

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, SEPTEMBER 13, 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. Leavitt Group Broker Jeff Olson Introduction
 - B. [Proclamation: Hispanic Heritage Month](#)
 - C. Motion to set a special study session on September 27, 2022, at 6 pm to discuss the Mildred Property Development
 - D. City Manager and Police Chief Recruitment Discussion
- 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: [August 23, 2022, Special Meeting](#)
[August 23, 2022, Regular Meeting](#)
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Resolution: Building Official and Inspection Services Agreement](#)
 - B. [Resolution: Department of Commerce Comprehensive Plan Update Grant Support](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
- 16. ADJOURNMENT**

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



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, Hispanic Heritage Month began in 1968 as Hispanic Heritage Week and was then expanded into a month-long celebration and officially enacted into federal law on August 17, 1988; and

WHEREAS, National Hispanic Heritage Month is recognized September 15th to October 15th each year by celebrating the histories, cultures, and traditions of those whose ancestors came from Spain, Mexico, Central America, South America, and the Caribbean; and

WHEREAS, Hispanic Americans make up the second largest racial or ethnic group in the United States and have helped to shape the social, political, and economic landscape of our country and our community; and

WHEREAS, we appreciate and honor the countless achievements of Hispanic Americans. Many people of Hispanic Heritage serve as civil rights leaders and community organizers, politicians, teachers, first responders, healthcare professionals, artists, athletes, inventors, and more; and

WHEREAS, the theme for National Hispanic Heritage Month 2022 is “Unidos: Inclusivity for a Stronger Nation”, encouraging us to ensure that all voices are represented and welcomed to help build stronger communities.

NOW, THEREFORE, WE, MAYOR, AND COUNCILMEMBERS, of the City of Fircrest, do hereby proclaim September 15th to October 15th as National Hispanic Heritage Month and encourage our Fircrest community to celebrate this month through activities that enlighten and inspire our understanding of the heritage of our Hispanic and Latinx families, neighbors, and friends.

Passed this 13th day of September 2022

Brett L. Wittner, Mayor

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
27657	08/31/2022	09/13/2022	7165 Alpha Pyrotechnics	8,000.00	National Night Out - Fireworks Display
	521 22 49 05 Reimbursable Programs		001 000 521 General Fund	8,000.00	NNO - Fireworks Display
27658	08/31/2022	09/13/2022	3705 Alpine Products Inc	2,324.76	Yellow & Blue Traffic Paint
	542 30 31 02 Oper Supplies - Street Reg		101 000 542 City Street Fund	2,324.76	Yellow (60 gal) & Blue (5 gal) of Traffic Paint
27673	09/01/2022	09/13/2022	7191 Boss Mama's Kitchen	750.00	NNO Food Vendor
	521 22 49 05 Reimbursable Programs		001 000 521 General Fund	750.00	NNO Food Vendor
27683	09/02/2022	09/13/2022	1740 Brady, Richard	305.82	03-00930.2 - 714 SAN JUAN AVE
	343 10 00 00 Storm Drain Fees & Charges		415 000 340 Storm Drain	-74.43	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-78.57	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-152.82	
27644	08/30/2022	09/13/2022	5097 Budget Sewer	115,500.00	Sewer Replacement Project - 1,000 block of Paradise & Alameda
	594 35 63 01 Other Improvements Sewer		432 000 594 Sewer Improven	115,500.00	Sewer Replacement Project - 1,000 block of Paradise & Alameda
27660	08/31/2022	09/13/2022	3572 CED	103.47	Regents/Orchard Island Spotlight Replacement (from 2021)
	542 63 31 00 Oper Supplies - Street Light		101 000 542 City Street Fund	103.47	Regents/Orchard Island Spotlight Replacement (from 2021)
27661	08/31/2022	09/13/2022	3572 CED	349.65	Main Fuse for Well #9
	534 80 31 02 Oper Supplies - Water		425 000 534 Water Fund (de	349.65	Main Fuse for Well #9
			Total CED	453.12	
27796	09/08/2022	09/13/2022	6018 Canon Financial Services Inc	159.67	Police Copier / Fax Rental August 2022
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	159.67	Police Copier / Fax Rental 08/2022
27797	09/08/2022	09/13/2022	6018 Canon Financial Services Inc	564.31	Copier Rental August 2022 - City Hall, Court, Public Works, Parks / Rec
	512 50 45 00 Oper Rentals - Copier - Cou		001 000 512 General Fund	141.08	Court 08/2022
	518 10 45 00 Oper Rentals - Copier - Non		001 000 518 General Fund	141.08	CH 08/2022
	531 50 45 00 Oper Rentals - Copier - Stor		415 000 531 Storm Drain	35.27	PW 08/2022
	534 10 45 02 Oper Rentals - Copier - Wat		425 000 534 Water Fund (de	35.27	PW 08/2022

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535 10 45 00	Oper Rentals - Copier - Sew		430 000 535 Sewer Fund (dep	35.27	PW 08/2022
542 30 45 00	Oper Rentals - Copier - Stre		101 000 542 City Street Fund	35.28	PW 08/2022
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	126.96	P / R 08/2022
576 80 45 00	Oper Rentals - Copier - Park		001 000 576 General Fund	14.10	P / R 08/2022
Total Canon Financial Services Inc				723.98	
27662 08/31/2022	09/13/2022	7088	Certified Laboratories	272.20	Windshield De-icer for Vehicles
548 65 48 12	O & M - Street		501 000 548 Equipment Rent	90.73	Windshield De-icer for Vehicles
548 65 48 13	O & M - Storm		501 000 548 Equipment Rent	90.73	Windshield De-icer for Vehicles
548 65 48 14	O & M - Wtr/Swr		501 000 548 Equipment Rent	90.74	Windshield De-icer for Vehicles
27663 08/31/2022	09/13/2022	331	Cheesman, John G	108.87	Lunch For Oral Board Interview Panel
521 10 49 01	Meals-Other Than Travel/Tr		001 000 521 General Fund	108.87	Lunch For Oral Board Interview - 8/19/22
27697 09/02/2022	09/13/2022	331	Cheesman, John G	164.10	Stickers for Coffee With a Cop
521 22 49 07	Community Outreach		001 000 521 General Fund	164.10	Stickers for Coffee With a Cop
Total Cheesman, John G				272.97	
27798 09/08/2022	09/13/2022	3573	Copiers Northwest Inc	342.28	Copier Usage 7/18/22 - 8/17/22 - City HallII, Court, Public Works, Parks / Rec
512 50 45 00	Oper Rentals - Copier - Cou		001 000 512 General Fund	15.80	Court 07/18/22 - 8/17/22
518 10 45 00	Oper Rentals - Copier - Non		001 000 518 General Fund	227.16	City Hall 07/18/22 - 8/17/22
531 50 45 00	Oper Rentals - Copier - Stor		415 000 531 Storm Drain	18.19	Storm 07/18/22 - 8/17/22
534 10 45 02	Oper Rentals - Copier - Wat		425 000 534 Water Fund (dep	18.19	Water 07/18/22 - 8/17/22
535 10 45 00	Oper Rentals - Copier - Sew		430 000 535 Sewer Fund (dep	18.19	Sewer 07/18/22 - 8/17/22
542 30 45 00	Oper Rentals - Copier - Stre		101 000 542 City Street Fund	18.19	Street 07/18/22 - 8/17/22
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	23.90	Rec 07/18/22 - 8/17/22
576 80 45 00	Oper Rentals - Copier - Park		001 000 576 General Fund	2.66	Parks 07/18/22 - 8/17/22
27799 09/08/2022	09/13/2022	3573	Copiers Northwest Inc	57.59	Police Copier Usage 7/14/22 - 8/13/22
521 22 45 00	Oper Rentals - Copier - Polic		001 000 521 General Fund	57.59	Copier Usage 7/14/22 - 8/13/22
27800 09/08/2022	09/13/2022	3573	Copiers Northwest Inc	128.45	Police Printer Usage 6/28/22 - 7/28/22
521 22 45 00	Oper Rentals - Copier - Polic		001 000 521 General Fund	128.45	Printer Usage 6/28/22 - 7/28/22

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			Total Copiers Northwest Inc	528.32	
27759	09/07/2022	09/13/2022	2099 Cruse, Margaret	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
27668	09/01/2022	09/13/2022	9885 Dande Company	123.75	Certificates for NNO (75)
	521 22 49 07	Community Outreach	001 000 521 General Fund	123.75	Certificates for NNO (75)
27667	09/01/2022	09/13/2022	3589 Databar Inc	433.35	Town Topics - Separate Mailing - August 2022
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	433.35	Town Topics - Separate Mailing - August 2022
27675	09/01/2022	09/13/2022	3589 Databar Inc	1,310.53	Town Topics with Insert - August 2022
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	1,310.53	Town Topics with Insert - August 2022
			Total Databar Inc	1,743.88	
27674	09/01/2022	09/13/2022	3594 Dept Of Ecology	69,479.34	Loan Payment #L1100018 (BYSM)
	591 35 78 02	Principal Loan Payment	430 000 591 Sewer Fund (de	46,968.92	Principal Loan Payment #L1100018 (BYSM)
	592 35 83 01	Interest Loan Payment	430 000 591 Sewer Fund (de	22,510.42	Interest Loan Payment #L1100018 (BYSM)
27743	09/06/2022	09/13/2022	3596 Dept Of Health	45,296.42	DWSRF Loan Payment 2022
	591 34 78 00	Principal Loan Payment - W:	425 000 580 Water Fund (de	44,217.93	DWSRF Loan Pmt 2022 - Principal
	592 34 83 00	Interest - Water	425 000 591 Water Fund (de	1,078.49	DWSRF Loan Pmt 2022 - Interest
27669	09/01/2022	09/13/2022	8818 Derbes, Brian	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
27656	08/31/2022	09/13/2022	3621 Entertainment Masters	800.00	National Night Out - Snowcones, Airbrush Artist
	521 22 49 05	Reimbursable Programs	001 000 521 General Fund	800.00	NNO - Snowcones, Airbrush Artist
27681	09/02/2022	09/13/2022	1107 Estate Of Deloris Petteys	243.46	01-01010.0 - 429 GOLDEN GATE AV
	343 10 00 00	Storm Drain Fees & Charges	415 000 340 Storm Drain	-58.73	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-64.22	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-120.51	
27677	09/01/2022	09/13/2022	3636 Ferguson Waterworks, #3011	75.35	Gaskets for Weathervane Booster Pump Station & Manhole Hook
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (de	22.15	Gaskets for Weathervane Booster Pump Station

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	535 80 35 00	Small Tools & Equip-Swr Op	430 000 535 Sewer Fund (de	53.20	Manhole Hook
27678	09/01/2022	09/13/2022	3636 Ferguson Waterworks, #3011	369.82	Parts For New Water Service - 345 Golden Gate
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (de	369.82	Parts For New Water Service - 345 Golden Gate
Total Ferguson Waterworks, #3011				445.17	
27757	09/07/2022	09/13/2022	3638 Fircrest Golf Club	1,346.61	Land Rental for Water Tank on Golf Course Property - Sept 2022
	534 10 45 01	Land Rental/Water Tank	425 000 534 Water Fund (de	1,346.61	Land Rental for Water Tank on Golf Course Property - Sept 2022
27794	09/08/2022	09/13/2022	9338 Fuelman Fleet Program	2,956.61	Gas/Fuel August 2022
	548 65 31 06	Facilities Gas	501 000 548 Equipment Rent	166.95	Facilities 08/2022
	548 65 31 08	Police Gas	501 000 548 Equipment Rent	1,753.95	Police 08/2022
	548 65 31 11	Parks/Rec Gas	501 000 548 Equipment Rent	367.85	Parks 08/2022
	548 65 31 12	Street Gas	501 000 548 Equipment Rent	379.68	Street 08/2022
	548 65 31 14	Wtr/Swr Gas	501 000 548 Equipment Rent	288.18	W/S 08/2022
27680	09/01/2022	09/13/2022	7623 Garcia, Madeline R	20.20	Mileage - Pickup Lifeguard Apparel
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	20.20	Mileage - Pickup Lifeguard Apparel
27684	09/02/2022	09/13/2022	9474 Goodwin, Maxwell	140.61	07-00038.9 - 1435 CHERRY AVE
	343 10 00 00	Storm Drain Fees & Charges	415 000 340 Storm Drain	-31.17	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-34.09	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-75.35	
27679	09/01/2022	09/13/2022	3666 Grainger Inc, Dept 826129041	152.30	Water System Pump for Hanging Basket
	542 80 31 02	Flower BasketsSupplies	101 000 542 City Street Fund	152.30	Water System Pump for Hanging Basket
27688	09/02/2022	09/13/2022	6774 Greenleaf Landscaping 1 Inc	1,595.00	Trim PSB Hedge & Tree Around Building
	518 30 41 02	General Fund Property Main	001 000 518 General Fund	1,595.00	Trim PSB Hedge & Tree Around Building
27689	09/02/2022	09/13/2022	6774 Greenleaf Landscaping 1 Inc	4,823.25	Monthly Landscape Services - August 2022
	518 30 41 01	Contract Maintenance	001 000 518 General Fund	3,626.40	Monthly Landscape Service Aug 2022
	542 80 49 03	Beautification Services (cont	101 000 542 City Street Fund	1,196.85	Monthly Landscape Service Aug 2022
Total Greenleaf Landscaping 1 Inc				6,418.25	

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27698	09/02/2022	09/13/2022	311 Grover, Jeff	58.44	Supplies to Secure Community Center Doors
	571 10 35 00	Small Tools & Equip - Rec	001 000 571	58.44	Supplies to Secure Community Center Doors
27771	09/07/2022	09/13/2022	10203 Henderson, Emara	885.00	Summer Day Camp Leader (SEEK Grant)
	571 10 31 03	Youth Supplies	001 000 571	885.00	Summer Day Camp Leader (SEEK Grant)
27691	09/02/2022	09/13/2022	3692 Home Depot Credit Services	23.12	Paint for Bench Plaques
	571 10 31 01	Oper Supplies - Rec	001 000 571	23.12	Paint for Bench Plaques
27692	09/02/2022	09/13/2022	3692 Home Depot Credit Services	15.75	Parts for Bench Repair
	576 80 31 02	Oper Supplies - Parks	001 000 576	15.75	Parts for Bench Repair
27693	09/02/2022	09/13/2022	3692 Home Depot Credit Services	117.22	Booster Pump Supplies on Weathervane
	534 50 31 01	Oper Supplies - Water Main	425 000 534	117.22	Booster Pump Supplies on Weathervane
27694	09/02/2022	09/13/2022	3692 Home Depot Credit Services	41.85	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies-Rec Bldg	001 000 571	41.85	Scrub Brush & Cleaner
27695	09/02/2022	09/13/2022	3692 Home Depot Credit Services	107.74	Diesel Treatment for Trucks
	548 65 48 14	O & M - Wtr/Swr	501 000 548	107.74	Diesel Treatment for Trucks
27696	09/02/2022	09/13/2022	3692 Home Depot Credit Services	155.50	SAA #1857 Carpet Cleaner & Cleaning Formula
	518 30 35 00	Small Tools & Equip-Fac	001 000 518	155.50	SAA #1857 Carpet Cleaner & Cleaning Formula
Total Home Depot Credit Services				461.18	
27670	09/01/2022	09/13/2022	4131 Humane Society - Tacoma	688.50	September 2022 Boarding Contract
	554 30 41 00	Animal Control	001 000 554	688.50	September 2022 Boarding Contract
27777	09/08/2022	09/13/2022	9316 JMK Language Services	136.25	Spanish Interpreting (2 Hrs Plus Mileage) 2A0023136, 2A0023137
	512 50 41 03	Prof Svcs - Interpreter	001 000 512	136.25	Spanish Interpreting (2 Hrs Plus Mileage) 2A0023136, 2A0023137
27659	08/31/2022	09/13/2022	5428 Jeff Boers	2,940.00	Land Use Consulting - August 2022
	558 60 41 00	Prof Svcs - Planning	001 000 558	2,940.00	Land Use Consulting (28 Hrs) - August 2022
27770	09/07/2022	09/13/2022	10204 Johnson, Jeffrey	690.00	Summer Day Camp Leaders (SEEK Grant)

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571 10 31 03	Youth Supplies		001 000 571 General Fund	690.00	Summer Day Camp Leaders (SEEK Grant)
27741	09/06/2022	09/13/2022	10202 Kamstrup Water Metering, LLC	6,118.22	Annual License & Support
534 10 41 00	Prof Svcs - Water		425 000 534 Water Fund (de	3,059.11	Annual License & Support
535 10 41 00	Prof Svcs - Sewer		430 000 535 Sewer Fund (de	3,059.11	Annual License & Support
27699	09/02/2022	09/13/2022	8773 Kassel & Associates, Inc.	131,166.70	P#64 Community Center Construction thru 5/31/22
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capit	131,166.70	P#64 Community Center Construction thru 5/31/22
27742	09/06/2022	09/13/2022	10205 Kiteley, Elizabeth Kay	588.00	Sumi Art with Elizabeth Kay
571 20 49 06	Instructor Fees		001 000 571 General Fund	588.00	Sumi Art - 6/14/22-7/31/22
27676	09/01/2022	09/13/2022	5007 Kiwanis Club of Fircrest	216.01	8 (32 gal) trash/recycle containers for Community Events
573 90 49 01	Community Events		001 000 573 General Fund	216.01	8 (32 gal) trash/recycle containers for Community Events
27686	09/02/2022	09/13/2022	9741 Knarreborg, Paul	147.18	06-02570.1 - 1018 PINEHURST ST
343 10 00 00	Storm Drain Fees & Charges		415 000 340 Storm Drain	-32.62	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-35.69	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-78.87	
27665	08/31/2022	09/13/2022	6883 L.N. Curtis & Sons	176.60	Holster for K Gollinger
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	176.60	Holster for K Gollinger
27737	09/06/2022	09/13/2022	9860 Ledger Square Law	6,477.00	City of Fircrest - August 2022
515 41 41 03	City Prosecutor		001 000 515 General Fund	6,477.00	City of Fircrest - August 2022
27738	09/06/2022	09/13/2022	9860 Ledger Square Law	5,688.00	City of Ruston - August 2022
515 41 41 03	City Prosecutor		001 000 515 General Fund	5,688.00	City of Ruston - August 2022
			Total Ledger Square Law	12,165.00	
27642	08/30/2022	09/13/2022	8600 Legacy Tapping, Inc	5,247.00	P#69 Mainline Hot Tap for Summit Ave Project
594 34 63 01	Other Improvements Water		426 000 594 Water Improven	5,247.00	P#69 Mainline Hot Tap for Summit Ave Project
27643	08/30/2022	09/13/2022	8600 Legacy Tapping, Inc	4,059.00	P#72 Hot Tap on Dartmouth/Contra Costa

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594 34 63 01	Other Improvements Water		426 000 594 Water Improven	4,059.00	P#72 Hot Tap for Dartmouth/Contra Costa, Water Main for Contra Costa
Total Legacy Tapping, Inc				9,306.00	
27700 09/02/2022	09/13/2022	9002	McDonald & Sons Ventures LLC	1,677.50	Install new VFD's for Weathervane Booster Pump Station
594 34 63 01	Other Improvements Water		426 000 594 Water Improven	1,677.50	Install New VFD's for Weathervane Booster Pump Station
27735 09/06/2022	09/13/2022	5205	Metro Parks of Tacoma	2,120.00	Youth Basketball Referee Officials
571 20 49 07	Youth Basketball/Youth Refe		001 000 571 General Fund	2,120.00	Youth Basketball Referee Officials
27804 09/08/2022	09/13/2022	10214	Michael E. Kosanovich	520.13	ASL Interpreting 8/9 & 8/23 Council Meetings (5.25 hrs plus mileage)
511 60 41 00	Prof Svcs - Legislative		001 000 511 General Fund	520.13	ASL Interpreting 8/9 & 8/23 Council Meetings (5.25 hrs plus mileage)
27685 09/02/2022	09/13/2022	7883	Morency, Michael	145.08	02-01040.0 - 319 CONTRA COSTA AVE
343 10 00 00	Storm Drain Fees & Charges		415 000 340 Storm Drain	-32.16	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-35.18	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-77.74	
27701 09/02/2022	09/13/2022	6589	Murray, Smith & Associates Inc	1,211.00	Water System Plan Updates thru 4/30/22
534 10 41 00	Prof Svcs - Water		425 000 534 Water Fund (de	1,211.00	Water System Plan Updates thru 4/30/22
27702 09/02/2022	09/13/2022	6589	Murray, Smith & Associates Inc	14,513.00	Water System Plan Updates thru 6/30/22
534 10 41 00	Prof Svcs - Water		425 000 534 Water Fund (de	14,513.00	Water System Plan Updates thru 6/30/22
Total Murray, Smith & Associates Inc				15,724.00	
27795 09/08/2022	09/13/2022	4171	Narrows Market Inc.	311.35	Gas / Fuel August 2022 (Purchase Over Card Transaction Limit)
548 65 31 12	Street Gas		501 000 548 Equipment Rent	311.35	Street 08/2022
27703 09/02/2022	09/13/2022	3910	Office Depot	213.16	SAA #1858 Computer Monitor - Finance
514 23 35 00	Small Tools & Equip - Financ		001 000 514 General Fund	213.16	SAA #1858 Computer Monitor - Finance
27704 09/02/2022	09/13/2022	3910	Office Depot	18.10	Swimming Lesson Card Stock

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576 20 31 00	Office Supplies - Pool		001 000 576 General Fund	22.93	Swimming Lesson Card Stock
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	-4.83	Credit Refund
27709	09/02/2022	09/13/2022	3910 Office Depot	556.82	Office Supplies - Rec
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	556.82	Rec Office Supplies
Total Office Depot				788.08	
27708	09/02/2022	09/13/2022	3923 Orca Pacific Inc	164.45	Chlorine for Well #7 (30 gallons)
534 80 31 03	Oper Supplies - Chlorine		425 000 534 Water Fund (dep	164.45	Chlorine for Well #7 (30 gallons)
27769	09/07/2022	09/13/2022	3923 Orca Pacific Inc	2,646.05	Chlorine for Pool (500 Gallons)
576 20 31 01	Pool Supplies-Chemicals		001 000 576 General Fund	2,646.05	Chlorine for Pool (500 Gallons)
Total Orca Pacific Inc				2,810.50	
27712	09/02/2022	09/13/2022	3958 PC Budget & Finance - Jail	2,100.84	Jail Services - July 2022
523 60 40 01	Jail		001 000 523 General Fund	2,100.84	Jail Services - July 2022
27705	09/02/2022	09/13/2022	3957 PC Budget & Finance	13,564.20	Major Incident Detective & Forensics, SWAT -
521 22 41 00	Prof. Services/Consulting		001 000 521 General Fund	13,564.20	Major Incident Detective & Forensics, SWAT - 2022
27713	09/02/2022	09/13/2022	3957 PC Budget & Finance	334.45	2022 PCRC Membership Dues
511 60 49 02	Dues, Memberships, Subscri		001 000 511 General Fund	334.45	2022 PCRC Membership Dues
27761	09/07/2022	09/13/2022	3957 PC Budget & Finance	575.78	#60942D - Installed Repaired Control Head; Certified Radar, Tuning Forks & Antennas
548 65 48 08	O & M - Police		501 000 548 Equipment Rent	575.78	#60942D - Installed Repaired Control Head; Certified Radar, Tuning Forks & Antennas
Total PC Budget & Finance				14,474.43	
27664	08/31/2022	09/13/2022	8626 Pacific Office Automation Inc	144.03	Postage Meter Rental - September 2022
518 10 42 01	Postage - Non-Dept		001 000 518 General Fund	144.03	Postage Meter Rental - Sept. 2022
27706	09/02/2022	09/13/2022	7603 Pape Material Handling Inc	346.50	Safety Training - PW
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capit	346.50	Safety Training - Martin, Riley, Matthew

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27710	09/02/2022	09/13/2022	3942 Partner Construction Products Inc	256.64	Detack for Crack Sealing
	542 30 31 03		Crack Sealing Supplies 101 000 542 City Street Fund	256.64	Detack for Crack Sealing
27711	09/02/2022	09/13/2022	3942 Partner Construction Products Inc	1,863.44	Crack Sealing Machine Rental
	542 30 31 03		Crack Sealing Supplies 101 000 542 City Street Fund	1,863.44	Crack Sealing Machine Rental
Total Partner Construction Products Inc				2,120.08	
27682	09/02/2022	09/13/2022	2387 Paschal*, Chris	215.82	05-00980.1 - 1204 DEL MONTE AVE
	343 10 00 00		Storm Drain Fees & Charges 415 000 340 Storm Drain	-55.83	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (dep	-46.49	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (dep	-113.50	
27707	09/02/2022	09/13/2022	2009 Peterson, Elisa M.	28.00	Saturday Craft Camp - July 2022
	571 20 49 06		Instructor Fees 001 000 571 General Fund	28.00	Saturday Craft Camp - 07/2022
27803	09/08/2022	09/13/2022	3955 Petrocard Systems Inc	593.25	Gas / Fuel August 2022
	548 65 31 11		Parks/Rec Gas 501 000 548 Equipment Rent	215.78	Parks 08/2022
	548 65 31 12		Street Gas 501 000 548 Equipment Rent	77.66	Street 08/2022
	548 65 31 13		Storm Gas 501 000 548 Equipment Rent	42.83	Storm 08/2022
	548 65 31 14		Wtr/Swr Gas 501 000 548 Equipment Rent	256.98	W / S 08/2022
27813	09/09/2022	09/13/2022	3956 Petty Cash-Corcoran	243.02	Petty Cash Reimbursement 9/13/22
	517 90 31 01		Wellness Program - Supplie: 001 000 517 General Fund	33.02	Wellness Supplies
	521 10 49 00		Miscellaneous - Civil Svc 001 000 521 General Fund	46.44	Snacks/Drinks for Oral Boards 8/19/22
	571 10 31 02		Senior Supplies 001 000 571 General Fund	154.73	Senior Mornings Supplies
	576 20 31 03		Oper Supplies - Pool 001 000 576 General Fund	8.83	Water/Popsicles for Lifeguards
27773	09/08/2022	09/13/2022	10209 Polly L. MacLean, CSC	469.38	ASL Interpreting 8/9 & 8/23 Council Meetings (5.25 hrs plus mileage)
	511 60 41 00		Prof Svcs - Legislative 001 000 511 General Fund	469.38	ASL Interpreting 8/9 & 8/23 Council Meetings (5.25 hrs plus mileage)
27671	09/01/2022	09/13/2022	4828 Protect Youth Sports	43.80	Background Checks for Parks/Rec
	518 11 41 00		Prof Svcs - Personnel 001 000 518 General Fund	43.80	Background Checks for Parks/Rec
27751	09/07/2022	09/13/2022	3986 Puget Sound Energy, BOT-01H	1,206.63	Natural Gas - Pool/Bathhouse - August 2022
	576 20 47 00		Public Utility Services - Pool 001 000 576 General Fund	1,206.63	Natural Gas - Pool/Bathhouse - August 2022

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27752	09/07/2022	09/13/2022	3986 Puget Sound Energy, BOT-01H	68.73	Natural Gas - Rec Center - August 2022
	571 10 47 00	Public Utility Services-Rec	001 000 571 General Fund	68.73	Natural Gas - Rec Center - August 2022
Total Puget Sound Energy, BOT-01H				1,275.36	
27749	09/07/2022	09/13/2022	5710 Rainier Connect, Mashell Telecom	168.37	Internet Pool/Bathhouse; Phone Service Pool/Bathhouse September 2022
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	113.55	Internet Pool/Bathhouse Sept 2022
	576 80 42 00	Communication - Parks	001 000 576 General Fund	54.82	Phone Service Pool/Bathhouse Sept 2022
27750	09/07/2022	09/13/2022	5710 Rainier Connect, Mashell Telecom	106.95	Internet Access Fee - City Hall - Sept 2022
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	106.95	Internet Access Fee - City Hall - Sept 2022
Total Rainier Connect, Mashell Telecom				275.32	
27807	09/08/2022	09/13/2022	4009 Rider, Leslie	170.00	Deposit and Rental Refund (1 hr) for Event 8/21/22
	362 40 00 00	Space & Facility Rental	001 000 360 General Fund	-95.00	Rental Refund (1 hr) for Rider 8/21/22
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	75.00	Deposit Refund for Rider 8/21/22
27714	09/02/2022	09/13/2022	337 Roberts, Christopher	25.00	Gym Fees Reimbursement - May 2022
	521 22 20 00	Personnel Benefits - Police	001 000 521 General Fund	25.00	Gym Fees Reimbursement - May 2022
27758	09/07/2022	09/13/2022	337 Roberts, Christopher	15.00	Firearms Training - Lunch
	521 22 43 00	Travel - Police	001 000 521 General Fund	15.00	Firearms Training - Lunch
Total Roberts, Christopher				40.00	
27733	09/06/2022	09/13/2022	4026 S & B Inc	3,779.60	Weathervane Booster Pump Repair
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (de	3,779.60	Weathervane Booster Pump - Upgrade/Repair to Pressure Transmitter
27740	09/06/2022	09/13/2022	2230 Saalfeld, Jennifer	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year (Steve)
27716	09/02/2022	09/13/2022	4035 Sarco Supply	184.45	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies-Rec Bldg	001 000 571 General Fund	184.45	Janitorial Supplies - Rec Bldg

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27717	09/02/2022	09/13/2022	4035 Sarco Supply	75.31	Janitorial Supplies - Pool
	576 20 31 02		001 000 576 General Fund	75.31	Janitorial Supplies - Pool
27718	09/02/2022	09/13/2022	4035 Sarco Supply	62.83	Janitorial Supplies - Rec Bldg
	571 10 31 04		001 000 571 General Fund	62.83	Janitorial Supplies - Rec Bldg
27719	09/02/2022	09/13/2022	4035 Sarco Supply	287.65	Janitorial Supplies - Rec Bldg
	571 10 31 04		001 000 571 General Fund	287.65	Janitorial Supplies - Rec Bldg
27720	09/02/2022	09/13/2022	4035 Sarco Supply	83.92	Janitorial Supplies - Pool
	576 20 31 02		001 000 576 General Fund	83.92	Janitorial Supplies - Pool
27721	09/02/2022	09/13/2022	4035 Sarco Supply	7.90	Janitorial Supplies - Pool
	576 20 31 02		001 000 576 General Fund	7.90	Janitorial Supplies - Pool
27722	09/02/2022	09/13/2022	4035 Sarco Supply	3.95	Janitorial Supplies - Public Works
	518 30 31 03		001 000 518 General Fund	3.95	Janitorial Supplies - Public Works
27723	09/02/2022	09/13/2022	4035 Sarco Supply	3.95	Janitorial Supplies - PSB
	518 30 31 02		001 000 518 General Fund	3.95	Janitorial Supplies - PSB
27724	09/02/2022	09/13/2022	4035 Sarco Supply	32.99	Janitorial Supplies - PSB
	518 30 31 02		001 000 518 General Fund	32.99	Janitorial Supplies - PSB
27725	09/02/2022	09/13/2022	4035 Sarco Supply	56.32	Janitorial Supplies - City Hall
	518 30 31 04		001 000 518 General Fund	56.32	Janitorial Supplies - City Hall
27726	09/02/2022	09/13/2022	4035 Sarco Supply	166.10	Janitorial Supplies - Public Works
	518 30 31 03		001 000 518 General Fund	166.10	Janitorial Supplies - Public Works
27727	09/02/2022	09/13/2022	4035 Sarco Supply	43.87	Janitorial Supplies - PSB
	518 30 31 02		001 000 518 General Fund	43.87	Janitorial Supplies - PSB
27728	09/02/2022	09/13/2022	4035 Sarco Supply	292.32	Janitorial Supplies - Public Works
	518 30 31 03		001 000 518 General Fund	292.32	Janitorial Supplies - Public Works
27729	09/02/2022	09/13/2022	4035 Sarco Supply	119.66	Janitorial Supplies - Rec Bldg

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571 10 31 04	Janitorial Supplies-Rec Bldg		001 000 571 General Fund	119.66	Janitorial Supplies - Rec Bldg
27730	09/02/2022	09/13/2022	4035 Sarco Supply	39.93	Janitorial Supplies - City Hall
518 30 31 04	Oper Sup/CH		001 000 518 General Fund	39.93	Janitorial Supplies - City Hall
27739	09/06/2022	09/13/2022	4035 Sarco Supply	46.85	Janitorial Supplies - Public Works
518 30 31 03	Oper Sup/PWF		001 000 518 General Fund	46.85	Janitorial Supplies - Public Works
Total Sarco Supply				1,508.00	
27772	09/08/2022	09/13/2022	10208 Scornaienchi, Leslie	-3,374.15	Permit Deposit Refund (project cancelled)
382 10 00 01	Permit Deposits		001 000 380 General Fund	3,374.15	Permit Deposit Refund (project cancelled), Receipt # 31245
27747	09/07/2022	09/13/2022	6088 Sentinel Pest Control Inc	196.35	Pest Control - PW - 09/2022
531 50 48 00	Rep & Maint - Storm		415 000 531 Storm Drain	49.09	Pest Control - PW - 09/2022
534 50 48 01	Rep & Maint - Water Maint		425 000 534 Water Fund (dep	49.09	Pest Control - PW - 09/2022
535 50 48 00	Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (dep	49.09	Pest Control - PW - 09/2022
542 30 48 01	Rep & Maint - Street Maint		101 000 542 City Street Fund	49.08	Pest Control - PW - 09/2022
27748	09/07/2022	09/13/2022	6088 Sentinel Pest Control Inc	110.00	Pest Control - City Hall - 09/2022
518 30 48 02	Rep & Maint - City Hall		001 000 518 General Fund	110.00	Pest Control - City Hall - 09/2022
Total Sentinel Pest Control Inc				306.35	
27732	09/06/2022	09/13/2022	7308 SiteCrafting Inc	99.00	Monthly Hosting - CityofFircrest.net - August 2022
518 81 41 02	Web Design & Maintenance		001 000 518 General Fund	99.00	Monthly Hosting - CityofFircrest.net - August 2022
27744	09/06/2022	09/13/2022	7749 Sound Uniform Solutions Inc	49.64	Uniform Alterations - C Roberts
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	49.64	Uniform Alterations- C Roberts
27731	09/02/2022	09/13/2022	10008 Stullick, Summer	67.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement - 1Year
27786	09/08/2022	09/13/2022	4110 Superior Linen Service	51.41	Linen Service 8/10/22 Pool
576 20 49 02	Miscellaneous - Pool		001 000 576 General Fund	51.41	Linen Service 8/10/22 Pool
27787	09/08/2022	09/13/2022	4110 Superior Linen Service	55.25	Linen Service 8/24/22 Pool

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	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	55.25	Linen Service 8/24/22 Pool
27788	09/08/2022	09/13/2022	4110 Superior Linen Service	110.44	Linen Service 8/10/22 Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	110.44	Linen Service 8/10/22 Rec Center
27789	09/08/2022	09/13/2022	4110 Superior Linen Service	118.79	Linen Service 8/24/22 Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	118.79	Linen Service 8/24/22 Rec Center
27790	09/08/2022	09/13/2022	4110 Superior Linen Service	75.63	Linen Service 8/4/22 City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	75.63	Linen Service 8/4/22 City Hall
27791	09/08/2022	09/13/2022	4110 Superior Linen Service	75.63	Linen Service 8/18/22 City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	75.63	Linen Service 8/18/22 City Hall
27792	09/08/2022	09/13/2022	4110 Superior Linen Service	41.17	Linen Service 8/10/22 Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	41.17	Linen Service 8/10/22 Public Works
27793	09/08/2022	09/13/2022	4110 Superior Linen Service	43.98	Linen Service 8/24/22 Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	43.98	Linen Service 8/24/22 Public Works
			Total Superior Linen Service	572.30	
27753	09/07/2022	09/13/2022	7646 Switzer, Mark	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
27734	09/06/2022	09/13/2022	4328 Systems for Public Safety Inc	102.12	#71536D LOF
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	102.12	#71536D LOF
27745	09/06/2022	09/13/2022	4328 Systems for Public Safety Inc	349.67	#68056D LOF; Tire Repairs & Rotated Tires; Miscellaneous Maintenance
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	349.67	#68056D LOF; Tire Repairs & Rotated Tires; Misc. Maintenance
27746	09/06/2022	09/13/2022	4328 Systems for Public Safety Inc	275.37	#BTS6572 - 2020 Ford Interceptor - LOF; Install Axon Trigger Unit
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	275.37	#BTS6572 - 2020 Ford Interceptor - LOF; Install Axon Trigger Unit

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			Total Systems for Public Safety Inc	727.16	
27802	09/08/2022	09/13/2022	9888 T-Mobile (Cell Phone Bill)	1,186.63	City Cell Phones & Air Cards - August 2022
513 10 42 00	Communication - Admin		001 000 513 General Fund	39.98	City Manager 08/2022
518 30 42 00	Communication - Fac/Equip		001 000 518 General Fund	89.09	Maint. Lead, 2 Workers 08/2022
521 22 42 00	Communication - Police		001 000 521 General Fund	699.94	Police Officers, Chief and Air Cards 08/2022
524 20 42 00	Communications- Bldg		001 000 524 General Fund	14.85	Admin Svcs Dir. 08/2022
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	59.70	Public Works Crew, Director, Billing Clerk 08/2022
534 10 42 00	Communication - Water		425 000 534 Water Fund (de	59.70	Public Works Crew, Director, Billing Clerk 08/2022
535 10 42 01	Communication - Sewer		430 000 535 Sewer Fund (de	59.70	Public Works Crew, Director, Billing Clerk 08/2022
542 30 42 00	Communication - Street		101 000 542 City Street Fund	59.70	Public Works Crew, Director, Billing Clerk 08/2022
558 60 42 00	Communications - Planning		001 000 558 General Fund	14.85	Admin Svcs Dir. 08/2022
576 80 42 00	Communication - Parks		001 000 576 General Fund	89.12	P/R Director, Events, Maint. Worker 08/2022
27672	09/01/2022	09/13/2022	4120 Tacoma Daily Index	115.16	August 2022 Publications
511 60 41 01	Advertising - Legislative		001 000 511 General Fund	30.94	Special Council Meeting
511 60 41 01	Advertising - Legislative		001 000 511 General Fund	84.22	Ordinances # 1686, 1687, 1688
27754	09/07/2022	09/13/2022	4133 Tacoma Rubber Stamp	83.72	Rec Employee Name Tags (6)
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	83.72	Rec Employee Name Tags (6)
27755	09/07/2022	09/13/2022	4135 Tacoma Screw Products Inc	2.91	Screws for Donation Plaque
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	2.91	Screws for Donation Plaque
27801	09/08/2022	09/13/2022	4322 Tacoma, City of - POWER	3,618.67	Power - Various Locations August 2022
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	3,089.44	Hi/Low Tank, Wells 6, 7 & 8, Weathervane 08/2022
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	494.44	Pump #3, Estate PI L/S, Commons L/S, Alameda L/S 08/2022
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	23.49	40th/Alameda 08/2022
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	11.30	5200 Emerson 08/2022
27806	09/08/2022	09/13/2022	4139 Tapco Visa Card	92.58	Tapco Charges through 8/19/22
573 90 49 01	Community Events		001 000 573 General Fund	92.58	Jotform Subscription for Events 7/25/22 - 7/25/23
27785	09/08/2022	09/13/2022	4137 The Tactical Tailor Inc.	62.65	Uniform Alterations - C Roberts
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	62.65	Uniform Alterations - C Roberts
27756	09/07/2022	09/13/2022	9806 Thomas, Diane	67.00	Library Reimbursement - 1 Year

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	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
27762	09/07/2022	09/13/2022	4151 Tools Plus Industries LLC	247.04	6" & 9" Sawzall Blades
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (de	247.04	6" & 9" Sawzall Blades
27811	09/09/2022	09/13/2022	10212 Triple Impact Coaching LLC	10,780.00	Summer Basketball Camp Instructor (SEEK Grant)
	571 20 49 07	Youth Basketball/Youth Refe	001 000 571 General Fund	10,780.00	Summer Basketball Camp (SEEK Grant)
27760	09/07/2022	09/13/2022	7468 Turner, Jessica	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
27810	09/08/2022	09/13/2022	5934 US Bank, City Hall Account	1,201.03	P-Card Charges through 8/25/22
	512 50 31 00	Office & Oper Sup-Court	001 000 512 General Fund	182.85	Robe for Judge Miller
	512 50 41 05	Recording Software Services	001 000 512 General Fund	158.83	Court SoundCloud Annual Renewal
	517 90 31 01	Wellness Program - Supplie:	001 000 517 General Fund	387.11	Employee Family BBQ supplies
	518 10 42 01	Postage - Non-Dept	001 000 518 General Fund	438.70	Passport and Returned Item Postage
	518 11 49 01	Dues,Memberships,Subscrip	001 000 518 General Fund	10.25	Minor Work Permit Renewal 9/1/22 - 8/31/23
	518 81 41 02	Web Design & Maintenance	001 000 518 General Fund	23.29	GoDaddy Annual Charge for fircrestcommunitycenter.org
27808	09/08/2022	09/13/2022	8482 US Bank, Police Department Account	100.00	P-Card Charges through 8/25/22
	521 22 49 07	Community Outreach	001 000 521 General Fund	100.00	Portable Toilet Rental for NNO
27809	09/08/2022	09/13/2022	8483 US Bank, Public Works Dept Account	750.40	P-Card Charges through 8/25/22
	531 50 31 02	Oper Supplies - Storm	415 000 531 Storm Drain	10.99	Blue Door Hangers (100)
	531 50 49 05	Dues,Member,Sub - Storm	415 000 531 Storm Drain	157.50	APWA Membership Fee 9/1/22 - 8/31/23
	534 10 49 03	Dues,Member,Sub - Water	425 000 534 Water Fund (de	157.50	APWA Membership Fee 9/1/22 - 8/31/23
	534 80 31 02	Oper Supplies - Water	425 000 534 Water Fund (de	11.00	Blue Door Hangers (100)
	535 10 49 02	Dues,Member,Sub - Sewer	430 000 535 Sewer Fund (de	157.50	APWA Membership Fee 9/1/22 - 8/31/23
	535 80 31 00	Oper Supplies - Sewer Gen (430 000 535 Sewer Fund (de	11.00	Blue Door Hangers (100)
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	11.00	Blue Door Hangers (100)
	542 30 49 03	Dues,Member,Sub - Street	101 000 542 City Street Fund	157.50	APWA Membership Fee 9/1/22 - 8/31/23
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	76.41	Chlorine Test Kit for Pool
27814	09/09/2022	09/13/2022	8484 US Bank, Recreation Dept Account	1,234.39	P-Card Charges through 8/25/22
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	64.79	Office Supplies
	571 10 31 01	Oper Supplies - Rec	001 000 571 General Fund	251.00	Supplies for Rec Building
	571 10 31 02	Senior Supplies	001 000 571 General Fund	282.67	Senior Mornings Supplies
	571 10 31 03	Youth Supplies	001 000 571 General Fund	398.31	Daycamp Supplies (SEEK grant)

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573 90 49 01	Community Events		001 000 573 General Fund	126.71	Information Booth Banner for events
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	9.76	Supplies for Swim Lessons
594 76 62 03	Buildings & Structures		301 000 594 Park Bond Capit	101.15	P#64 Community Center Signage and Container Rental 08/2022
27764	09/07/2022	09/13/2022	4179 Unum Life Insurance Company of America	46.80	Retired Benefits - Sept 2022
521 22 20 02	LEOFF I Long Term Care Prei		001 000 521 General Fund	46.80	Retired Benefits - Sept 2022
27768	09/07/2022	09/13/2022	4180 Utilities Underground	44.27	Locates 08/2022
534 10 49 00	Miscellaneous - Water		425 000 534 Water Fund (de	22.14	Locates 08/2022
535 10 49 00	Miscellaneous - Sewer		430 000 535 Sewer Fund (de	22.13	Locates 08/2022
27774	09/08/2022	09/13/2022	10210 Vanhyning, Lauren	67.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
27765	09/07/2022	09/13/2022	339 Villamor, John	97.74	Easter & McGruff Costume Cleaning
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	97.74	Easter & McGruff Costume Cleaning
27763	09/07/2022	09/13/2022	4209 WCCMA	500.00	2022 NWWLA Registration - L. Chambers
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	500.00	2022 NWWLA Registration - L. Chambers
27805	09/08/2022	09/13/2022	3645 WEX BANK, Wright Express FSC	1,035.83	Gas/Fuel August 2022
548 65 31 08	Police Gas		501 000 548 Equipment Rent	856.54	Police 08/2022
548 65 31 12	Street Gas		501 000 548 Equipment Rent	122.44	Street 08/2022
548 65 31 14	Wtr/Swr Gas		501 000 548 Equipment Rent	56.85	W/S 08/2022
27766	09/07/2022	09/13/2022	4231 Water Mgmt Labs Inc	320.00	Gross Alpha & Radium Testing - Well #7
534 80 41 00	Water Testing		425 000 534 Water Fund (de	320.00	Gross Alpha & Radium Testing - Well #7
27736	09/06/2022	09/13/2022	4256 Winning Seasons	316.51	Public Works Shirts (Qty - 24)
531 50 20 01	Contract Benefits - Storm		415 000 531 Storm Drain	79.13	Public Works Shirts (Qty - 24)
534 10 20 01	Contract Benefits - Wtr Adm		425 000 534 Water Fund (de	79.13	Public Works Shirts (Qty 24)
535 10 20 01	Contract Benefits - Swr Adm		430 000 535 Sewer Fund (de	79.13	Public Works Shirts (Qty 24)
542 30 20 01	Contract Benefits - Street Re		101 000 542 City Street Fund	79.12	Public Works Shirts (Qty 24)
27775	09/08/2022	09/13/2022	10211 Young, Naomi	645.00	Summer Day Camp Leader (SEEK Grant)
571 10 31 03	Youth Supplies		001 000 571 General Fund	645.00	Summer Day Camp Leader (SEEK Grant)
27767	09/07/2022	09/13/2022	10035 Zoom Video Communications	1,386.79	Monthly Phone Rental - 8/31 - 9/29/22

ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:13:15 Date: 09/09/2022

As Of: 09/13/2022

Page: 17

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 10 42 00			Communication - Non Dept	1,386.79	Monthly Phone Rental - 8/31 - 9/29/22

Report Total:	498,749.34
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Fund	
001 General Fund	78,285.98
101 City Street Fund	6,342.12
301 Park Bond Capital Fund	131,614.35
415 Storm Drain	694.81
425 Water Fund (department)	74,611.77
426 Water Improvement Fund	10,983.50
430 Sewer Fund (department)	74,136.89
432 Sewer Improvement Fund	115,500.00
501 Equipment Rental Fund	6,579.92

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Pro Tempore Joe Barrentine called the regular meeting to order at 7:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Nikki Bufford, and Jim Andrews were present. Mayor Wittner attended via Zoom. Councilmember Hunter T. George was absent and excused.

PRESIDING OFFICER’S REPORT

Mayor Wittner thanked City Manager Pingel for his years of service at Fircrest and all his accomplishments for the City.

CITY MANAGER COMMENTS

City Manager Pingel thanked Council, City Staff, and the community for their support and encouragement.

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis thanked City Manager Pingel for his support. Bemis reported on several projects including Stripe Rite’s main arterial striping, Annapolis Street pipe bursting, and Summit Water Main. Viafore requested a timeline on the Regents Blvd and Alameda Ave crosswalks striping to occur before school starts. Bemis stated he will have an answer by tomorrow, August 24, 2022.
- Parks & Recreation Director Grover reported that there will be a pool staff shortage on Friday, August 26, 2022. Grover also reported that the readerboard is fully operational and that the tennis RFP was extended to September 9th, 2022.
- Administrative Services Director Westman reported on the Prose Mildred Property development and requested a study session for October 17th, 2022 to present recent changes to the design. Lastly, an AV technician assessed the City’s AV equipment and will be providing a quote for similar AV equipment. There was a consensus to hold a special meeting at 6 P.M. on September 27th, 2022 for the Mildred Property. There was a brief discussion on video broadcasting AV equipment.

COUNCILMEMBER COMMENTS

- Andrews congratulated Pingel.
- Bufford congratulated Pingel and reminded everyone that The Market Concert & Picnic is scheduled for Thursday, August 25th, 2022.
- Viafore gave kudos to Bemis for the Masko Park improvements and reported on the fading crosswalks for the school-aged children. Viafore requested that the Alameda Ave crosswalks are restriped before school starts. Viafore thanked Pingel for the City’s and community’s advancements.
- Reynolds wished Pingel good luck.
- Wittner; no comment.
- Barrentine thanked Pingel for keeping the Fircrest spirit alive within the community.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

- Sarah Sherman, 1205 Del Monte Ave, commented on displaying the American flag on video streaming during the pledge of Allegiance and asked about the process for fulfilling the Police Chief and City Manager vacancies.
- Vince Navarre, 1205 Del Monte Ave, thanked the City Manager and expressed gratitude for the senior coffee and donuts programming. Navarre expressed concern about the cost of sporting goods rentals at the Community Center.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

No report provided.

B. Pierce County Regional Council

Reynolds reported that PSRC took an August recess.

C. Public Safety, Courts

Viafore reported that he met with Police Chief Cheesman and discussed community-wide emphasis patrols and an increase in solicitors in the City. Chief Cheesman is being proactive in responding and would like to emphasize the need for more officers.

D. Street, Water, Sewer, and Storm Drain

No report provided.

E. Other Liaison Reports

None provided.

CONSENT CALENDAR

Barrentine requested the City Clerk read the Consent Calendar: approval of Voucher No. 218406 through Voucher Check No. 218466 in the amount of \$528,024.76; approval of Payroll electronic funds transfer in the amount of \$166,701.08; approval of August 1, 2022, Study Session Meeting minutes; approval of August 9, 2022, Regular Meeting minutes; and registering no objections to Sammy's Pizza, Pint Defiance, and OMG Food Mart's Liquor License Renewal; **Bufford MOVED to approve the Consent Calendar as read; seconded by Viafore. The Motion Carried (6-0).**

PUBLIC HEARING

There was none.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. Resolution No. 1781: Approval of Tacoma-Pierce County 2021 Solid & Hazardous Waste Management Plan

Public Works Director Bemis briefed the Council on the Tacoma-Pierce Management Plan and stated that it establishes a long-term plan and materials management system for the next 20 years. **Wittner MOVED to adopt Resolution No. 1781, authorizing the City Manager to adopt the Tacoma-Pierce County Solid and Hazardous Waste Management Plan: 2021-2040; seconded**

by **Bufford**. Barrentine invited councilmember comments; none were provided. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

B. Resolution No. 1782: Project Inspection and Reporting Contract Amendment

Pingel briefed the Council on Amendment #4 and highlighted that the amendment will extend Parametrix’s project management duties for the Community Center Project. **Wittner MOVED to adopt Resolution No. 1782, authorizing the City Manager to execute Amendment #4 to the contract for project inspection and reporting services for the Fircrest Community Center project with Parametrix; seconded by Bufford.** Barrentine invited councilmember comments; none were provided. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

C. Resolution No. 1783: Approval of Leavitt Group Contract Amendment

Administrative Services Director Westman reported that the amendment extends the brokerage contract agreement through 2023 for a servicing representative. **Bufford MOVED to adopt Resolution No. 1783, authorizing the City Manager to execute Amendment #11 to the agreement with Leavitt Group NW for insurance broker services; seconded by Viafore.** Barrentine invited councilmember comments. Viafore requested further information on the City’s new broker. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

D. Resolution No. 1784: Fiesta Foods Vending Machine Agreement

Parks and Recreation Director Grover briefed the Council on the agreement and highlighted that quarterly commissions will go towards the Kiwanis Club and the Fircrest Parks and Recreation Foundation. **Bufford MOVED to adopt Resolution No. 1784, authorizing the City Manager to execute an agreement with Fiesta Food Services to sell and dispense snacks, and beverages from vending machines at the Roy H. Murphy Community Center; seconded by Wittner.** Barrentine invited councilmember comments; none were provided. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

E. Ordinance No. 1686: Salaries of Non-Union Employees, Including Casual and Seasonal Employees

Finance Director Corcoran briefed the Council on the addition of a part-time IT systems coordinator position and stated that this position will provide critical infrastructure needs. **Bufford MOVED to adopt Ordinance No. 1686, amending Fircrest Municipal Code (“FMC”) 2.44.050 relating to salaries of non-union City employees and amending Section 1 of Ordinance No. 1676; providing for severability; and establishing an effective date; seconded by Wittner.** Barrentine invited councilmember comments; none were provided. Barrentine invited public comment.

- Bob Micah, 814 Regents Blvd, commented on employee benefits.

The Motion Carried (6-0).

F. Ordinance No. 1687: Municipal Court Judge, and Chief Examiner Rate of Pay

Corcoran briefed the Council on the proposed ordinance which establishes and increases the Municipal Court Judge Pro Tem rate of pay. **Viafore MOVED to adopt Ordinance No. 1687 amending Fircrest Municipal Code (“FMC”) 2.44.070 and Section 1 of Ordinance No. 1677, reestablishing the Municipal Court Judge and Civil Service Chief Examiner/Secretary**

monthly rate of pay and establishing a Judge Pro Tempore rate of pay; providing for severability; and establishing an effective date; seconded by Bufford. Barrentine invited councilmember comments; none were provided. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

G. Ordinance No. 1688: Increase Petty Cash Fund for Parks & Recreation

Corcoran briefed the Council on the proposed ordinance and highlighted that it will provide a petty cash fund for the recreation department. **Bufford MOVED to adopt Ordinance No. 1688, amending Section 1 of Ordinance No. 1628 and FMC 3.20.360 to increase the Petty Cash Fund to accommodate an additional \$125 revolving cash fund for the Parks/Recreation Director; providing for severability; and establishing an effective date; seconded by Viafore.** Barrentine invited councilmember comments. Viafore commented on the petty cash policy and money safe. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

H. Motion Only: Approval of the Interim City Manager Contract

Pingel briefed the Council on the Interim City Manager agreement with Finance Director Corcoran. **Viafore MOVED to approve and authorize the Mayor to execute the Interim City Manager Employment Agreement by and between the City of Fircrest and Colleen Corcoran; seconded by Bufford.** Barrentine invited councilmember comments; none were provided. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

I. 2nd Quarter Financial Report

Finance Director Corcoran reported that the review period was through June 30, 2022 and highlighted that we should be at or around 50% of spending and revenue. Corcoran reported that revenue is currently at 49.6% of the budget and expenditures are currently at 40% of the budget. The City’s Park Bond Capital Fund has \$2.7 million and has \$15.1 million in LGIP.

CALL FOR FINAL COMMENTS

There were none provided.

EXECUTIVE SESSION

Mayor Wittner stated that he would like to excuse himself to avoid any potential conflict of interest.

At 8:12 P.M., Barrentine reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed sixty (60) minutes to discuss potential litigation per RCW 42.30.110 (1)(i). City Manager Pingel, Finance Director Corcoran, and City Attorney Zeinemann.

ADJOURNMENT

Viafore MOVED to adjourn the meeting at 8:42 P.M., seconded by Bufford. The Motion Carried (5-0).

Joe Barrentine, Mayor Pro Tempore

AUGUST 23, 2022

FIRCREST CITY COUNCIL MEETING MINUTES – REGULAR 5

Jayne Westman, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Pro Tempore Joe Barrentine called the special meeting to order at 6:00 P.M. and led the pledge of allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Nikki Bufford, and Jim Andrews were present. Mayor Wittner attended via Zoom. Councilmember Hunter T. George was absent and excused.

AGENDA MODIFICATIONS

There were none.

UTILITY RATES & CAPITAL COSTS DISCUSSION

Finance Director Corcoran briefed the Council on the City’s Water and Sewer funds and future capital projects. Corcoran highlighted 2023 budget assumptions to include a water rate increase of 2%, a COLA increase of 9.5%, and a proposed sewer rate increase. Corcoran reported the City has planned for two water main replacement capital projects, a pipe bursting project, and the 44th lift station upgrade project construction.

Councilmember Bufford requested updated 2022 costs versus revenue figures.

Discussions included future project details, longevity, increasing project costs, and the Mildred property utilities.

Councilmember Viafore asked about the General Facility Charges update. Public Works Director Bemis stated that GFC has not been addressed since the departure of the previous Public Works Director. Councilmember Viafore requested a discussion to review charges.

Public Works Director Bemis reported that he will be addressing asset management and preventative and proactive maintenance.

ADJOURNMENT

Viafore MOVED to adjourn the meeting at 6:34 P.M., seconded by Bufford. The Motion Carried (6-0).

Joe Barrentine, Mayor Pro Tempore

Jayne Westman, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

DATE: September 13, 2022
ITEM: 13A

SUBJECT: 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 CodePros, LLC for providing Building Official and Inspection Services.

PROPOSAL:

Council is being asked to authorize the City Manager to execute a Professional Services Agreement with CodePros, LLC (“CodePros”) to provide 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 interim Building Official charges an hourly rate of \$90 per hour to conduct inspections. CodePros charges fees based on a percentage of the amount collected by the City. This fee structure guarantees a percentage of revenue to the City and CodePros.

Proposed Fee Structure

All permits/ plan reviews valued under \$1 million	70%
All permits/ plan review valued between \$1 million & \$10 million	65%
All permits/ plan reviews valued at over \$10 million	55%

Current Comparison

	CodePros	BHC
Hourly Rate for Inspections	Included in percentage	\$90 p/hour
Plan Review Charges	Included in percentage	70% of plan review fees
Mileage (2022 IRS rate is .56 per mile)	Included in percentage	No base charge, just actual miles. Estimate 15 miles per day.

ADVANTAGES:

The advantage of using CodePros is their company is local to the Fircrest area with multiple inspectors nearby and each of the inspectors/ Building Official are certified by the International Code Council. The fee structure is favorable to both CodePros and to the City.

The City does not have to track hourly rates and mileage as those fees are built into the percentage that CodePros charges.

DISADVANTAGES:

The disadvantages are limited as the City requires the services of a building official/ inspection company.

ALTERNATIVES:

The alternative is not to change providers and stay with BHC, who is our interim Building Inspection company and repost the RFQ to solicit more responses.

HISTORY:

Earlier this year we contracted with BHC Consulting to act as our interim Building Official/ Inspection company while we went out for RFQ. During the RFQ process, we received four responsive bids and interviewed three companies. We chose CodePros, LLC based on the favorable fee structure and that they were local to the area.

Attachment: [Resolution](#)
[Professional Services Agreement](#)
[Scope of Work](#)

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**CITY OF FIRCREST
RESOLUTION NO. ____**

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

WHEREAS, the City of Fircrest needs Building Official and Inspection services; and

WHEREAS, City Staff completed an RFQ process, and CodePros, 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

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 CodePros, LLC for providing Building Official/ inspection services.

APPROVED AND ADOPTED this 13th day of September 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

AGREEMENT FOR BUILDING OFFICIAL & INSPECTION SERVICES

THIS AGREEMENT is entered into between the City of Fircrest, Washington, hereinafter referred to as the "City" and CodePros, LLC hereinafter referred to as "Contractor" in consideration of the mutual benefits, terms, and conditions specified.

1. PROJECT DESIGNATION: The Contractor is retained by the City to perform Building Official & Inspection services

SCOPE OF SERVICES: Contractor agrees to perform the services including the provision of all labor, materials, equipment, and supplies as identified in Exhibit 'A' and Exhibit 'B'. For the purposes of providing the building department services described herein, the Municipality appoints the Contractor as the building official/code official for the Municipality for the term of this agreement, and grants the Contractor all rights and privileges established by ordinance or statute for this position.

2. ASSIGNMENT: The Contractor shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.
3. 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.
4. TERMS OF AGREEMENT: Notwithstanding, the date of execution hereof, this Agreement shall be in effect from September 14, 2022, to December 31, 2025, and may be renewed yearly for two – one-year terms. If either party chooses to not extend the contract, written notice shall be provided 90 days prior to the expiration date. This contract will expire no later than December 31, 2027. This contract may be terminated by either party with or without cause with a 60-day written notice.
5. PAYMENT: Upon receipt of an invoice from the Contractor, progress payments may be made on a monthly basis for work completed. Each invoice shall itemize by site and permit number.
6. PERFORMANCE: The City reserves the right to withhold a part or all of the monthly payments if, in the judgment of the City, the Contractor has not performed or has unsatisfactorily performed any of the maintenance services set forth in this contract; provided, that the City shall promptly notify the Contractor 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.
7. LIABILITY AND INSURANCE: With the exception of the sole negligence of the City of Fircrest or its employees or officials the contractor agrees to hold the City of Fircrest and city employees and officials harmless from all liability arising out of all work pursuant to this agreement. Contractor will obtain and maintain 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/\$2,000,000 aggregate
c. Auto Liability	\$1,000,000

An insurance certificate showing the foregoing will be submitted to the City for approval before work commences. The contractor will provide the City with an insurance certificate if requested at a later date to verify coverage. The minimum limits above do not limit the contractor's liability to the City or the public.

If the acts or omission of the officials, officers, agents, or employees of either the Contractor or City in connection with or incidental to the performance or nonperformance of the Building Official & Inspection services, duties, or obligations under this Agreement are the subject of any liability claims by a third party, the City and Contractor shall each be liable for its proportionate concurrent negligence in any resulting suits, actions, claims, liability, damages, judgments, costs, and expenses and for their own attorneys' fees.

Nothing contained in this Agreement shall be construed to create a right in any third party to indemnification.

The provisions of this section shall survive any termination or expiration of this Agreement.

8. COMPLIANCE WITH LAWS: The Contractor shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. A City of Fircrest business license is required.
9. TERMINATION: If the Contractor 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, and without cause upon thirty (60) days' written notice, served to the other party by certified mail. In such case, the Contractor shall be compensated by the City for all work performed to the date of termination.
10. VENUE STIPULATION: 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.
11. STATUS OF CONTRACTOR: Neither the Contractor nor personnel employed by the Contractor shall acquire any rights or status in City employment, nor shall they be deemed employees or agents of the City for any purpose. Contractor is required to employ a qualified Supervisor acceptable to the City. Contractor shall be deemed an independent Contractor and shall be responsible in full for payment of its employees, including prevailing wages, worker's compensation, insurance, payroll deductions, and all related costs.
12. PREVAILING WAGES: Prevailing wages are **not** required for this contract.

Option 1: Include a printed list of the wage rates that identifies the effective date and the county in which the public work project is located.

OR

Option 2:

a) Include a link to prevailing wages <http://www.lni.wa.gov/tradeslicensing/prevwage/wagerates/>

and

b) Identify the exact wage publication date to use (the effective date) and

c) List the county in which the work will be performed and

d) Provide a statement indicating a printed copy of the wage rates are available for viewing in your office and will mail a copy on request.

13. COMPLIANCE WITH CITY POLICY: The Contractor shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as provisions of this agreement to the extent not inconsistent herewith.
14. DAMAGE BY VANDALISM OR ACTS OF GOD: It is understood and agreed that the Contractor shall not be responsible or required to repair, at the sole cost and expense of the Contractor, any major damage or destruction caused by acts of vandalism or acts of GOD and did not result from the negligent acts or omissions of the Contractor or the Contractor's agents.
15. EXTRA WORK AND CHANGE ORDERS: Work in addition to, or different from that provided for in the scope of work section 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. HAZARDOUS CONDITIONS: The Contractor shall maintain all work sites free of hazards to person and/or property resulting from its operation.

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 Contractor.

DATED this 14th day of September, 2022

CITY OF FIRCREST

CONTRACTOR...

By: _____
City Manager

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney

DETAILED SCOPE OF SERVICES

Plan Review Service

CodePros will:

- Review construction plans of residential and commercial buildings to determine compliance with the Washington State Building Code and any local building code amendments. Projects include, but are not limited to: single- and multi-family residential construction; commercial buildings; tenant improvements in existing commercial buildings; new decks, porches, carports, and garages; pole barns and agricultural buildings; and existing home upgrades, basement finish, interior and exterior remodels, repairs and additions.
- Customize plan review format to include local code amendments and/or special project needs
- Perform the following reviews: building code, accessibility, mechanical, fuel gas, plumbing, means of egress, structural design, and energy code
- Determine the use and occupancy group classification
- Determine the type of construction and verify applicable area limitations
- Determine if the construction plans and design documents conform to the required strengths, stresses, strains, loads, and stability of adopted building code requirements and any applicable local amendments.
- Interpret building code requirements and recommend options of how to achieve compliance
- Interpret administrative and legal permitting requirements and assist applicants and jurisdictions in understanding such.
- Identify and/or question pertinent zoning issues or potential problems pertaining to other local laws and ordinances (Coordinate with local land-use planner)
- Coordinate review with the local fire code authority (or perform if included)
- Identify timeframes and schedule reviews to satisfy maximum time schedules
- Monitor and report satisfaction of timeframes
- Provide the necessary and appropriate expertise to assure code compliance
- Obtain additional resources as needed to ensure reviews are on schedule.
- Identify significant issues in writing and identify applicable code sections
- Provide comment letter copies to all applicable parties, including applicants, architects, engineers, other design professionals and the jurisdiction
- Address minor or insignificant issues or comments either within the comment letter or via phone and/or “red-lined” on plans.
- Review subsequent revisions in response to the first comments
- Provide a cover letter identifying code compliance upon approval of the final, approved design documents.

Building Inspection Service

CodePros will:

- Coordinate inspection requests
- Perform inspections of residential and commercial buildings and sites to determine that construction activity complies with approved plans and/or applicable codes and ordinances
- Perform all inspections as required by the adopted codes and local amendments
- Observe safety precautions and procedures and immediately report potentially unsafe conditions
- Provide training to inspectors on local codes and code amendments
- Provide on-site inspection consultation to applicants, homeowners and contractors
- Identify and document conditions that are not compliant with the approved plans and/or adopted codes, provide a written inspection report
- When appropriate, suggest alternate means or methods to achieve compliance
- Provide a copy (either on paper or electronically) to the jurisdiction for the permit record
- Issue stop-work orders when appropriate for illegal or dangerous building activity
- Notify jurisdiction of any other observed code enforcement or local code violations.

DETAILED SCOPE OF SERVICES (CONT.)

Project Support Services

CodePros will:

- Attend pre-application and pre-construction meetings with the jurisdiction and applicants, contractors and other interested parties
- Perform complete plan review service for the project
 - Includes all items identified in Plan Review Service
- Review all permitting documents to ensure accuracy and code compliance
- Perform complete building inspection service for the project
 - Includes all items identified in Building Inspection Service
 - Includes multiple inspections as a result of project phasing
- Notify jurisdiction of regular progress and project status
- Verify that all (IBC Chapter 17 required) special inspection reports are received and indicate compliance with appropriate requirements

Full Building Department Service

CodePros will:

- Attend pre-application and pre-construction meetings with the jurisdiction and applicants, contractors and other interested parties
- Perform complete plan review service for all projects
 - Includes all items identified in Plan Review Service
- Perform complete building inspection service for all projects
 - Includes all items identified in Building Inspection Service
- Issue certificates of occupancy for completed projects
- Monitor code development proceedings for changes to adopted codes, review and recommend adoption of State codes and potential amendments
- Prepare first drafts of building code adoption ordinances and related resolutions
- Observe jurisdictional properties for potential building code violations; investigate complaints concerning building code violations, issue stop work orders when necessary, follow-up with identified violations to assist efforts to bring the property into compliance
- Enforce adopted codes with regard to abatement of dangerous buildings, coordinate enforcement actions with the City Attorney
- Document violations of adopted codes utilizing written records, digital photographs, electronic communications or other appropriate means
- Apply the provisions of the Existing Building Code as adopted by the State of Washington in regard to existing and/or historic structures
- Provide code interpretations and professional opinions
- Process alternate method and materials requests and make determinations of code acceptance
- Participate in the development and implementation of jurisdictional goals, objectives, and policies
- Communicate effectively with citizens to answer questions, address concerns and provide educational materials
- Communicate and coordinate efforts with professional partner employees, service providers, and other jurisdiction staff, elected officials and other agencies
- Communicate with the construction community, builders, developers, home owners and community citizens
- Attend city/town staff meetings and/or council meetings as necessary
- Provide regular status and activity reports
- Develop, provide and maintain necessary departmental forms, letter templates, and brochures
- Maintain proper legal records, provide document storage, and respond to public disclosure records requests

GENERAL INFORMATION

Performance Measures

CodePros utilizes a number of various performance measures to track the effectiveness of our performance and the efficiency of our services. Measures are tracked over time and compared to established goals to determine satisfaction of such performance goals. Key indicators for our partner jurisdictions and their citizens are the following:

Project Size based on Valuation:	Plan Review Turnaround time to first comments:	Achievement Goal
IRC Residential Projects	10 working days	90%
IBC Small Commercial Project (Valuation less than \$2M)	15 working days	90%
IBC Large Commercial Project (Valuation \$2M to \$10M)	20 working days	95%
IBC Exceptionally Large Project (Valuation greater than \$10M)	30 working days	95%
Building Inspections	Performed Next Day	95%

Reporting

Full-Service and Project Support client partners, in addition to receiving regular project specific inspection reports and plan review summaries, receive regular monthly activity reports identifying the progress of permitted projects, the number and status of permits, and inspection numbers and results. Census Bureau reports are completed and returned to the Census Bureau monthly.

Supplemental Service client partners, in addition to regular project specific inspection reports and plan review summaries, are provided with annual summary reports as well as any interim reports as needed.

Additional reports may be developed and any report can be customized to suit the individual needs of specific jurisdictions and/or projects.

Document Retention

CodePros maintains proper legal records and complies with all document retention requirements as required by statute (RCW) and administrative rules (WAC) for public agencies. In addition to paper files being maintained, our documents are stored electronically on regularly backed up server systems. In addition, each document created or utilized is copied to the jurisdiction for inclusion in their records. CodePros will assist jurisdictions in any public records requests or public disclosure requests related to projects as performed by CodePros.

GENERAL INFORMATION (CONT)

Educational Resources

CodePros develops and maintains a comprehensive library of building permit guides, project brochures and helpful checklists that identify critical code requirements as well as provide important code information related associated with the amendments contained within the Washington State Building Code.

CodePros can customize handouts to reflect unique characteristics of local jurisdiction amendments and policies, as well as apply local jurisdiction logos and contact information and make them available electronically for posting on the jurisdiction's website.

CodePros offers training sessions and code classes on specific, pertinent subjects, which can be made available to staff members, code group chapters, home builder's associations, etc.

Insurance

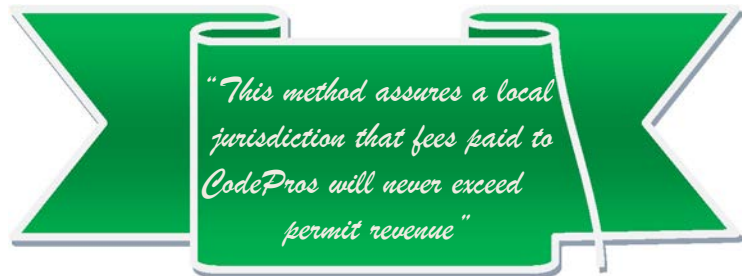
CodePros carries complete business insurance including general liability, professional liability, (errors and omissions) auto and worker's compensation. A non-cancelable certificate of insurance with the jurisdiction named as an additional insured is provided to our partner jurisdictions.

Fee Schedules

Typically, building permit fees are based two factors, the size and scope of the project as determined by the project valuation, and a graduated fee table adopted by a jurisdiction.

Most frequently, project valuation is determined by utilizing a nationally recognized "cost-per-square-foot" table regularly updated and maintained to reflect current conditions. The International Code Council (ICC) publishes a construction Costs table twice a year in its Building Safety Journal magazine. Utilizing a nationally recognized table provides fee consistency, essentially based on square footage, so similar projects are assessed similar permit fees.

Also common is the use of a standard graduated permit fee chart that applies less fees per square foot as the size of the project increases. Most commonly used in Washington is the permit fee Table published in the 1997 edition of the Uniform Building Code.



Essentially, all building permit fee structures are established by the local elected bodies. CodePros, upon providing a service proposal will structure service fees to work with a jurisdiction's unique fee structure as adopted. CodePros typically utilizes a percentage of permit fee collected. This method assures a local jurisdiction that fees paid to CodePros for services will never exceed permit revenue. Standard practice is to bill monthly, with terms Net 30. Billings will always include supporting documentation, permit numbers and any other data as required by the jurisdiction. All of our costs, such as labor, mileage, and equipment are included in our percentage of fee billing.

CodePros is committed to assisting jurisdictions with providing services to their citizens in the most cost-effective, growth-friendly and sustainably consistent and equitable manner possible. We recommend that a fee structure is established utilizing the most recent national data to establish valuation, along with a set fee table. We also can offer suggestions for adding flat-fee type permits for simple projects, "stock-plan" fee structures, "trade" permit fee structures and ordinance language to assist in consistent application of permit expirations, renewals, etc. Ask for examples!

PROPOSAL FOR THE CITY OF FIRCREST, MAY 23, 2022

Full-Service

CodePros proposes to provide the City of Fircrest with Full-Service Building Department Services to include all services as described on page 12 of the Statement of Qualifications (above). Full Service includes, but is not limited to all building, plumbing, mechanical and energy code plan review, permit processing, and building inspections including the following:

Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building Setbacks (as approved by zoning official)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Footings (rebar)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Foundation Walls (rebar)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Underground plumbing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Underground electrical (inspections performed by WA State Dept. of L&I)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Under-floor framing / concrete slab
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shear-wall, hold-downs / roof sheathing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rough electrical (inspections performed by WA State Dept. of L&I)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rough plumbing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rough mechanical (HVAC, vents, exhausts, gas piping)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rough framing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Insulation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drywall
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commercial ceiling grid
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire-resistant assemblies and penetration protection
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Final electrical (inspections performed by WA State Dept. of L&I)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final plumbing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final mechanical
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Final building (including energy)

CodePros' service fees are as follows:

- All permits/ plan review under \$1 million valuation 70% of jurisdiction's fee
- All permits/ plan review between \$1 million & \$10 million valuation 65% of jurisdiction's fee
- All permits/ plan review over \$10 million valuation 55% of jurisdiction's fee

Other Fees:

- Inspections on permits issued prior to CodePros \$80.00 per hour
- Plan review on apps/permits prior to CodePros \$95.00 per hour
- Additional Plan Review fees due to revisions \$80.00 per hour (billed to applicant)
- Re-inspection Fee \$80.00 (or 75% of jurisdiction's fee)
- Stop-Work Investigation Fees (applied to resultant permit) \$95.00 per hour (billed to applicant)
- Inspections outside of business hours \$125.00 per hour, minimum 2 hours
- Investigative Services and/or testimony \$125.00 per hour
- Code Enforcement Activities (as requested by Fircrest) \$95.00 per hour (minimum 2 hours)

("Full-Service" is all-inclusive; there are no additional fees for mileage, customer question response, staff communications, document preparation, etc.)

Terms: CodePros bills for the previous month, typically around the fifth business day of the month, payable within 45 days.

Exhibit B



General Statement of Qualifications (SOQ)

With Proposal for the City of Fircrest

Submitted: May 23, 2022

By:

CodePros, LLC
Michael J. Barth, M.C.P.
P.O. Box 185
Allyn, WA 98524
mbarth@codeproswa.com
360-801-0543

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BACKGROUND

In today's economic environment, public agencies and communities are forced to continually do more with less. Who isn't tired of that old cliché? Unfortunately in today's government services, it is all too real. Elected officials face challenges unlike anyone who came before them. To make ends meet, programs and customer services typically suffer, yet the responsibilities of elected officials remain consistent or increase.

Building codes are adopted by the State of Washington, and enforcement and implementation is mandated for each jurisdiction in the State. Historically, building permit revenue along with general fund support typically funded local building departments. In today's economic climate, that simply is no longer the case. Building permit revenue in recent years has rapidly declined and general fund dollars are needed elsewhere, yet the cost of providing building department services has typically increased. The costs of personnel, benefits, vehicles, fuel, office space, and information systems have all skyrocketed in recent years. To counter such cost increases, many jurisdictions found it necessary to cut back on services and personnel.

However, the Washington State Building Code has certainly not cut back on construction or inspection requirements. In fact, code requirements continue to increase in response to new knowledge and the natural code evolution as a result of historic failures and incidents of lost human life. Add to that the expectations of greater energy conservation and sustainable approaches to building construction and what is left are departments that can no longer afford to maintain the necessary complement of personnel, expertise or resources required to run an effective, efficient, knowledgeable building department.

CodePros offers effective solutions and service options to local towns, cities and counties in a manner that assures a jurisdiction that the full intent of an effective code implementation program will be satisfied, while the costs associated with maintaining such will never exceed permit revenues, and the community will never again need to be concerned that the unforeseen ups and downs of permit activity will detrimentally effect service levels or available expertise.

How does CodePros do this?

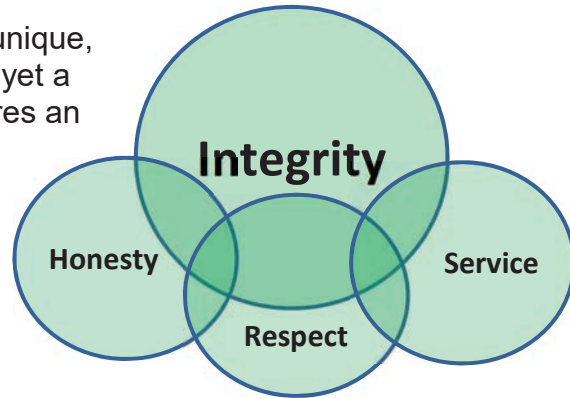
Simple, CodePros can cross jurisdictional lines and provide services to numerous client partners. By doing so, we can maintain the necessary expertise and spread it across a larger area. A local community may only need an experienced, expert code official for a small percentage of time, or a small number of projects. It may be that only once a week, or once a month that the expertise of a fully certified, experienced mechanical plans examiner is needed to determine code compliance of a complicated or complex mechanical system, or likewise for a building, structural, plumbing, or energy code expert. A jurisdiction may not be able to afford to keep so many experts available in-house with limited workload.

With CodePros, a jurisdiction only pays for the services they use, typically based on a percentage of permit fees to ensure that expenses never exceed revenue. When volume is down, the jurisdiction isn't stuck paying for under-utilized personnel, benefits or vehicles that are sitting idle, yet when activity is busy, they can still maintain a superior level of customer service.

WHO WE ARE

CodePros is a Washington company, dedicated to providing excellence in Building Department Services to our Washington State client partners. Our commitment is to provide the expertise necessary to each partner jurisdiction to enable the jurisdiction to serve its citizens with the highest level of competence and customer service available.

CodePros understands that each jurisdiction is unique, and that each has its own political environment; yet a commonality exists in that each jurisdiction desires an effective code implementation program in a manner that recognizes the importance of code enforcement's effect on the human life safety of its citizens who occupy the built environment. CodePros is committed to providing excellence in every service provided and in every customer interaction experienced.



CodePros understands that growth of a community is dependent on effective, efficient building department services and the health and safety of its citizens is paramount. Whereas some in the industry have a reputation for being a roadblock to growth, CodePros is committed to being a facilitator of safe projects, implementing the intent of the adopted codes in the manner for which they were designed. Our goal is to assist jurisdictions and project designers to get projects to "Approved."

CodePros maintains the highest levels of nationally recognized certifications and seeks staff with the greatest levels of knowledge and experience so that our partner jurisdictions can claim such excellence as their own. Our continued focus on employee training and development assures that our staff members continue to seek knowledge and professional growth. Happy, content employees are effective employees.

Our team has extensive experience in a wide variety of code application situations. We've provided professional plan review services for hospitals, skilled care nursing facilities, schools and universities, aircraft repair facilities, churches, large scale apartment and condominium communities and countless retail, commercial and industrial projects, as well as every form of residential project imaginable. We've managed and/or provided effective and accurate inspection services for the same.

CodePros is local, with all efforts devoted to serving Washington jurisdictions and to the success of local projects.

SERVICES

Building Code Plan Review

CodePros offers a reliable, timely, thorough plan review service for cities, towns, counties and state agencies. CodePros plan review is performed by International Code Council (ICC) certified building, plumbing, mechanical and energy code plans examiners, assuring the client that the review is performed to the highest standards of the industry, by the most qualified and experienced plan examiners.

- CodePros plan review is utilized by jurisdictions that are experiencing a greater than anticipated workflow and need the extra assistance without the need to add additional employees for whom they would otherwise need to provide additional resources and benefits.
- CodePros plan review is utilized by jurisdictions that have large or complex projects that require the additional expertise of plan review staff that have experienced similar projects, and will have the necessary expertise to ensure the project design satisfies adopted codes.
- CodePros plan review is utilized by jurisdictions that experience a short-term need for additional support due to staff vacations, absences, illness, or unforeseen circumstances.

Each plan review performed includes verification of compliance with the Washington State Building Code, as well as any locally adopted amendments. Each plan is checked for compliance with the adopted building, plumbing, mechanical, fuel-gas and energy codes. If desired by the jurisdiction, fire code review may be included.

Upon completion of the plan review, a comprehensive list of potential deficiencies and/or questions is prepared in “plain English” with each identified issue fully described in detail for easy understanding. In addition, the adopted code reference(s) for each issue is provided to ensure the designer understands what may need to be adjusted, what questions need to be answered, and why.

At the choice of the jurisdiction, CodePros will send a plan review letter directly to the applicants, architects and engineers, and copy the jurisdiction, or simply provide the response to the jurisdictional building official. When working directly with the applicants, architects and engineers, CodePros ensures our staff is available to them for response to questions and/or discussions of potential solutions.

Upon completion and approval of the final plans for a project, upon request, CodePros prepares a detailed building inspection checklist for use by the jurisdictional inspector to facilitate effective building inspections. Inspection checklists include details specific to the project, and references to where key information items may be quickly located in the approved plans.

Building Code Inspections

CodePros offers a reliable, timely, thorough building inspection service for cities, towns, counties and state agencies. CodePros building inspections are performed by International Code Council (ICC) certified building, plumbing, mechanical and energy code inspectors, assuring the client that the inspections are performed to the highest standards of the industry, by the most qualified and experienced building inspectors.

- CodePros building inspections is utilized by jurisdictions that are experiencing a greater than anticipated workflow and need the extra assistance without the need to add additional employees for whom they would otherwise need to provide vehicles, resources and benefits.
- CodePros building inspections is utilized by jurisdictions that have large or complex projects that require the additional expertise of inspectors that have experienced similar projects, and will have the necessary expertise to ensure the construction of the project satisfies adopted codes.
- CodePros building inspections is utilized by jurisdictions that experience a short-term need for additional support due to staff vacations, absences, illness, or unforeseen circumstances.

Each building inspection performed includes verification of compliance with the Washington State Building Code, as well as any locally adopted amendments. Construction projects are checked for compliance with the adopted building, plumbing, mechanical, fuel-gas and energy codes. If desired by the jurisdiction, fire code inspections may also be included.

Upon completion of each building, plumbing, mechanical, energy or fire code inspection, the jurisdiction is provided with a copy of the written inspection report that is prepared and provided to the project representative on-site. Field inspectors prepare comprehensive inspection reports in “plain English” with each identified issue described by location and in full detail for easy understanding. Applicants and contractors are provided with contact information to ensure they have access to CodePros staff to answer any questions they may have following a building inspection.

In the event a situation cannot be immediately resolved or questions answered on-site, due to limited resource availability, etc., additional research is performed by the building inspector/building official and a complete answer, resolution, or suggestion is provided to the applicant or contractor within 24 hours, with a copy provided to the jurisdiction.

Complete Project Support

CodePros offers a reliable, timely, thorough, specific building project support service for cities, towns, counties and state agencies. CodePros project support includes complete plan review and building inspection services for specific individual construction projects.

- CodePros project support service is utilized by jurisdictions that are experiencing a greater than normal workflow and need the extra assistance and expertise for a specific project proposed in their jurisdiction, without the need to add additional permanent or temporary employees for whom they would otherwise need to provide additional vehicles, resources and benefits.
- CodePros project support service is utilized by jurisdictions that may not have adequate “in-house” expertise for a large or complex project that requires considerable project specific knowledge to ensure code compliance.
- CodePros project support service is utilized to assure a community and/or a project proponent that the significant project will be provided excellent customer service and the greatest level of knowledge, expertise and experience that may not otherwise be available through the jurisdiction.

Significant projects often stretch the limited abilities and resources of a local jurisdiction’s building department. Utilizing CodePros’ “Complete Project Support” service allows a jurisdiction the opportunity to provide a large project with excellent plan review and inspection services and the highest level of customer service available. Meanwhile, as the significant project’s service needs are being fully satisfied by CodePros, the jurisdiction is afforded the opportunity to continue to focus its energies and resources on customer service for its regular day-to-day customers.

CodePros has the resources, knowledge, expertise and experience required to serve complete building projects, assuring the client that the review and inspections are performed to the highest standards of the industry. Our team of International Code Council (ICC) certified building, plumbing, mechanical and energy code plans examiners and inspectors have extensive experience in performing professional plan review and inspection services for significant projects, including hospitals, skilled care nursing facilities, schools and universities, aircraft repair facilities, large scale apartment and condominium communities and countless retail, commercial and industrial projects.

Complete project support service provides a jurisdiction with all the necessary documents to indicate compliance with the Washington State Building Code, as well as with local amendments, for a specific project from pre-application to project completion. Included are all plan review results and correspondence, permit documents, project inspection reports, engineer’s revisions, required special inspection verification and documentation, along with any other project specific documents.

Full Building Department Service

CodePros offers an unparalleled “full-service,” building department service for Washington cities, towns, and counties, where all the various needs of a local jurisdiction’s code implementation responsibilities are satisfied by CodePros.

- CodePros full service is utilized by jurisdictions that want to ensure that the costs of maintaining an effective building department never exceed building permit revenues.
- CodePros full service is utilized by jurisdictions that understand the importance of efficient, effective code implementation for human life safety and the health and well being of its citizens, as well as the protection of property values and a beneficial sense of community.
- CodePros full service is utilized by jurisdictions that expect its citizens to be provided with the greatest level of customer service available in the industry.

CodePros full building department service provides a community with all the features of a typical “in-house” building department, without the threat of building department expenditures ever exceeding building permit revenue.

Full-service clients are provided complete building official services by International Code Council certified building officials who maintain active certifications in each of the code disciplines, have extensive experience, and are active in the local, state and national code development processes.

CodePros’ full-service clients receive the full complement of services including:

- Building plan review;
- Permit processing and documentation;
- Building inspection services;
- As well as additional services such as:
 - Building code ordinance drafting and/or review;
 - Code interpretations;
 - Alternate method and material evaluations;
 - Attendance at pre-application/pre-construction meetings;
 - Attendance as required at staff meetings and/or council meetings, etc.;
 - Permit technician training and guidance;
 - Customized handouts, educational brochures and forms.

STAFF QUALIFICATIONS

Michael J. Barth, M.C.P.

Position:	CodePros, LLC., President, Building Official
Qualifications/ Certifications:	ICC Certified Master Code Professional (MCP) ICC Certified Building Official (CBO) ICC Certified Building Code Official WABO Accredited Code Official (ACO) AACE Code Enforcement Administrator AACE Property Maintenance & Housing Inspector ICC Accessibility Inspector/Plans Examiner ICC Building Inspector ICC Building Inspector UBC ICC Building Plans Examiner ICC Building Plans Examiner UBC ICC Combination Inspector ICC Commercial Combination Inspector ICC Commercial Electrical Inspector ICC Commercial Energy Plans Examiner ICC Electrical Inspector ICC Fire Inspector I ICC Mechanical Inspector ICC Mechanical Plans Examiner ICC Certified Mechanical Code Official ICC Plumbing Inspector ICC Plumbing Plans Examiner ICC Certified Plumbing Code Official ICC Property Maintenance & Housing Inspector ICC Certified Housing Code Official ICC Residential Combination Inspector ICC Residential Electrical Inspector Washington Emergency Management Division, Incident Command Systems – Intermediate & Advanced Emergency Management Institute, (EMI-FEMA) Incident Command System, National Incident Management System (NIMS)
Professional Experience:	President / Building Official CodePros, LLC. 2010 to Present Chief Building Official / Washington Operations Manager SAFEbuilt Washington 2008 to 2010 Chief Building Official Kitsap County, WA 2001 to 2008 Plans Examiner Mason County, WA 1999 to 2001 Code Enforcement Officer Decatur, AL 1997 to 1999

STAFF QUALIFICATIONS (CONT.)

Project Highlights:

Skilled Nursing Living Center – WA Veteran’s Home, Port Orchard, WA
 172,000 sq.ft., 2 story + Basement, 240 units
 Group I-2 occupancy, Type I-A construction, Seismic D₂

Senior Living Center – Vintage at Silverdale, Silverdale WA
 140,000 sq. ft., 4 story + basement
 Group R-2/A-2 occupancies, Type V-A construction, Seismic D₂

Hospital - Coulee Medical Center, Grand Coulee, WA
 68, 000 sq. ft., 1 story
 Group I-2 occupancy, Type II-A construction, Seismic D₁

University – CWU Hogue Hall Expansion, Ellensburg, WA
 61,400 sq.ft., 4 story + basement
 Group B (university) occupancy, Type II-B construction, Seismic D₁

University – CWU Barto Residential Hall
 116,000 sq.ft., 4 story (188 unit residential dormitory)
 Group R-2/A occupancy, Type II-A construction, Seismic D₁

Educational - Kingston High School, Kingston, WA
 110, 000 sq. ft., 2 story
 Group E / A-3 / A-4 occupancies, Type II-A construction, Seismic D₂

Hotel – Oxford Suites, Silverdale, WA
 55, 000 sq. ft., 4 story + basement
 Group R-1/A-2 occupancies, Type V-A construction, Seismic D₂

Institutional – Kittitas County Jail, Ellensburg, WA
 12,200 sq. ft., 118 bed, 2 story
 Group I-3, Restrained Cond. 3 Jail Expansion, Type II-B, Seismic D.

Data Centers – Yahoo!, Quincy, WA
 150,000 sq. Ft., Electronic Data Center
 Group B, Type II-B construction, Seismic D.

Medical Center – Doctor’s Clinic, Silverdale, WA
 56, 000 sq. ft., 3 story
 Group B occupancy, Type V-A construction, Seismic D₂

Numerous Apartment and Condo Complexes – Multiple locations
 Up to 5 story, mixed use with retail and office at grade level
 Group R/M/B occupancy, Type V-A/II-A const., Seismic D₂, D₁ and C

Countless Commercial, Industrial, Assembly, Government, Aircraft Maintenance, and Multi-Family Residential Buildings

Affiliations:

ICC	International Code Council
WABO	Washington Association of Building Officials
AACE	American Association of Code Enforcement
WA-SBCC	Technical Advisory Group Member, WA State Building Code Council
OPCICC	Former President, Olympic Peninsula Chapter ICC
NAHB	(former member) National Association of Home Builders



DETAILED SCOPE OF SERVICES

Plan Review Service

CodePros will:

- Review construction plans of residential and commercial buildings to determine compliance with the Washington State Building Code and any local building code amendments. Projects include, but are not limited to: single- and multi-family residential construction; commercial buildings; tenant improvements in existing commercial buildings; new decks, porches, carports, and garages; pole barns and agricultural buildings; and existing home upgrades, basement finish, interior and exterior remodels, repairs and additions.
- Customize plan review format to include local code amendments and/or special project needs
- Perform the following reviews: building code, accessibility, mechanical, fuel gas, plumbing, means of egress, structural design, and energy code
- Determine the use and occupancy group classification
- Determine the type of construction and verify applicable area limitations
- Determine if the construction plans and design documents conform to the required strengths, stresses, strains, loads, and stability of adopted building code requirements and any applicable local amendments.
- Interpret building code requirements and recommend options of how to achieve compliance
- Interpret administrative and legal permitting requirements and assist applicants and jurisdictions in understanding such.
- Identify and/or question pertinent zoning issues or potential problems pertaining to other local laws and ordinances (Coordinate with local land-use planner)
- Coordinate review with the local fire code authority (or perform if included)
- Identify timeframes and schedule reviews to satisfy maximum time schedules
- Monitor and report satisfaction of timeframes
- Provide the necessary and appropriate expertise to assure code compliance
- Obtain additional resources as needed to ensure reviews are on schedule.
- Identify significant issues in writing and identify applicable code sections
- Provide comment letter copies to all applicable parties, including applicants, architects, engineers, other design professionals and the jurisdiction
- Address minor or insignificant issues or comments either within the comment letter or via phone and/or “red-lined” on plans.
- Review subsequent revisions in response to the first comments
- Provide a cover letter identifying code compliance upon approval of the final, approved design documents.

Building Inspection Service

CodePros will:

- Coordinate inspection requests
- Perform inspections of residential and commercial buildings and sites to determine that construction activity complies with approved plans and/or applicable codes and ordinances
- Perform all inspections as required by the adopted codes and local amendments
- Observe safety precautions and procedures and immediately report potentially unsafe conditions
- Provide training to inspectors on local codes and code amendments
- Provide on-site inspection consultation to applicants, homeowners and contractors
- Identify and document conditions that are not compliant with the approved plans and/or adopted codes, provide a written inspection report
- When appropriate, suggest alternate means or methods to achieve compliance
- Provide a copy (either on paper or electronically) to the jurisdiction for the permit record
- Issue stop-work orders when appropriate for illegal or dangerous building activity
- Notify jurisdiction of any other observed code enforcement or local code violations.

DETAILED SCOPE OF SERVICES (CONT.)

Project Support Services

CodePros will:

- Attend pre-application and pre-construction meetings with the jurisdiction and applicants, contractors and other interested parties
- Perform complete plan review service for the project
 - Includes all items identified in Plan Review Service
- Review all permitting documents to ensure accuracy and code compliance
- Perform complete building inspection service for the project
 - Includes all items identified in Building Inspection Service
 - Includes multiple inspections as a result of project phasing
- Notify jurisdiction of regular progress and project status
- Verify that all (IBC Chapter 17 required) special inspection reports are received and indicate compliance with appropriate requirements

Full Building Department Service

CodePros will:

- Attend pre-application and pre-construction meetings with the jurisdiction and applicants, contractors and other interested parties
- Perform complete plan review service for all projects
 - Includes all items identified in Plan Review Service
- Perform complete building inspection service for all projects
 - Includes all items identified in Building Inspection Service
- Issue certificates of occupancy for completed projects
- Monitor code development proceedings for changes to adopted codes, review and recommend adoption of State codes and potential amendments
- Prepare first drafts of building code adoption ordinances and related resolutions
- Observe jurisdictional properties for potential building code violations; investigate complaints concerning building code violations, issue stop work orders when necessary, follow-up with identified violations to assist efforts to bring the property into compliance
- Enforce adopted codes with regard to abatement of dangerous buildings, coordinate enforcement actions with the City Attorney
- Document violations of adopted codes utilizing written records, digital photographs, electronic communications or other appropriate means
- Apply the provisions of the Existing Building Code as adopted by the State of Washington in regard to existing and/or historic structures
- Provide code interpretations and professional opinions
- Process alternate method and materials requests and make determinations of code acceptance
- Participate in the development and implementation of jurisdictional goals, objectives, and policies
- Communicate effectively with citizens to answer questions, address concerns and provide educational materials
- Communicate and coordinate efforts with professional partner employees, service providers, and other jurisdiction staff, elected officials and other agencies
- Communicate with the construction community, builders, developers, home owners and community citizens
- Attend city/town staff meetings and/or council meetings as necessary
- Provide regular status and activity reports
- Develop, provide and maintain necessary departmental forms, letter templates, and brochures
- Maintain proper legal records, provide document storage, and respond to public disclosure records requests

GENERAL INFORMATION

Performance Measures

CodePros utilizes a number of various performance measures to track the effectiveness of our performance and the efficiency of our services. Measures are tracked over time and compared to established goals to determine satisfaction of such performance goals. Key indicators for our partner jurisdictions and their citizens are the following:

Project Size based on Valuation:	Plan Review Turnaround time to first comments:	Achievement Goal
IRC Residential Projects	10 working days	90%
IBC Small Commercial Project (Valuation less than \$2M)	15 working days	90%
IBC Large Commercial Project (Valuation \$2M to \$10M)	20 working days	95%
IBC Exceptionally Large Project (Valuation greater than \$10M)	30 working days	95%
Building Inspections	Performed Next Day	95%

Reporting

Full-Service and Project Support client partners, in addition to receiving regular project specific inspection reports and plan review summaries, receive regular monthly activity reports identifying the progress of permitted projects, the number and status of permits, and inspection numbers and results. Census Bureau reports are completed and returned to the Census Bureau monthly.

Supplemental Service client partners, in addition to regular project specific inspection reports and plan review summaries, are provided with annual summary reports as well as any interim reports as needed.

Additional reports may be developed and any report can be customized to suit the individual needs of specific jurisdictions and/or projects.

Document Retention

CodePros maintains proper legal records and complies with all document retention requirements as required by statute (RCW) and administrative rules (WAC) for public agencies. In addition to paper files being maintained, our documents are stored electronically on regularly backed up server systems. In addition, each document created or utilized is copied to the jurisdiction for inclusion in their records. CodePros will assist jurisdictions in any public records requests or public disclosure requests related to projects as performed by CodePros.

GENERAL INFORMATION (CONT)

Educational Resources

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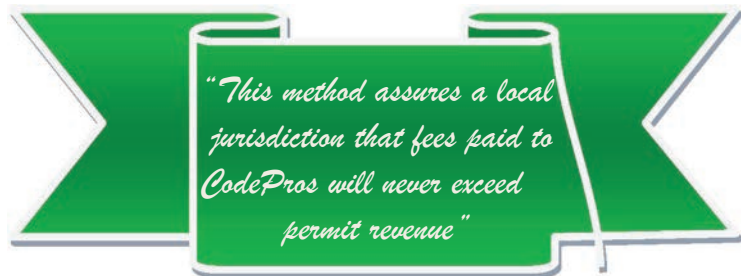
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NEW BUSINESS: Commerce Comprehensive Plan Update Grant Support
ITEM 13B.

DATE: September 13, 2022

FROM: Jayne Westman, Administrative Services Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, supporting the submission of the Department of Commerce Comprehensive Plan Periodic Update Grant Program application.

PROPOSAL: The City of Fircrest is commencing its required 2024 periodic update to the City's Comprehensive Plan. We are envisioning a light refresh to its existing plan addressing new Growth Management Act (GMA) requirements, Vision 2050, and updated Countywide Planning Policies. Much of the work to update the Comprehensive Plan will focus on new planning requirements including but not limited to climate, equity, and housing affordability.

The Governor and the Legislature made a historic investment in Growth Management Act planning during the 2022 Legislative Session. As a result, The City was allocated \$125,000 in grant funding. Grants may be used for planning work in need of review or revised for our comprehensive plan and development regulations as required to meet our periodic updates. If all of the funding is not needed to meet the update requirement, we can use our remaining funds for other planning work beyond the minimum requirements

FISCAL IMPACT: There is no immediate fiscal impact to submitting our grant application.

ADVANTAGE: By submitting our grant application, we will have access to the necessary funds to help assist the City with the cost of hiring a planning firm to assist with the periodic update.

DISADVANTAGES: None identified for applying for the grant.

ALTERNATIVES: Do not support staff in submitting the grant application.

HISTORY: Every eight years, as required by the GMA, cities are required to update their Comprehensive Plan. Fircrest's last major update was conducted in 2016. The process of this update is expected to take about two years to complete. We plan to post an RFQ and solicit bids to contract with a planning firm to assist with the periodic update. Principal Planner Boers will assist with the update but he does not intend to take the lead role.

ATTACHMENTS: [Resolution](#)
[Grant Information Letter to the Mayor](#)

1 **CITY OF FIRCREST**
2 **RESOLUTION NO. ____**

3 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**
4 **FIRCREST, WASHINGTON, SUPPORTING THE GRANT**
5 **APPLICATION IN THE AMOUNT OF UP TO \$125,000 FOR THE**
6 **2024 PERIODIC UPDATE GRANT PROGRAM TO ASSIST THE**
7 **CITY IN THE COST OF UPDATING OUR COMPREHENSIVE**
8 **PLAN**

9 **WHEREAS**, Every eight years, as required by the GMA, cities are required to update
10 their Comprehensive Plan; and

11 **WHEREAS**, Fircrest's last major update was conducted in 2016 and the process of this
12 update is expected to take about two years to complete; and

13 **WHEREAS**, The State legislature has allocated funds for cities to update their
14 Comprehensive Plans to align with Vision 2050 and development newly required
15 elements; and

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

18 **Section 1.** That the City Council of the City of Fircrest hereby supports a grant application
19 for the Department of Commerce Periodic Update Grant Program.

20 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**
21 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 13th day of September
22 2022.

23 **APPROVED:**

24 _____
25 Brett L. Wittner, Mayor

26 **ATTEST:**

27 _____
28 Jayne Westman, City Clerk

29 **APPROVED AS TO FORM:**

30 _____
31 Hillary J. Evans, City Attorney



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

July 18, 2022

The Honorable Brett Wittner
Mayor of Fircrest
115 Ramsdell Street
Fircrest, Washington 98466

RE: 2024 Growth Management Act Periodic Update Grants

Dear Mayor Wittner:

The City of Fircrest is required by RCW 36.70A.130(5)(a) to review and, if needed, revise its comprehensive plan and development regulations by June 30, 2024, to ensure they comply with the Growth Management Act (GMA).

We are pleased to inform you that, based on your population size, that \$125,000 has been reserved for the City of Fircrest as a grant to assist in completing your update work. This funding is reserved for the city as a non-competitive formula grant. Due to the state biennial split, one-half of this funding, or \$62,500 is available to reimburse related periodic update project costs from July 1, 2022 to June 30, 2023. Commerce will sign a grant agreement with you by this fall. All related GMA update project costs incurred by your jurisdiction, beginning July 1, 2022, will be eligible for reimbursement. Therefore, you will not need to delay work on the update grant until the contract is signed.

In addition to this financial assistance, Growth Management Services will continue to provide technical assistance for you during this periodic update process, until your scheduled update deadline, and our professional senior planners are ready to assist you with any questions. Please feel free to contact your assigned senior planner with any questions.

Your first grant deliverable will be the completion and submittal of the periodic update checklist, which we provide for review for your comprehensive plan and development regulation. You may find a copy of the checklist and instructions on our webpage here:

<https://www.commerce.wa.gov/serving-communities/growth-management/periodic-update/>

In order to receive this funding, please complete the GMA Update Grant Application materials. These materials are located on the Growth Management Services grants webpage located at

<https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-grants/>

We request application materials please be returned by **September 30, 2022**. As soon we receive your submitted application, we will begin preparing your contract and negotiate your final scopes of work.

If you have questions regarding this grant program or receiving technical assistance regarding your update, please contact Keri Sallee, at (360) 725-3064, or keri.sallee@commerce.wa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Andersen". The signature is fluid and cursive, with a large initial "D" and "A".

Dave Andersen, AICP
Managing Director, Growth Management Services

cc: Jeff Boers