with Zoom Video Communications, Inc. (Zoom) to add internet phone service in addition to Zoom meetings. **George MOVED to adopt Resolution No. 1763, authorizing the City Manager to execute an amendment to the agreement with Zoom Video Communications, Inc. to provide internet phone service for the City; seconded by Bufford.** Wittner invited councilmember comment; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (6-0), with Viafore absent.**

CALL FOR FINAL COMMENTS

There were none.

EXECUTIVE SESSION

At 8:05 P.M., Wittner reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed forty-five (45) minutes to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price per RCW42.30.110(1)(b). City Manager Pingel was invited.

Councilmember Viafore returned at 8:16 pm and joined the Executive Session.

ADJOURNMENT

George MOVED to adjourn the meeting at 8:38 P.M., seconded by Bufford. The Motion Carried (7-0).

Brett L. Wittner, Mayor

Jayne Westman, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Budget Amendment 2nd Reading for Adoption

ITEM: 13A

DATE: 04/12/2022

PRESENTED BY: Colleen Corcoran, Finance Director

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 2022 Budget.

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

Fund	Account	Title	In(de)crease	Ref
General	308.31.00.01	Restricted BFB ARPA*	473,948	1
	308.51.00.01	Assigned BFB Light	10,597	1
	308.51.00.02	Assigned BFB 44th/Alameda	10,391	1
	308.91.00.01	Unassigned BFB General	781,723	1
	334.00.30.00	Records Mgt Grant	14,680	2
	367.00.00.11	AWC Seek Grant	25,780	3
	511.60.35.00	Legislative-Small Tools Equip*	10,000	4
	513.10.10.00	Admin-Salaries & Wages	10,000	2
	513.10.31.00	Admin-Operating Supplies	680	2
	513.10.35.00	Admin-Small Tools & Equip	4,000	2
	521.22.20.00	Police-Personnel Benefits	23,000	5
	571.10.12.00	Recreation-Cas/Sea Salaries	18,600	3
	571.10.31.03	Recreation-Youth Supplies	5,400	3
	571.20.49.07	Recreation-Youth Basketball	1,780	3
	571.10.31.02	Recreation-Senior Supplies	15,000	6
	571.10.41.00	Recreation-Senior Trips	15,000	6
	594.21.64.00	Police Cap-Mach & Equip.*	20,000	7
	508.31.00.01	Restricted EFB ARPA*	443,948	1,4,7
	508.51.00.01	Assigned EFB Light	10,597	1
	508.51.00.02	Assigned EFB 44th/Alameda	10,391	1
	508.91.00.01	Unassigned EFB General	728,723	1,5,6
Street	308.91.01.01	Unassigned BFB-Street	31,023	1
	508.91.01.01	Unassigned EFB-Street	31,023	1
Police Inv	308.31.01.05	Restricted BFB-Police Inv	(90)	1

	521.21.49.00	Miscellaneous Investigations	(90)	1
Park Bond	308.31.02.01	Restricted BFB-Park Bond	13,985	1
	508.31.02.01	Restricted EFB-Park Bond	13,985	1
Park Cap	308.31.03.01	Restricted BFB-Park Capital	2,039,673	1
	594.76.62.03	Building & Structures	2,157,942	8
	508.31.03.01	Restricted EFB-Park Capital	(118,269)	1,8
REET	308.31.03.11	Restricted BFB-REET (1st 1/4)	222,648	1
	308.31.03.12	Restricted BFB-REET (2nd 1/4)	248,930	1
	508.31.03.11	Restricted EFB-REET (1st 1/4)	222,648	1
	508.31.03.12	Restricted EFB-REET (2nd 1/4)	248,930	1
Storm	308.51.04.15	Assigned BFB-Storm	54,688	1
	508.51.04.15	Assigned EFB-Storm	54,688	1
Storm Cap	308.51.04.16	Assigned BFB-Storm Capital	(9,361)	1
	508.51.04.16	Assigned EFB-Storm Capital	(9,361)	1
Water	308.51.04.25	Assigned BFB-Water	(40,674)	1
	508.51.04.25	Assigned EFB-Water	(40,674)	1
Water Cap	308.31.04.26	Restricted BFB-Water Cap ARPA*	14,962	1
	308.51.04.26	Assigned BFB-Water Capital	81,419	1
	332.92.10.02	ARPA Revenue*	(250,000)	9
	333.11.00.00	Water Meter Grant	165,870	10
	594.34.63.01	Other Improv Water Cap*	150,000	11
	594.34.63.01	Other Improv Water Cap	250,000	12
	508.31.04.26	Restricted EFB-Water Cap ARPA*	(410,000)	1,9,11
	508.31.04.26	Assigned EFB-Water Capital	22,251	1,10,12
Sewer	308.51.04.30	Assigned BFB-Sewer	146,544	1
	508.51.04.30	Assigned EFB-Sewer	146,544	1
Sewer Cap	308.51.04.32	Assigned BFB-Sewer Capital	214,513	1
	594.35.63.01	Improvements	50,000	13
	594.35.63.03	Improvements	100,000	14
	508.51.04.32	Assigned EFB-Sewer Capital	64,513	1,13,14
ERR	308.51.05.01	Assigned BFB-ERR	16,348	1
	508.51.05.01	Assigned EFB-ERR	16,348	1

The City of Fircrest adopts an annual budget at the fund level. The above adjustments will result in an Amended 2022 Budget by fund as follows:

	FUND	ORIGINAL	ADJUSTMENT	AMENDED
001	General	10,230,277	1,317,119	11,547,396
101	Street	799,095	31,023	830,118
105	Police Investigation	12,500	13,985	26,485
150	Cumulative Reserve	1,739,917	2,039,673	3,779,590
201	Park Bond Debt Service	686,085	54,688	740,773
301	Park Bond Capital	1,424,615	(9,361)	1,415,254
310	Real Estate Excise Tax	2,098,880	(40,674)	2,058,206
415	Storm Drain	839,826	12,251	852,077
416	Storm Capital	1,018,107	146,544	1,164,651
425	Water	1,492,302	214,513	1,706,815
426	Water Capital	980,987	16,348	997,335
430	Sewer	3,780,920	(90)	3,780,830
432	Sewer Capital	1,305,947	471,578	1,777,525
501	Equipment Replacement	2,032,314	-	2,032,314
	TOTAL ALL FUNDS	28,441,772	4,267,597	32,709,369

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

1. Match Budgeted Beginning Fund Balances to actual in all funds
2. Grant revenue and expenses for records management
3. Grant revenue and expenses for SEEK grant for summer recreation programs
4. Purchase laptops for Council with funding from ARPA funds
5. Cost for increasing Police CSO II to full time
6. Increase budget for senior programs with funding from Edwards Family donation
7. Budget to purchase AEDs for police vehicles using ARPA funds
8. Rollover budget for Recreation Center construction
9. Correct budget for ARPA revenue
10. Department of Commerce grant revenue for water meter program
11. Increase budget for Summit water main using ARPA funds
12. Add budget for Contra Costa water main project
13. Rollover for completion of Estate Place lift station project
14. Increase budget for 44th Street lift station project

Attachment(s): [Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF FIRCREST,
WASHINGTON, AMENDING ORDINANCE NO. 1679 TO
AUTHORIZE ADDITIONAL EXPENDITURES OF FUNDS FOR
MATTERS NOT FORESEEN AT THE TIME OF FILING THE
ANNUAL BUDGET FOR 2022; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City anticipates certain revenues and expenditures not foreseen at the time of filing the Annual Budget for 2022; and;

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

WHEREAS, the City of Fircrest adopted its 2022 Budget on November 9, 2021 through Ordinance #1679 and;

WHEREAS, it is necessary to amend the adopted 2022 budget to defray the anticipated expenditures; Now, Therefore,

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

Section 1. The revenues and expenditures set forth in Section 2 below are not one of the emergencies specifically enumerated in RCW 35A.33.080.

Section 2. Amendment Section 2 of Ordinance No. 1679 is hereby amended to read as follows:

	FUND	ORIGINAL	ADJUSTMENT	AMENDED
001	General	10,230,277	1,317,119	11,547,396
101	Street	799,095	31,023	830,118
105	Police Investigation	12,500	13,985	26,485
150	Cumulative Reserve	1,739,917	2,039,673	3,779,590
201	Park Bond Debt Service	686,085	54,688	740,773
301	Park Bond Capital	1,424,615	(9,361)	1,415,254
310	Real Estate Excise Tax	2,098,880	(40,674)	2,058,206
415	Storm Drain	839,826	12,251	852,077
416	Storm Capital	1,018,107	146,544	1,164,651
425	Water	1,492,302	214,513	1,706,815
426	Water Capital	980,987	16,348	997,335
430	Sewer	3,780,920	(90)	3,780,830
432	Sewer Capital	1,305,947	471,578	1,777,525
501	Equipment Replacement	2,032,314	-	2,032,314
	TOTAL ALL FUNDS	28,441,772	4,267,597	32,709,369

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON**, at a regular meeting thereof this 12th day of April 2022.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

Publication Date:

Effective Date:

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: SRT Body- Worn Camera Grant Contract Resolution
ITEM: 13B
DATE: April 12, 2022
FROM: Scott Pingel, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. ___, authorizing the City Manager to execute a grant contract with the United States Department of Justice's Office of Justice Programs and Justice & Security Strategies, Inc. in the amount of \$18,000 for funding the implementation of the body-worn camera program and establishing an effective date.

PROPOSAL: The Council is being asked to authorize the City Manager to execute a grant contract with the DOJ's Office of Justice Programs and Justice & Security Strategies, Inc. to accept a grant for the AXON body-worn cameras in the amount of \$18,000. This amount nearly pays for the full first year of our 5-year contract with AXON.

FISCAL IMPACT: The cost of the AXON Body-Worn Cameras is included in the 2022 budget. This grant will relieve the need to other general revenues for body-worn cameras.

ADVANTAGE: This grant will provide funds for most of the first year's costs and will aid meeting the requirements of HB 1223, which went into effect on January 1, 2022.

DISADVANTAGE: None known.

ALTERNATIVES: The City has the option to forego the grant funds that have been awarded.

HISTORY: The City Council passed Resolution No. 1750, to enter into a service agreement with AXON enterprises for Body Cameras and Taser use for 5 years. The City has looked into Body-Worn Cameras over the past few years, and this grant program helps pay the first year's cost for them.

Attachment(s): [Resolution](#)
[SRT BWC 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 UNITED STATES
DEPARTMENT OF JUSTICE’S OFFICE OF JUSTICE PROGRAMS
AND JUSTICE & SECURITY STRATEGIES, INC. TO ACCEPT THE
GRANT IN THE AMOUNT OF \$18,000 FOR THE
IMPLEMENTATION OF BODY-WORN CAMERA (BWC)
PROGRAMS FOR SMALL, RURAL, AND TRIBAL LAW
ENFORCEMENT AGENCIES (SRT).**

WHEREAS, the City was successful in being awarded \$18,000 for the implementation of body-worn camera (BWC) programs for small, rural, and tribal law enforcement agencies; and

WHEREAS, the City is continuously moving in the direction of transparency; and

WHEREAS, the City desires to provide accountability for police activities, have an additional de-escalation tool, and provide evidence for the investigation or prosecution of crimes.

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 United States Department of Justice’s Office of Justice Programs and Justice & Security Strategies, Inc. in the amount of \$18,000 for funding the implementation of the body-worn camera program.

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 12th day of April 2022.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

1

Hillary J. Evans, City Attorney

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

Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program

SUBAWARD ("MICRO-GRANT") AGREEMENT BETWEEN
City of Fircrest
And



Justice & Security Strategies, Inc.

SUBAWARD INFORMATION	
Name:	City of Fircrest
Address:	115 Ramsdell Street FIRCREST, WA 98466
Award Number	28626830
Federal Identification Number	91-6001431
Micro-grantee DUNS/UEI	024850927
Program Period: Start Date - End Date	01/01/2022-12/31/2024
Total Amount of the Federal Award	\$ 18,000.00
Match Amount	\$ 18,000.00

By signing this document, you agree to accept and comply with the award requirements including award conditions, assurances and certifications that were presented within the application portal and the associated attachments, as well as any additional requirements or conditions imposed subsequent to the program start date of this award by DOJ, OJP or JSS on City of Fircrest. These conditions apply during the project period. These requirements encompass financial, administrative, and programmatic matters, including specific restrictions on use of funds in the approved budget. In addition to the specified award conditions, the micro-grantee also agrees to abide by the general Federal award conditions accepted by the prime award agency, Justice & Security Strategies, Inc. which can be found at the following link: <https://www.srtbwc.com/wp-content/uploads/2022/03/SRT-BWC-Micro-Grantee-Award-Special-Conditions.pdf>.

Should City of Fircrest accept the award and then fail to comply with an award requirement, JSS, on behalf of DOJ, will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

AGENCY APPROVAL	SUBRECIPIENT ACCEPTANCE
Dr. Shellie Solomon, CEO, Justice & Security Strategies, Inc. 1835 E Hallandale Beach Blvd #387, Hallandale Beach, FL 33009 info@srtbwc.com , 888-235-0565	Typed Name and Title of Authorized Subrecipient Official
Signature of Approving Official	Signature of Authorized Subrecipient Official
Date:	Date:

Federal Award Number: 2020-BC-BX-K001, **October 1, 2020, C.F.D.A. No: 16.835.** **Federal Award Project Description:** The Fiscal Year 2020 Supporting Small and Rural Agency Body-Worn Camera Policy and Implementation Program (SRA-BWC) will provide funding and program development support to small and rural agencies that intend to initiate expanded body-worn camera programs. The provider will be responsible for designing and administering a competitive funding solicitation that distributes micro-grants to qualified small and rural agencies to implement a body-worn camera program. They will also identify the needs of micro-grantee agencies and deliver standard and customized training and technical assistance (TTA) to those agencies. This is not a research and development grant.

This project was supported by Grant No. 2020-BC-BX-K001 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Attachment A: Award Specific Requirements

- 1) **Body-worn Camera (“BWC”) Policy Review Required in Order to Receive Funding:** Micro-grantee is required to successfully demonstrate that they have developed BWC policies that are purposeful, comprehensive, and deliberately designed and acceptable to DOJ’s Office of Justice Programs (OJP) and JSS. All funding except 10% of the total award amount under this micro-grant will be held until Micro-grantee’s BWC policy is approved in writing by JSS.
 - a) If Micro-grantee already developed a BWC policy, JSS must review and approve the policy, and Micro-grantee’s executive officers must certify that their policy was developed in a comprehensive, deliberate, and planned manner, and is consistent with relevant state laws; or
 - b) If Micro-grantee has not yet developed a BWC policy, Micro-grantee must develop a BWC policy as a condition of this micro-grant. Micro-grantee must work with JSS to ensure that policy development is purposeful, comprehensive and deliberate.
- 2) **Monthly Reporting Required:** In order to be eligible for reimbursement under this micro-grant, Micro-grantee will be required to submit monthly reports, as well as a final report after the project end date, through the online micro-grant portal no later than dates to be specified by JSS. These reports will require submission of both financial and programmatic information. Micro-grantee must collect and maintain data concerning the work performed under this micro-grant in a manner and timeframes specified by JSS. The financial and programmatic data elements, outputs and outcomes will be outlined by JSS in the online micro-grant portal for this program.
- 3) **Budget and spending restrictions:** In addition to all restrictions in funding previously communicated to Micro-grantee, specified in the solicitation or budget submission form for this micro-grant, outlined in the special conditions below, or specified in applicable federal law and regulations, Micro-grantee may not use funds from this micro-grant to pay for:
 - a) Costs associated conferences, including but not limited to costs for hosting, developing, sponsoring, or attending conferences. Important note: Conferences are defined by DOJ to mean “a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity.”
 - b) Data storage costs. However, BJA and JSS recognize that BWC systems are often bundled or sold as software-as-a-service (SaaS) with no line-item distinction of data storage costs; therefore, procurements with bundled costs (specifically no line-item storage costs) are permissible for reimbursement, and the agency will not be asked to break out the costs.
 - c) Costs associated with a website, including software development, updating, programming, design, or otherwise any website-related expense.
 - d) Any consultant rate in excess of \$650 per day unless approved in writing by JSS prior to expenditure.
- 4) **Audit and monitoring:**
 - a) Should Micro-grantee’s audit, if applicable, under Part 2 CFR 200 or related regulations contain findings related to this micro-grant, Micro-grantee understands all payments under this micro-grant may stop until those findings are resolved in a manner approved by JSS.
 - b) Micro-grantee agrees to comply with all micro-grant monitoring guidelines, protocols, and procedures, and to cooperate with JSS and BJA (including its Office of the CFO) on all grant and program monitoring requests, including
 - i. Requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits.
 - ii. Providing all documentation requested or otherwise necessary to complete monitoring tasks, by the deadlines set by JSS or BJA.

Failure to cooperate with BJA’s or JSS’s grant monitoring activities may result in sanctions affecting Micro-grantee’s DOJ awards, including, but not limited to: withholdings and/or other restrictions on access to this or other grant funds; termination of this or other grant awards, referral to the Office of the Inspector General for audit review; designation of Micro-grantee as a DOJ High Risk grantee.

- 5) **Close-out:** Micro-grantee will comply with all close-out procedures provided by JSS and submit its final report no later than the date specified by JSS during close-out.

Attachment B: Award Specific Requirements

Because your organization's funding (referred to below as a "subgrant" or "micro-grant") utilizes OJP funds, DOJ requires your organization to comply with certain federal legal requirements in addition to the requirements of your Micro-grant Agreement with JSS. These additional requirements are:

- 1) **Federal rules that apply to this Subgrant:** Micro-grantee is required to comply with the federal rules governing the financial management of federal grants like this Subgrant. These rules are called the Uniform Guidance and can be found at 2 CFR 200. The Uniform Guidance contains requirements about how an organization may spend federal funds, the tracking of receipt and spending of federal funds, and other financial requirements.

For additional details about these requirements, see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

If you have a question or believe there is a conflict between any documents JSS provides you and the Uniform Guidance, contact JSS immediately for clarification.

- 2) **DOJ Grants Financial Guide:** Micro-grantee agrees to comply with the requirements of the DOJ Grants Financial Guide and any updates made to this document, which is located at: https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/DOJ_FinancialGuide_1.pdf.

- 3) **Record retention and access:** All micro-grantee records of any kind that relate to this Subgrant must be kept by your organization for 3 years from the date you submit your final report at the end of the Subgrant. Micro-grantee records that relate to this Subgrant means any document, record, or data or any kind whatsoever concerning this Subgrant. This includes but is not limited to: agreements, contracts, purchase orders, receipts, reports, financial documents, computer data, personnel files, and any other paper or document related to this Subgrant in any way.

Also, your organization must provide access to these records to JSS, OJP and other federal inspectors and agencies. For more details about this requirement, please see 2 C.F.R. 200.333. The records you must provide access to include performance measurement information about this Subgrant.

If micro-grantee is eligible and elects to use an indirect cost rate as described in 2 C.F.R. 200.414(f), micro-grantee must advise JSS in writing that it is eligible and elects to use an indirect cost rate. Micro-grantee must comply with all requirements of 2 CFR Part 200 concerning indirect cost rates. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

- 4) **Requirement to report potentially duplicative funding:** If micro-grantee currently has other active federal grants, or if micro-grantee receives any other award of federal funds during the period of performance for this micro-grant, micro-grantee promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, micro-grantee must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) and JSS in writing of the potential duplication, and, if so requested by the DOJ awarding agency or JSS, must seek a grant adjustment modification to eliminate any inappropriate duplication of funding.
- 5) **Requirement to report breach of confidential information:** Personally Identifiable Information (PII) is information that can be used, by itself or together with other information, to identify someone. The full definition can be found at 2 CFR 200.79. Micro-grantee must have procedures to respond if there is an actual or imminent "breach" of PII if micro-grantee either

- a) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of PII within the scope of an OJP grant-funded program or activity, or

- b) uses or operates a "Federal information system," which typically is a database that a federal agency uses.

As a law enforcement agency, micro-grantee's organization collects and maintains PII. Therefore, micro-grantee must have written procedures on how micro-grantee will respond if there is an actual or imminent breach of PII.

A breach of PII, as defined in OMB M-17-12, means: The loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses PII or (2) an authorized user accesses or potentially accesses PII for an other than authorized purpose.

Micro-grantee's procedures required by this section must include a requirement to report an actual or imminent breach to JSS within 12 hours of when it occurs. This is required so that JSS can report the breach to OJP within 24 hours as legally required by OJP. Micro-grantee must contact JSS immediately using the method specified by JSS and no later than 12 hours if a breach of PII occurs or is about to occur to make sure this gets reported to OJP within 24 hours as required.

- 6) **Subgrants:** Micro-grantee is not permitted to award subgrants—also referred to as subawards—with the funds from this Subgrant unless you have written approval from JSS in advance of issuing the subaward.
- 7) **Procurement rule—cannot discriminate against associates of the federal government:** When buying any goods or services with funds from this micro-grant (this is known as a “procurement transaction”), micro-grantee must not discriminate against any person or business because of their status as an “associate of the federal government” (or because a person or entity is affiliated or owned by such an associate). A person or entity is an “associate of the federal government” if they are engaged or employed (in the past or at present) by or on behalf of the federal government-as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise-in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.
- 8) **Human trafficking:** Micro-grantee must comply with all U.S. Department of Justice requirements related to trafficking in persons. This includes, but is not limited to, the requirement micro-grantee and its employees must not engage in:
 - a) Severe forms of trafficking in persons
 - b) Procurement of a commercial sex act
 - c) Use of forced labor in the performance of the Subgrant
 - d) Acts that directly support or advance trafficking in persons.

Examples are included in Section B at this website: <https://ojp.gov/funding/explore/prohibitedconduct-trafficking>

Micro-grantee's full obligations related to prohibited conduct in trafficking in persons can be found at that link above and are incorporated here with this reference. Micro-grantee's micro-grant can be terminated immediately for violation of these requirements.

- 9) **Rules for trainings developed with funds from this micro-grant:** Any training materials micro-grantee develops or delivers with funds from this micro-grant must comply with the Department of Justice OJP training requirements. These requirements include that:
 - a) Trainers comply with the law and cannot discriminate.
 - b) The content of the training and the materials must be accurate, relevant, useful and well-matched to the purpose of the training.
 - c) Trainers must be well-qualified in the subject area.
 - d) Trainers must demonstrate highest standards of professionalism.

Details about these requirements can be found here:

<https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.html>.

- 10) **Compliance with DOJ Regulations pertaining to civil rights and nondiscrimination:** Equal Employment Opportunity: Micro-grantee must uphold all requirements for an equal employment opportunity organization. This means it must comply with all applicable requirements of 28 CFR Part 42, relating to civil rights and nondiscrimination and includes the requirements for equal employment opportunity programs provided in 28 CFR 42 Subpart E if Micro-grantee is required to have such a program.

- 11) **Civil Rights:** Nondiscrimination on basis of religion: Micro-grantee must comply with all applicable requirements of 28 CFR 38 regarding nondiscrimination on the basis of religion or religious beliefs.
- 12) **Prohibition on using Subgrant funds for lobbying or influencing government officials:** Micro-grantee may not use any of the funds from this Subgrant for lobbying, whether directly or indirectly. Lobbying means supporting or opposing the enactment, repeal, modification or adoption of any law, regulation or policy at any level of government. See 18 USC 1913 for additional details.

Also, Micro-grantee may not use any of the funds from this Subgrant to pay any person to influence or attempt to influence any federal agency, member of Congress or any of their employees concerning a federal grant, contract, or any other federal award. There are exceptions, including an exception for tribal organizations. See 31 USC 1352 for details.

Contact JSS immediately if you have any questions about this section or whether a specific situation falls within these rules.

- 13) **Duty to report fraud, waste, abuse, and misconduct:** Micro-grantee must promptly report to the DOJ Office of the Inspector General (OIG) any credible evidence that any person (whether they work for your organization or not) has (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws of fraud, conflict of interest, bribery, gratuity, or similar misconduct, in connection with funds under this award.

You can report potential fraud, waste, abuse, or misconduct involving or relating to these Subgrant funds by: (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Micro-grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Micro-grantee Reporting) at (202) 616-9881 (fax). Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

- 14) **No restriction on reporting fraud, waste or abuse permitted:** Micro-grantee may not require any employee or contractor to sign a confidentiality agreement that restricts or bans reporting of waste, fraud or abuse to a federal agency. This does not apply to the federal Standard Forms 312 or 4414 regarding not disclosing certain classified or sensitive information.

If JSS learns that micro-grantee is requiring agreements or statements from its employees or contractors that restrict or prohibit reporting of fraud, waste, abuse or misconduct, JSS is required by law to stop all payments under this micro-grant to micro-grantee.

- 15) **No retaliation for reporting gross mismanagement of federal funds:** Micro-grantee may not retaliate against an employee for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. This requires that Micro-grantee comply with applicable provisions of 41 USC 4712.
- 16) **Encouragement to ban text messaging while driving:** Micro-grantee is encouraged to adopt and enforce policies banning employees from text messaging while driving and to establish policies and educate its employees to decrease crashes caused by distracted drivers.

- 17) **Requirements if designated "high risk" by a federal agency:** If micro-grantee is designated "high risk" by a federal grant-making agency other than DOJ, currently or at any time during the course of this micro-grant, micro-grantee must disclose this and any other information requested immediately to JSS at the contact information provided by JSS and to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. "High risk" includes any status under which a federal awarding agency provides additional oversight due to micro-grantee's past performance, or other programmatic or financial concerns with the micro-grantee. Micro-grantee's disclosure must include the following: 1. The federal awarding agency that designates micro-grantee high risk, 2. The date micro-grantee was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency. Micro-grantee agrees to comply with all additional requirements imposed by OJP or JSS if micro-grantee is designated as high risk by DOJ or any other federal agency.

- 18) **Copyright and data rights:** Micro-grantee acknowledges that OJP has a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use for Federal purposes: (1) any copyrighted work

developed under this Subgrant; and (2) any rights of copyright to which Micro-grantee purchased with Subgrant funds.

Micro-grantee acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under this Subgrant; and (2) authorize others to receive, reproduce, publish, or otherwise use this data for Federal purposes.

If Micro-grantee refuses to accept terms affording the Government such rights, JSS is required to report this to OJP and not proceed with an agreement with Micro-grantee.

- 19) **Micro-grantee integrity and performance matters:** Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS.

Micro-grantee must comply with all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with either this micro-grant or any other grant, cooperative agreement, or procurement contract from the federal government.

If the total value of micro-grantee's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then during that period of time, micro-grantee must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the Federal Awardee Performance and Integrity Information System (FAPIIS) about civil, criminal, or administrative proceedings described in this special condition.

The details of recipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

FIRCREST CITY COUNCIL AGENDA SUMMARY

DATE: April 12, 2022

ITEM: 13C

SUBJECT: Interim Building Official and Inspection services Agreement

FROM: Jayne Westman, Administrative Services Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____ authorizing the City Manager to execute a Professional Services Agreement with BHC Consultants, LLC for providing interim Building Official and Inspection Services.

PROPOSAL:

Council is being asked to authorize the City Manager to execute a Professional Services Agreement with BHC Consultants, LLC (“BHC”) to provide Interim Building Official and Inspection Services for the Planning & Building Department.

FISCAL IMPACT:

The 2022 budget has allocated \$23,000 for inspections and plan review. The current Building Official charges an hourly rate of \$100 per hour to conduct inspections. BHC charges \$90 per hour.

In addition to the hourly inspection rate, Sound Inspection and BHC charge for plan review. Plan Review is in addition to the cost of inspections. Our current provider charges his hourly rate for plan review. BHC charges 70% of the collected plan review charge paid by the customer.

Lastly, in addition to the above fees, each company charges for miles driven. Our current provider charges an average of 54 miles per inspection day. BHC will charge roughly 15 miles per day. No additional budget is needed for this work in 2022. This total cost is to be within the budgeted amount for professional services for this department.

	Sound Inspection	BHC
Hourly Rate for Inspections	\$100 p/hour	\$90 p/hour
Plan Review Charges	\$100 p/ hour	70% of plan review fees
Mileage (2022 IRS rate is .56 per mile)	50 base miles plus an avg. of 4 miles per day. 54 total per day.	No base charge, just actual miles. Estimate 15 miles per day.

ADVANTAGES:

The advantage of using an interim Building Official while staff works through the RFQ process is that the City does not run the risk of being without a building official should Sound Inspection decide to terminate the contract during the RFQ process. Onboarding an interim Building Official ensures that the City will not be without an inspector and ensures that the quality of work will not decrease while we work through the RFQ process.

DISADVANTAGES:

The disadvantages are that Sound Inspection may not be receptive to terminating the contract and they may not be responsive to the RFQ, therefore ending a long-standing relationship with Sound Inspection.

ALTERNATIVES:

The alternative is not to change providers and stay with Sound Inspection.

HISTORY:

Planning & Building has been with Sound Inspection since 2002. The current contract has been in place since 2014. Staff began reviewing the current contract in August 2021. Over time the terms of the contract that have been mutually agreed upon are not reflected in the contract. Staff believes it is time to close the current contract and see what other providers are available. The reasoning is to ensure we are getting the most out of the money we spend and the highest level of service for our community members. The staff has not conducted an RFQ in more than 20 years for this service. Staff contacted two companies that provide inspection services. BHC was the most cost-effective of the two. BHC will provide ICC-certified inspectors and Building Official, which is the industry standard. Once staff completes the RFQ process and selects a company to be our ongoing Building Official provider, this contract will terminate, and the Council will be asked to approve the contract for whichever company is chosen.

Attachment: [Resolution](#)
[Professional Services Agreement](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER
TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH
BHC CONSULTANTS, LLC FOR PROVIDING INTERIM BUILDING
OFFICIAL/ INSPECTION SERVICES.**

WHEREAS, the City of Fircrest needs Building Official and Inspection services, and BHC Consultants, LLC has the required certifications and skills to perform the duties that are required; and

WHEREAS, the City of Fircrest has budgeted funds for these services in the 2022 annual budget; and

WHEREAS, the City of Fircrest wishes to contract these services on an interim basis while staff completes the request for qualifications process.

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

Section 1. The City Manager is hereby authorized and directed to execute a professional services agreement with BHC Consultants, LLC for providing interim Building Official/ inspection services.

APPROVED AND ADOPTED this 12th day of April 2022 at a regular meeting of the City Council of the City of Fircrest.

APPROVED

Brett L. Wittner, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Hillary J. Evans, City Attorney

PROFESSIONAL SERVICES AGREEMENT FOR INTERIM BUILDING OFFICIAL/ INSPECTION SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT, which is referred to hereinafter as “this Agreement”, is made and entered into by and between the **City of Fircrest**, Washington (“City”) and **BHC Consultants, LLC** (“BHC”), in consideration of the mutual benefits, terms and conditions hereafter specified. The City and BHC are sometimes referred to in this Agreement individually as “party” and together as “parties”.

1. PROJECT DESIGNATION: BHC is retained by the City to perform Building Official and Inspection services for the City.
2. SCOPE OF SERVICES: The scope of services to be performed by BHC, and the compensation for those services, labor, materials, equipment, and supplies shall be described on **Exhibit ‘A’**, attached, and hereby incorporated into this Agreement.
3. ASSIGNMENT: Neither party may assign this Agreement or any rights or responsibilities under it, whether during performance or after performance, without first obtaining the other party’s written consent.
4. INDEPENDENT CONTRACTOR: BHC is an independent contractor and is not an agent or employee of the City. Neither BHC nor persons employed by BHC shall acquire any rights or status in City employment.
5. PROVISION OF INFORMATION AND DOCUMENTS: The City shall provide BHC with pertinent information and documents to enable BHC to perform those services described on Exhibit ‘A’.
6. NON-WAIVER: Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provisions.
7. TIME PERIOD OF AGREEMENT: Notwithstanding, the date of execution hereof, this Agreement shall be in effect _____ to December 31, _____ and may be renewed yearly.
8. TERMINATION: Either party may terminate this Agreement if the other party violates any of the covenants undertaken herein, or any of the duties imposed upon it by the Agreement, this Agreement may be terminated by either party immediately with cause, or without cause upon thirty (30) days written notice, served to the other party by certified mail. In such case, BHC shall be compensated by the City for all work performed to the date of termination.
9. PAYMENT: BHC shall submit monthly progress billings to the City for work completed. If services are performed on a lump sum fee basis, progress billings shall be on a percent-complete basis. If services are performed on a time-and-materials basis, progress billings shall itemize actual hours worked, equipment, outside services, and a brief description of the services provided; hourly rates shall be in accordance with the BHC Rate Schedule on Exhibit ‘A’. Each invoice submitted to the City shall itemize the site and date the work was performed.
10. PERFORMANCE: The City reserves the right to withhold a part or all of the monthly payments if, in the judgment of the City, BHC has not performed or has unsatisfactorily performed any of the services set forth in this Agreement; provided, that the City shall promptly notify BHC in writing of the specific items of

non-performance or unsatisfactory performance. It is further provided that any such payments withheld shall reasonably relate to the estimated value of the work not performed.

11. LIABILITY AND INSURANCE: Except for the sole negligence of the City or its employees or officials, BHC agrees to hold the City and city employees, officials, and volunteers harmless from all liability and damages arising out of all work pursuant to this Agreement. BHC will obtain and maintain continuously in force at least the following minimum insurance coverage covering all activity under this agreement, and as to which the City shall be named as primary non-contributory additional insured:

a. Workman's Compensation Coverage	Statutory
b. General Liability	\$1,000,000/\$1,000,000 aggregate
c. Auto Liability	\$1,000,000
d. Professional Liability Insurance	\$2,000,000/\$2,000,000 aggregate

An insurance certificate showing the foregoing will be submitted to the City for approval before BHC commences its services and thereafter upon written request received.

The minimum limits above do not limit the BHC's liability to the City or public.

12. COMPLIANCE WITH LAWS, PERMITS, AND LICENSES: BHC shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. BHC is required to have a City of Fircrest business license.
13. TAXES: BHC shall comply with applicable federal, state, and local tax laws.
14. VENUE STIPULATION: This Agreement shall be governed by and interpreted in accordance with the internal laws of the State of Washington. This Agreement has been and shall be considered as having been made and delivered within the State of Washington both as to interpretation and performance. Any action in law or equity, or judicial proceeding for the enforcement of this Agreement, or any of the provisions contained therein, shall be instituted and maintained only in Pierce County Superior Court, Tacoma, Washington.
15. EXTRA WORK AND CHANGE ORDERS: The City and BHC may agree to modify the scope of services and may agree to the performance of additional services for additional compensation, provided any such modification shall only be allowed by prior authorization in writing and signed by the City Manager, as a modification to this Agreement. Such modification shall be attached hereto and made a part hereof.
16. SAFETY REQUIREMENT: All work performed under the terms of this agreement shall be performed in such a manner as to provide maximum safety to the public and employees of the City of Fircrest.
17. RECORDS: BHC shall maintain records in accordance with any requirements proscribed by the City with respect to matters related to the performance of this Agreement. Except as otherwise authorized by the City, BHC shall retain the records for a period of six years after receipt of final payment under this Agreement or termination of this Agreement. This Agreement and documents provided to the City by BHC hereunder are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW.

18. FORCE MAJEURE: BHC shall not be liable for failure to perform when its performance is hindered or prevented by an occurrence beyond the reasonable control of BHC.

19. INTEGRATED AGREEMENT: This agreement, together with attachments or addenda, represents the entire and integrated agreement between the representations, or agreements, written or oral. This agreement may be amended only by written instrument signed by both City and BHC.

DATED this _____ day of _____, 2022

CITY OF FIRCREST

BHC CONSULTANTS, LLC

By: _____
City Manager

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney

EXHIBIT A SCOPE OF SERVICES

1. PLAN REVIEW

The City will determine which plans and building permit applications will be reviewed by BHC Consultants, LLC ("BHC" or "Consultant"). BHC will review such plans submitted with building permit applications for structural and nonstructural code compliance in accordance with the currently adopted construction codes as adopted and amended by the state of Washington and the City of Fircrest ("City"), except that BHC will confer with the City Administrative Services Director and/ or his/her agent on any portion of the review that specifically requires the approval of the Administrative Services Director as specified in the code(s).

- A. The specified services to be performed by BHC shall be specified in a letter of Authorization issued by the City for each set of plans and permit application.
- B. BHC will not design for the applicant, make any structural changes on the plans, or make any changes that directly contradict other information on the plans. Significant changes must be made by or under the direction of the applicant or design professional.
- C. Reviews shall be done by BHC.
- D. If corrections or additions are required, the Consultant will write a review letter addressed to the applicant. This review letter will be sent to the City's agent. The City will then send the BHC a review letter, along with any additional City requirements sent to the applicant. The correction letter will indicate to the applicant that they are required to submit the revisions/additions to the City per the submittal requirements for the permit type under review.
- E. When the plans and applications are consistent with the City's codes, BHC will indicate that the drawings have been reviewed and found to be in substantial compliance with applicable construction codes and ordinances. The reviewer's name and date of compliance will be affixed to each sheet in up to two sets of drawings including the cover sheet.
- F. Complete reviews will include structural, nonstructural, accessibility, energy, and ventilation requirements. Partial reviews will be indicated as either structural or nonstructural or as mutually agreed upon.

2. PROCESS:

- A. The City will determine which plans are to be reviewed by the Consultant.
- B. The City will intake, track, and process the permit applications and all revisions per current building and permit administration procedures.
- C. BHC will be responsible for the transportation and cost of returning permit review documents back to the City. The City will be responsible for the transportation and cost of delivering permit review documents to BHC.
- D. The Consultant will complete the initial review and will have either approved the application and notified the City of approval or contacted the applicant and the City with corrections within the time frames listed here:

Project Type	Initial Review	Re-Review
Single-Family	15 days (2 weeks)	10 days (1 week)
Multi-Family	20 days (3 weeks)	10 days (2 weeks)
Commercial	20-30 days (4 weeks)	15 days (3 weeks)

Turn-around for all other types of permit applications is to be negotiated.

- E. The Consultant will review any revisions or additional information and will either indicate compliance with the code(s) against which it was checked and notify the City of compliance, or if the drawings are still not complete, contact the applicant and the City with additional revision requests within the time frames specified above.
- F. The review time may be negotiated based on the number and complexity of projects to be reviewed. The Consultant will not be held responsible for delays beyond the Consultant's control. During heavy workloads or schedule delays, the Consultant shall notify the City of revisions to estimated target dates.

3. BUILDING INSPECTION SERVICES:

BHC will provide a certified building inspector ("inspector") to perform the following services on an as-needed, on-call basis:

- A. Upon authorization by the City, inspector will perform building inspection work for the City.
- B. At the request by the City, the inspector shall be asked to perform one or more of the following inspection tasks:
 - a. non-structural fire and life safety inspections
 - b. structural inspections
 - c. energy code inspections
 - d. barrier free inspections
 - e. mechanical & plumbing inspections
- C. Inspector will provide building inspections in accordance with the currently adopted International Codes, Washington State Building Code (WAC 51-50 and 51-51), and Energy Code (WAC 51-11), and the applicable City Building Codes.
- D. Inspections will be done in accordance codes, ordinances and regulations in effect and will be performed in a courteous and professional manner. Up-to-date records of inspection status will be maintained on the job card in the field and on the office copy of the permit.
- E. City shall guarantee a minimum of two (2) hours inspection work each day that inspection services are provided. Inspection time is calculated portal to portal.

ADDITIONAL SERVICES REQUIRED:

- A. Building Official services can be provided for code interpretation and administrative needs such as ordinance review and update, staffing needs and department budget development and review.
- B. Civil/Site plan reviews will be charged at the hourly rates shown in Labor Rate Schedule.
- C. Pre permit plan review meetings to review code requirements and City department permit coordination will be charged at the hourly rates shown in Labor Rate Schedule.
- D. Review of supplemental plans or deferred submittals (information not provided at time of initial review but required for complete plan approval, i.e. truss specification /plans, fire protection/alarm details, etc.) will be charged at the hourly rates shown in Labor Rate Schedule.
- E. Revisions to plans that require additional plan review will be charged at the hourly rates shown in Labor Rate Schedule.
- F. Attendance at meetings when requested by the City will be charged at the hourly rates shown in Labor Rate Schedule.
- G. Fire Code, Fire Sprinkler, Fire Alarm plan reviews when requested by the City will be charged at the hourly rates shown in Labor Rate Schedule.
- H. Separate (not part of full review) mechanical and plumbing plan reviews will be charged at the hourly rates shown in Labor Rate Schedule.

LABOR RATE SCHEDULE

<u>Classification</u>	<u>Hourly Rate</u>
Building Inspector (Combination)	\$90
Building Official	\$110
Plan Reviewer – nonstructural	\$150
Structural P.E.	\$190
Civil/site plan review (P.E.)	\$150
Administration Assistance	\$75

1. PLAN REVIEW FEES:

The following fee schedule is intended to include the review of plans sent to BHC for review and approval. These will typically be for new construction and substantial remodel and alterations of both residential and commercial structures. Incidental over the counter plan review performed by BHC staff while onsite at the City will be included as part of the daily tasks performed at the hourly rate.

Residential (IRC):

Single Family Dwellings will be charged at 70% of City's collected Plan Review fee (complete review including structural, non-structural, mechanical, plumbing, State Energy, and applicable items in the City's Municipal Code).

Non-Residential (IBC):

A. Complete Plan Review

Complete plan review of non-residential will consist of IBC Non-structural Fire & Life Safety + Structural, disabled accessibility and/or State Energy Code, IMC and/or UPC.

The charge is 70% of the City collected Plan Review fee. (\$250 minimum)

B. Partial Review.

Partial plan review will consist of one of the following:

- IBC Non-structural Fire & Life Safety including mechanical/plumbing when issued as part of a combination building permit, and State Energy and Accessibility review
- OR-
- IBC Structural ONLY

The charge is 40% of the building plan review fee calculated. (\$250 minimum).

C. Mechanical/Plumbing (issued as separate permit).

When permit mechanical/plumbing work is issued separately from a building combination permit and permit fee is based on valuation of such work separate from building permit, fee will be assessed at the partial review percentage noted above. If the permit fee is based on unit fee per the IMC or UPC, fee will be charged the hourly rate in the Labor Rate Schedule.

D. Civil/Site Plan Review.

Civil/Site Plan Review will be charged the hourly civil plan review rate in the Labor Rate Schedule. These fees include the initial plan review plus one (1) recheck. When substantial revisions occur to previously reviewed and /or approved plans, additional fees shall be charged at the hourly rates shown in Labor Rate Schedule.

At the request of the City and concurrence by Consultant, non-residential plan review fees may be determined to be charged at the hourly rate as identified in the Labor Rate Schedule as opposed to the preceding "fixed fee" rates.

2. ADDITIONAL

A. All other review services and reviews in excess of two (2) (the initial review plus one re-check) shall be paid on a time-and-expense basis using the Labor Rate Schedule.

B. In-house plan review and other services will be provided as desired by the City and agreed upon by the Consultant on a time-and-expense basis using the Labor Rate Schedule.

Valuation figures used to determine the plan review fees will be calculated based on the Adopted Planning & Building Fee Schedule. (Exhibit B) The plan review fee will be determined by the City and

the proposed plan review fee amount shall be submitted to the Consultant for each project for review and approval.

- A. Each billing statement will include the permit application number and owner or project name of the plans reviewed with the fee.
- B. Billing statements will be issued for reviews that receive a complete initial review in the preceding month or other acceptable time period. A complete initial review shall constitute an earned fee for both City and Consultant.
- C. The City shall have the right to withhold payment to the Consultant for any work not completed in a satisfactory manner until such time that the Consultant modifies such work to the satisfaction of the City.
- D. The cost of delivering plans for review to Consultant will be incurred by the City. The cost of delivering reviewed plans back to City will be incurred by Consultant.
- E. Hourly rates shown are portal to portal from inspector's residence or the Seattle office, whichever is less for on-call services.
- F. All mileage included by BHC inspector will be reimbursed at the most current IRS rate, currently .565 cents per mile. Mileage will not be assessed on travel using client supplied vehicle.
- G. Consultant staff's normal work days are Monday through Friday (8am~5pm). Office work on Saturdays, Sundays or City Holidays will be performed only at the specific request of the City. Billing for work performed outside normal work hours are on Saturdays, Sundays, or City Holidays shall be at 150% of the rates shown above.
- H. This Labor Rate Schedule is effective as of February 1, 2022 and shall be effective for the duration of this Agreement.

Planning and Building Fee Schedule

Land Development

Land use applications shall be assessed by Type as identified in FMC 22.05 unless specified elsewhere. The applicant shall be responsible for the actual cost incurred by the City in processing the application. The Planning Director may adjust the initial deposit depending on size of project.

The applicant shall be responsible for the actual cost incurred by the City in processing the application. The actual cost shall be reduced by the amount of the deposit. The applicant shall remit to the City the amount exceeded by the deposit. If the deposit exceeds the City's actual costs, the balance shall be refunded.

See FMC 22.05 for complete list		Fees	Deposit
Type I	Boundary line adjustments De minimis variance Minor amendments to development/site plans	\$100	\$250
Type II-A	Minor variance Minor site plans Administrative use permits	\$250	\$300
Type II-B	Short plats Final development/site plans Design review Administrative interpretation Binding site plan	\$250	\$1,000
Type III-A	Major preliminary site plan Conditional use permit Major variance Type II home occupations Detached accessory dwelling unit	\$400/\$750 (residential/nonresidential)	\$1000/\$2000
Type III-B	Preliminary plats Preliminary development plans Zoning map amendments	\$500	\$2,000
Type IV	Final plats	\$400	\$1,250
Type V	Legislative action	\$500	\$2,000

Note: Alterations and Vacations will be charge at 50% of the fee rate

Other Land Use Fees		Fees	Deposit
Accessory Dwelling Unit - Attached		\$150	
Accessory Dwelling Unit - Detached		See Type III-A	
Home Occupation	Type I-A	\$25	
	Type I-B	\$50	
	Type II	See Type III-A	
SEPA Checklist		\$200	\$500
SEPA Environmental Impact Study		\$550	\$4,300
Critical Area Study		\$200	\$1,000
Short-Term Rentals (includes life safety inspection)		\$150	
Temporary accessory structures listed in FMC 22.58.015		exempt	
Zoning Verification		\$200	
Freestanding Signs		Type II-B	
Temporary and portable Signs		exempt	
All other Signs		Type I	

Planning and Building Fee Schedule

Building and Construction

On buildings, structures, signs, gas, mechanical and plumbing systems or alterations requiring a permit, a fee for each permit shall be paid prior to issuance.

Building Permit fees shall be set based upon the project valuation, unless specified elsewhere. Project valuations shall be submitted by the applicant and shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air-conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

Project values shall be no less than the valuation determination based on the Square Footage Valuation Table or the most current Building Valuation Data Table published by the International Code Council with a .09 regional modifier.

If, in the opinion of the building official, the valuation is underestimated on the application, the applicant may show detailed estimates to meet the approval of the building official. Final building permit valuation shall be set by the building official.

VALUE-BASED FEE TABLE

Project Valuation		Fee
\$1.00 to \$2,000		\$100
\$2,001 to \$25,000	For the first \$2000	\$100
	For each additional \$1,000	plus \$17
\$25,001 to \$50,000	For the first \$25,000	\$491
	For each additional \$1,000	plus \$12
\$50,001 to \$100,000	For the first \$50,000	\$791
	For each additional \$1,000	plus \$9
\$100,001 to \$500,000	For the first \$100,000	\$1,241
	For each additional \$1,000	plus \$7
\$501,000 to \$1,000,000	For the first \$500,000	\$4,041
	For each additional \$1,000	plus \$5
Over \$1,000,000	For the first \$1,000,000	\$6,541
	For each additional \$1,000	plus \$4

Appeals and Continuations	Fees	
Public Hearing Continuation Request	\$100	
Reconsideration	\$100	*
Appeal of Administrative Decision	\$100	*
Appeal of Planning Commission or Hearing Examiner Decision	\$100	*
Appeal of SEPA Determination	\$100	*
Appeal of Building Official Decision	\$100	*

** Appellants who substantially prevail on appeal or reconsideration shall not be billed for the actual cost of the application. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing, shall be billed for the actual cost of the application.*

Planning and Building Fee Schedule

Single-Family Dwelling and Duplex

New Construction	Fee
Building Permit (includes clearing and grading)	Value-Based
Plan Review	65% of building permit
Energy Code Review	\$100
Design and Site Review	\$150
Site Development (storm and erosion control)	\$300
Whole House Mechanical	\$250
Whole House Plumbing	\$250
Single-Family Dwelling Sprinkler System	\$100
Additions and Detached Accessory Structures	Fee
Building Permit	Value-Based
Plan Review	65% of building permit
Energy Code Review	\$50
Design and Site Review	\$75
Site Development (storm and erosion control)	\$150
Mechanical Permit	\$40 plus \$15 item
Plumbing Permit	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	\$50
Remodel	Fee
Building Permit	Value-Based
Plan Review	65% of building permit
Energy Code Review	\$50
Design and Site Review (if required)	\$75
Mechanical Permit	\$40 plus \$15 item
Plumbing Permit	\$40 plus \$15 item
Additions/Repairs to existing sprinkler systems	\$50
Other Residential Permits	Fee
Re-roof	\$55
Clearing and Grading prior to permit issuance	\$50
Demolition Permit	\$100
Other construction requiring a building permit	Value-Based
Adult Family Home Inspection (minimum 2 hours)	\$100 per hour
Non-project Clearing and Grading	See Type II-B

Planning and Building Fee Schedule

Multi-Family and Nonresidential

New Construction	Fee	Deposit
Building Permit	Value-Based	
Plan Review	65% of building permit	
Energy Code Review	\$200	
Design and Site Review	See Land Use Types	
Site Development	\$350	\$1,000
Mechanical Permit	Value-Based	
Plumbing Permit	Value-Based	

Tenant Improved and Remodel	Fee	
Building Permit	Value-Based	
Plan Review	65% of building permit	
Energy Code Review	\$100	
Mechanical Permit	\$40 plus \$15 item	
<i>Submitted Values over \$5000</i>	Value-Based	
Plumbing Permit	\$40 plus \$15 item	
<i>Submitted Values over \$5000</i>	Value-Based	

Other Commercial Permits	Fee	Deposit
Demolition Permit	\$200	
Fire Permit	\$150	
Non-project Clearing and Grading	See Type II-B	
Plumbing/Mechanical Plan Review	50% of permit fee	
Re-roof	\$150	
Site Development Permit	\$375	\$1,000

Miscellaneous

Inspections	Fees	Minimum
Certificate of Occupancy Only	\$100 per hour	1 hours
Courtesy During Normal Inspection Hours	\$100 per hour	.5 hours
Life Safety Inspection	\$100 per hour	2 hours
Outside Normal Hours	\$100 per hour	2 hours
Re-inspection Fee	\$50	

Other	Fees	
Additional Plan Review (minimum .5 hour)	\$100 per hour	
Investigation Fees/Work without Permits	Double Permit Fee	
Permit Extension (if granted over 1 year from issuance)	50% of permit	
Temporary Certificate of Occupancy	\$50	
Outside Consultants	Actual Cost	