

**FIRCREST CITY COUNCIL  
REGULAR MEETING  
AGENDA**

**TUESDAY, DECEMBER 27, 2022  
4:00 P.M.**

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

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
  - A. Staff Introductions
  - B. 2023 Liaison Assignments
- 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. Parks & Recreation
  - B. Pierce County Regional Council
  - C. Public Safety, Courts
  - D. Street, Water, Sewer, and Storm Drain
  - E. Other Liaison Reports
- 10. CONSENT CALENDAR**
  - A. Approval of [vouchers](#)/payroll checks
  - B. Setting a Public Hearing on January 24, 2023, at 7:15 pm or shortly thereafter to receive comments on a proposed solid waste rate adjustment.
  - C. [Registering no objections to the Los Tapatios Liquor License Renewal](#)
  - D. Approval of Minutes: [December 13, 2022, Regular Meeting](#)
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
  - A. [Resolution: City Manager Recruitment Contract](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
- 16. ADJOURNMENT**

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
28443	12/14/2022	12/27/2022	4298 AWC Employee Benefit Trust	742.50	01/2023 Retired Medical
	521 22 20 01		LEOFF I Medical Premiums 001 000 521 General Fund	742.50	01/2023 Retired Medical
28449	12/19/2022	12/27/2022	3705 Alpine Products Inc	768.61	School Crossing Signs (6)
	542 30 31 02		Oper Supplies - Street Reg 101 000 542 City Street Fund	768.61	School Crossing Signs (6)
28553	12/21/2022	12/27/2022	3705 Alpine Products Inc	1,182.03	School Stop Sign Replacements (14)
	542 30 31 02		Oper Supplies - Street Reg 101 000 542 City Street Fund	1,182.03	School Stop Sign Replacements (14)
			Total Alpine Products Inc	1,950.64	
28472	12/19/2022	12/27/2022	9614 Arneson, Michael	25.75	Santa Sleigh Ride Pizza Party Supplies
	521 22 49 07		Community Outreach 001 000 521 General Fund	25.75	Santa Sleigh Ride Pizza Party Supplies
28521	12/20/2022	12/27/2022	3933 Asphalt Patch Systems, Inc.	10,934.00	Asphalt Patching - 300 blk Golden Gate & 300 blk Eldorado; P#72 Asphalt Patching - 200 blk Contra Costa
	534 50 48 01		Rep & Maint - Water Maint 425 000 534 Water Fund (dep	1,980.00	Asphalt Patching - 300 blk Golden Gate & 300 blk Eldorado St
	594 34 63 01		Other Improvements - Wate 426 000 594 Water Improven	8,954.00	P#72 Asphalt Patching - 200 blk Contra Costa
28535	12/20/2022	12/27/2022	4052 Auto Value, NPW Tacoma	15.83	Funnel for Fueling Vehicles/Equipment
	548 65 48 12		O & M - Street 501 000 548 Equipment Rent	3.96	Funnel for Fueling Vehicles/Equipment
	548 65 48 13		O & M - Storm 501 000 548 Equipment Rent	3.96	Funnel for Fueling Vehicles/Equipment
	548 65 48 14		O & M - Water/Sewer 501 000 548 Equipment Rent	7.91	Funnel for Fueling Vehicles/Equipment
28446	12/19/2022	12/27/2022	4278 Budget Batteries Inc	143.33	#63582D Battery
	548 65 48 12		O & M - Street 501 000 548 Equipment Rent	143.33	#63582D Battery
28489	12/19/2022	12/27/2022	9496 Burkhart, Arlette	175.00	Gym Fees Reimbursement - Apr-Oct 2022
	513 10 20 00		Personnel Benefits - Admin 001 000 513 General Fund	175.00	Gym Fees Reimbursement - Apr-Oct 2022
28473	12/19/2022	12/27/2022	8837 Byrd, Selena R	159.98	Santa Sleigh Ride Candy
	521 22 49 07		Community Outreach 001 000 521 General Fund	159.98	Santa Sleigh Ride Candy
28532	12/20/2022	12/27/2022	6018 Canon Financial Services Inc	159.67	Police Copier/Fax Rental Nov 2022
	521 22 45 00		Oper Rentals - Copier - Polic 001 000 521 General Fund	159.67	Police Copier/Fax Rental Nov 2022

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
28503	12/20/2022	12/27/2022	10229 Casey Civil, PLLC	4,428.30	P#68 44th St. Lift Station Professional Svcs. thru September 2022
	594 35 63 03	Project Engineering - Sewer	432 000 594 Sewer Improven	4,428.30	P#68 44th St. Lift Station Professional Svcs. thru September 2022
28504	12/20/2022	12/27/2022	10229 Casey Civil, PLLC	4,685.00	P#68 44th St. Lift Station Professional Svcs. thru October 2022
	594 35 63 03	Project Engineering - Sewer	432 000 594 Sewer Improven	4,685.00	P#68 44th St. Lift Station Professional Svcs. thru October 2022
28505	12/20/2022	12/27/2022	10229 Casey Civil, PLLC	1,190.00	P#68 44th St. Lift Station Professional Svcs. thru November 2022
	594 35 63 03	Project Engineering - Sewer	432 000 594 Sewer Improven	1,190.00	P#68 44th St. Lift Station Professional Svcs. thru November 2022
Total Casey Civil, PLLC				10,303.30	
28496	12/20/2022	12/27/2022	7572 Cavanaugh, Elisha	100.00	Security Deposit Refund Cavanaugh 12/9/22
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	100.00	Security Deposit Refund Cavanaugh 12/9/22
28476	12/19/2022	12/27/2022	5805 CenturyLink (Lumen LD)	12.87	Long Distance Access & Usage 12/2022
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	12.87	Long Distance Access & Usage 12/2022
28533	12/20/2022	12/27/2022	3994 CenturyLink	1,263.26	Telecommunications - December 2022
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	75.73	City Hall Prim 911 - 12/2022
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	75.73	City Hall Message Line - 12/2022
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	75.73	City Hall Alarm - 12/2022
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	449.18	Circuit Line/PRI - 12/2022
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	134.87	DID - 12/2022
	521 22 42 00	Communication - Police	001 000 521 General Fund	159.84	Police BA/Modem - 12/2022
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	37.86	PW Alarm/Prim 911 - 12/2022
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	18.94	PW Fax - 12/2022
	534 10 42 00	Communication - Water Adr	425 000 534 Water Fund (de	37.86	PW Alarm/Prim 911 - 12/2022
	534 10 42 00	Communication - Water Adr	425 000 534 Water Fund (de	32.50	PW DSL/Telemetry - 12/2022
	534 10 42 00	Communication - Water Adr	425 000 534 Water Fund (de	18.93	PW Fax - 12/2022
	535 10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (de	37.86	PW Alarm/Prim 911 - 12/2022
	535 10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (de	32.50	PW DSL/Telemetry - 12/2022
	535 10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (de	18.94	PW Fax - 12/2022
	542 30 42 00	Communication - Street Rec	101 000 542 City Street Fund	37.86	PW Alarm/Prim 911 - 12/2022

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City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 3

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	542 30 42 00	Communication - Street Reg	101 000 542 City Street Fund	18.93	PW Fax - 12/2022
28559	12/21/2022	12/27/2022	10057 Chavez, Edward	82.70	Gym Fee Reimbursement - July - Nov 2022
	518 30 20 00	Personnel Benefits - Fac/Equ	001 000 518 General Fund	82.70	Gym Fee Reimbursement - July - Nov 2022
28474	12/19/2022	12/27/2022	331 Cheesman, John G	3,300.00	Target Gift Cards for Kids, Cops & Kiwanis Event
	521 22 49 05	Reimbursable Programs	001 000 521 General Fund	3,300.00	Target Gift Cards for Kids, Cops & Kiwanis Event
28495	12/20/2022	12/27/2022	331 Cheesman, John G	590.76	Pizza Party for Santa Sleigh Volunteers
	521 22 49 07	Community Outreach	001 000 521 General Fund	590.76	Pizza Party for Santa Sleigh Volunteers
28515	12/20/2022	12/27/2022	331 Cheesman, John G	577.49	Drinks & Gifts for Kids, Cops & Kiwanis Event
	521 22 49 05	Reimbursable Programs	001 000 521 General Fund	577.49	Drinks & Gifts for Kids, Cops & Kiwanis Event
			Total Cheesman, John G	4,468.25	
28499	12/20/2022	12/27/2022	4313 Chuckals Inc	8.79	Central Office Supplies
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	8.79	Central Office Supplies
28526	12/20/2022	12/27/2022	4313 Chuckals Inc	93.71	Office Supplies - Police, Rec & Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	36.74	Office Supplies - Central
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	37.98	Office Supplies - Police
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	18.99	Office Supplies - Rec
			Total Chuckals Inc	102.50	
28485	12/19/2022	12/27/2022	4315 Cities Insurance Assoc of WA	1,000.00	Insurance Deductible - 4/24/22 Driscoll*C1973
	518 30 46 01	Insurance Deductible	001 000 518 General Fund	1,000.00	Insurance Deductible - 4/24/22 Driscoll*C1973
28534	12/20/2022	12/27/2022	10296 CodePros, LLC	10,508.61	Building Official/Inspection Services - Sept-Dec 2022
	524 20 41 01	Bldg Inspec/Plan Review	001 000 524 General Fund	10,508.61	Building Official/Inspection Services - Sept-Dec 2022
28494	12/20/2022	12/27/2022	3565 Comfort Davies & Smith	474.50	Legal Services - Ruston - Nov 2022
	515 41 41 03	City Prosecutor	001 000 515 General Fund	474.50	Legal Services - Ruston - Nov 2022
28475	12/19/2022	12/27/2022	7918 Contreras, Alejandra	150.00	Spanish Interpreting (2 hrs), 2A0023136, 2A0023137

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City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo		
	512 50 41 03		Prof Svcs - Interpreter	001 000 512	General Fund	150.00	Spanish Interpreting (2 hrs), 2A0023136, 2A0023137
28531	12/20/2022	12/27/2022	3573 Copiers Northwest Inc	22.81		22.81	Printer Usage 10/28/22-11/28/22
	521 22 45 00		Oper Rentals - Copier - Polic	001 000 521	General Fund	22.81	Printer Usage 10/28/22-11/28/22
28552	12/21/2022	12/27/2022	7227 Correct Equipment Inc	404.80		404.80	Well Pump Repair Kits
	534 50 31 01		Oper Supplies - Water Main	425 000 534	Water Fund (de	404.80	Well Pump Repair Kits
28043	10/13/2022	12/27/2022	3589 Databar Inc	2,205.51		2,205.51	Town Topics with Special Thank You Insert - October 2022
	518 10 49 01		Town Topics/Citizen Commu	001 000 518	General Fund	2,205.51	Town Topics with Special Thank You Insert - October 2022
28550	12/21/2022	12/27/2022	3589 Databar Inc	1,293.60		1,293.60	Town Topics - December 2022
	518 10 49 01		Town Topics/Citizen Commu	001 000 518	General Fund	1,293.60	Town Topics - December 2022
28551	12/21/2022	12/27/2022	3589 Databar Inc	606.34		606.34	Utility Billing Rate Increase Flyer
	531 50 49 03		Printing & Binding - Storm	415 000 531	Storm Drain	202.12	Utility Billing Rate Increase Flyer
	534 10 49 04		Printing & Binding - Water /	425 000 534	Water Fund (de	202.11	Utility Billing Rate Increase Flyer
	535 10 49 03		Printing & Binding - Sewer /	430 000 535	Sewer Fund (de	202.11	Utility Billing Rate Increase Flyer
28554	12/21/2022	12/27/2022	3589 Databar Inc	830.51		830.51	Community Sponsorship Program 2022
	542 80 31 04		Oper Supplies - Beautificatic	101 000 542	City Street Fund	830.51	Community Sponsorship Program 2022
			Total Databar Inc	4,935.96			
28519	12/20/2022	12/27/2022	9303 Deal, Robert L.	1,187.50		1,187.50	Police Background Checks (28 Hrs) & Mileage 10/22-12/22
	521 22 41 00		Prof Svcs - Police	001 000 521	General Fund	1,187.50	Police Background Checks (28 Hrs) & Mileage 10/22-12/22
28502	12/20/2022	12/27/2022	365 Dept Of Labor & Industries	31.26		31.26	3rd & 4th Qtr LNI for Chaplain (62 Hrs)
	521 22 20 00		Personnel Benefits - Police	001 000 521	General Fund	31.26	3rd & 4th Qtr LNI for Chaplain (62 Hrs)
28541	12/20/2022	12/27/2022	3599 Dept Of Licensing	30.00		30.00	Notary Public Commission - S Lee
	518 10 49 02		Notary	001 000 518	General Fund	30.00	Notary Public Commission - S Lee
28558	12/21/2022	12/27/2022	4310 Dept Of Revenue-EXCISE TAX	288.69		288.69	11/2022 Excise Taxes

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 20 43 01	Excise Tax - Time/Temp Ren		001 000 518 General Fund	3.30	11/2022 Excise Taxes
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	26.00	11/2022 Excise Taxes
531 50 44 00	Excise Tax - Storm		415 000 531 Storm Drain	17.13	11/2022 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	32.75	11/2022 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	40.93	11/2022 Excise Taxes
534 50 31 01	Oper Supplies - Water Main		425 000 534 Water Fund (de	-24.70	11/2022 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	57.60	11/2022 Excise Taxes
571 20 43 00	Excise Tax - Participation Fee		001 000 571 General Fund	9.42	11/2022 Excise Taxes
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	111.52	11/2022 Excise Taxes
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	14.74	11/2022 Excise Taxes
28501	12/20/2022	12/27/2022	8532 Dog Waste Depot	339.98	Dog Waste Bags (2 Cases)
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	339.98	Dog Waste Bags (2 Cases)
28540	12/20/2022	12/27/2022	3748 Fed Ex Office	703.71	2023 Adopted Budget Books (20)
	514 23 49 02	Printing & Binding - Finance	001 000 514 General Fund	703.71	2023 Adopted Budget Books (20)
28445	12/19/2022	12/27/2022	4318 Fircrest City of - Interfund (Treasur)	4,860.42	December 2022 Interfund
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	329.40	December 2022 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	96.86	December 2022 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	3.53	December 2022 Interfund
	534 10 47 00	Utility Services/Building - W	425 000 534 Water Fund (de	231.62	December 2022 Interfund
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	128.35	December 2022 Interfund
	534 80 47 03	Public Utility Services - Mete	425 000 534 Water Fund (de	8.25	December 2022 Interfund
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (de	231.41	December 2022 Interfund
	535 80 47 04	Public Utility Services - Mete	430 000 535 Sewer Fund (de	8.25	December 2022 Interfund
	542 30 47 02	Electricity & Gas/Bldg - Stre	101 000 542 City Street Fund	96.86	December 2022 Interfund
	542 30 47 02	Electricity & Gas/Bldg - Stre	101 000 542 City Street Fund	3.53	December 2022 Interfund
	542 80 47 00	Public Utility Services - St Be	101 000 542 City Street Fund	5.42	December 2022 Interfund
	548 65 47 00	Utility Services/Building - Sh	501 000 548 Equipment Rent	34.50	December 2022 Interfund
	571 10 47 00	Public Utility Services - Rec	001 000 571 General Fund	266.61	December 2022 Interfund
	576 20 47 00	Public Utility Services - Pool	001 000 576 General Fund	387.72	December 2022 Interfund
	576 80 47 00	Public Utility Services - Park:	001 000 576 General Fund	3,028.11	December 2022 Interfund
28538	12/21/2022	12/27/2022	4695 Goff, Erika	11.68	12-00665.0 - 4412 61ST AVE W
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-11.68	
28444	12/14/2022	12/27/2022	8046 Goncharova, Natalya	130.00	Russian Interpreting (2 hrs) - 2A0602127
	512 50 41 03	Prof Srvs - Interpreter	001 000 512 General Fund	130.00	Russian Interpreting (2 hrs) - 2A0602127

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
28486	12/19/2022	12/27/2022	3666 Grainger Inc, Dept 826129041	41.26	P#68 Sewer Lift Station Gauge for 44th/67th St
	594 35 63 01		Other Improvements - Sewe 432 000 594 Sewer Improven	41.26	P#68 Sewer Lift Station Gauge for 44th/67th St
28544	12/20/2022	12/27/2022	3668 Gray Lumber Company Inc	978.58	Cedar Street Sign Posts (10)
	542 30 31 02		Oper Supplies - Street Reg 101 000 542 City Street Fund	978.58	Cedar Street Sign Posts (10)
28447	12/19/2022	12/27/2022	3692 Home Depot Credit Services	19.18	Chlorine Repair Parts
	534 80 31 02		Oper Supplies - Water Gen ( 425 000 534 Water Fund (de	19.18	Chlorine Repair Parts
28516	12/20/2022	12/27/2022	9934 Howitt, Deborah	67.00	Library Reimbursement - 1 Year
	572 21 49 00		Library Services 001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
28517	12/20/2022	12/27/2022	10292 Howitt, Ted	67.00	Library Reimbursement - 1 Year
	572 21 49 00		Library Services 001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
28549	12/22/2022	12/27/2022	2580 Hulscher, Kris	76.17	05-02830.5 - 1104 PANORAMA DR
	343 10 00 00		Storm Drain Revenues 415 000 340 Storm Drain	-31.34	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (de	-21.05	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (de	-23.78	
28547	12/21/2022	12/27/2022	8136 Hunthausen, Anna	35.17	05-03030.0 - 1210 WEST MOUNT DR
	343 10 00 00		Storm Drain Revenues 415 000 340 Storm Drain	-27.64	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (de	-14.16	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (de	6.63	
28452	12/19/2022	12/27/2022	5428 Jeff Boers	787.50	Land Use Consulting (7.5 Hrs) - November 2022
	558 60 41 00		Prof Svcs - Planning 001 000 558 General Fund	787.50	Land Use Consulting (7.5 Hrs) - November 2022
28493	12/21/2022	12/27/2022	9882 Karhan, Jamie	103.23	04-01110.1 - 1020 GREENWAY AVE
	343 10 00 00		Storm Drain Revenues 415 000 340 Storm Drain	-22.88	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (de	-25.03	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (de	-55.32	
28470	12/19/2022	12/27/2022	8773 Kassel & Associates, Inc.	107,749.50	P#64 Community Center Construction thru 9/30/22
	594 76 62 03		Buildings & Structures - PBC 301 000 594 Park Bond Capit	107,749.50	P#64 Community Center Construction thru 9/30/22
28482	12/19/2022	12/27/2022	9817 Kenyon Disend	376.00	Attorney Service - November 2022 - Land Use
	515 41 41 02		Special Legal Counsel 001 000 515 General Fund	376.00	Attorney Services - November 2022 - Land Use

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City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
28483	12/19/2022	12/27/2022	9817	9,929.75	Attorney Services - November 2022
	515 41 41 01	City Attorney	001 000 515	9,929.75	Attorney Services - November 2022
			000 515 General Fund		
			Total Kenyon Disend	10,305.75	
28537	12/21/2022	12/27/2022	7220	37.81	04-01930.4 - 760 MONTEREY LANE
	343 10 00 00	Storm Drain Revenues	415 000 340	-25.87	
	343 40 00 00	Sale Of Water	425 000 340	-17.20	
	343 50 00 00	Sewer Revenues	430 000 340	5.26	
28545	12/21/2022	12/27/2022	2465	82.46	05-01740.0 - 1009 LAUREL CT
	343 10 00 00	Storm Drain Revenues	415 000 340	-36.78	
	343 40 00 00	Sale Of Water	425 000 340	-30.24	
	343 50 00 00	Sewer Revenues	430 000 340	-15.44	
28542	12/20/2022	12/27/2022	10264	400.57	Wednesday Gentle Yoga & Chair Yoga Classes (11/1/22-11/30/22)
	571 20 49 06	Instructor Fees	001 000 571	400.57	Wednesday Gentle Yoga & Chair Yoga Classes (11/1/22-11/30/22)
			000 571 General Fund		
28523	12/20/2022	12/27/2022	9861	824.04	PoliceOne Academy Annual Rate (9 Users) 12/1/22-11/30/23
	521 22 49 02	Reg & Tuition - Police	001 000 521	824.04	PoliceOne Academy Annual Rate (9 Users) 12/1/22-11/30/23
			000 521 General Fund		
28560	12/21/2022	12/27/2022	6639	121.33	Top Soil (5 Yds) For Parks Repairs
	576 80 31 02	Oper Supplies - Parks	001 000 576	121.33	Top Soil (5 Yds) For Parks Repairs
			000 576 General Fund		
28466	12/19/2022	12/27/2022	6369	66.16	Timers for Outside Holiday Lights
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518	66.16	Timers for Outside Holiday Lights
			000 518 General Fund		
28467	12/19/2022	12/27/2022	6369	82.56	Lights for Tree Lighting Ceremony
	576 80 31 02	Oper Supplies - Parks	001 000 576	82.56	Lights for Tree Lighting Ceremony
			000 576 General Fund		
28477	12/19/2022	12/27/2022	6369	18.63	Street Light Supplies
	542 63 31 00	Oper Supplies - St Light	101 000 542	18.63	Street Light Supplies
			000 542 City Street Fund		
28491	12/19/2022	12/27/2022	6369	999.11	Big Island Holiday Lights



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City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
542 80 31 04	Oper Supplies - Beautificatic		101 000 542 City Street Fund	999.11	Big Island Holiday Lights
28500	12/20/2022	12/27/2022	6369 McLendon Hardware Inc (Tacoma)	9.89	Part to Repair Tables at Rec Center
571 10 49 00	Miscellaneous - Rec		001 000 571 General Fund	9.89	Part to Repair Tables at Rec Center
Total McLendon Hardware Inc (Tacoma)				1,176.35	
28543	12/20/2022	12/27/2022	10265 Mirande, Therese	309.93	Monday & Friday Gentle Yoga Classes (11/1/22-11/30/22)
571 20 49 06	Instructor Fees		001 000 571 General Fund	309.93	Monday & Friday Gentle Yoga Classes (11/1/22-11/30/22)
28497	12/20/2022	12/27/2022	8500 Moskalkenko, Nikolay	60.00	Youth Basketball Refund (unable to participate)
347 60 00 01	Youth Basketball Registratio		001 000 340 General Fund	-60.00	Youth Basketball Refund (unable to participate)
28480	12/19/2022	12/27/2022	5766 Multicare Cntr of Occupational Medicine	119.00	DOT Exam - 11/14/22 - Davis
518 11 41 02	Drug & Alcohol - Personnel		001 000 518 General Fund	119.00	DOT Exams - 11/14/22- Davis
28492	12/19/2022	12/27/2022	10244 Owen Kari, DBA ASL Professionals	223.33	ASL Services 11/22/22 Council Meeting (2 Hrs plus Mileage)
511 60 41 00	Prof Svcs - Legisl		001 000 511 General Fund	223.33	ASL Services 11/22/22 Council Meeting (2 Hrs plus Mileage)
28468	12/19/2022	12/27/2022	3957 PC Budget & Finance	35,675.00	Indigent Defense Fircrest/Ruston Jul - Dec 2022
515 41 41 00	Assigned Counsel		001 000 515 General Fund	35,675.00	Indigent Defense Fircrest/Ruston Jul - Dec 2022
28561	12/21/2022	12/27/2022	3955 Petrocard Systems Inc	124.47	Gas/Fuel - December 2022
548 65 31 12	Gas - Street		501 000 548 Equipment Rent	124.47	Street 12/2022
28536	12/20/2022	12/27/2022	10221 Petty Cash-ParksRec	114.44	Petty Cash Reimbursement 12/27/22
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	114.44	Senior Morning Supplies
28508	12/20/2022	12/27/2022	3982 Proforce Law Enforcement, Corp. Office	4,161.63	FN303 Launcher (3) And Accessories; BCF Long Gun & 403R Rotary
521 22 49 04	CJF Programs		001 000 521 General Fund	4,161.63	FN303 Launcher (3) And Accessories; BCF Long Gun & 403R Rotary
28555	12/21/2022	12/27/2022	3986 Puget Sound Energy, BOT-01H	337.17	Natural Gas - City Hall Nov 2022

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	518 30 47 00	Public Utility Services - City	001 000 518 General Fund	337.17	Natural Gas - City Hall Nov 2022
28556	12/21/2022	12/27/2022	3986 Puget Sound Energy, BOT-01H	106.21	Natural Gas - PW - Nov 2022
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	26.55	Natural Gas - PW - Nov 2022
	534 10 47 00	Utility Services/Building - W.	425 000 534 Water Fund (de	26.55	Natural Gas - PW - Nov 2022
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (de	26.55	Natural Gas - PW - Nov 2022
	542 30 47 02	Electricity & Gas/Bldg - Stre	101 000 542 City Street Fund	26.56	Natural Gas - PW - Nov 2022
Total Puget Sound Energy, BOT-01H				443.38	
28546	12/21/2022	12/27/2022	9935 Richmond, Heather	28.87	02-02060.1 - 310 COLUMBIA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-6.40	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-7.00	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-15.47	
28440	12/14/2022	12/27/2022	4018 Rosen Supply Company Inc	2,032.93	Hot Water Tank & Conversion Kit
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	2,032.93	Hot Water Tank & Conversion Kit
28442	12/14/2022	12/27/2022	4018 Rosen Supply Company Inc	29.59	Part for Water Leak Repair
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	29.59	Part for Water Leak Repair
Total Rosen Supply Company Inc				2,062.52	
28481	12/19/2022	12/27/2022	4026 S & B Inc	5,592.40	Engineering & Design Svcs. for Weathervane Booster VFD Replacement
	594 34 63 02	Project Engineering - Water	426 000 594 Water Improven	5,592.40	Engineering & Design Svcs. for Weathervane Booster VFD Replacement
28450	12/19/2022	12/27/2022	4035 Sarco Supply	11.65	Janitorial Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	11.65	Janitorial Supplies - City Hall
28451	12/19/2022	12/27/2022	4035 Sarco Supply	497.40	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571 General Fund	497.40	Janitorial Supplies - Rec Bldg
28453	12/19/2022	12/27/2022	4035 Sarco Supply	329.87	Janitorial Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	329.87	Janitorial Supplies - City Hall
28454	12/19/2022	12/27/2022	4035 Sarco Supply	118.58	Janitorial Supplies - Public Works

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	518 30 31 03 Oper Supplies - PWF		001 000 518 General Fund	118.58	Janitorial Supplies - Public Works
28455	12/19/2022	12/27/2022	4035 Sarco Supply	214.38	Janitorial Supplies - Parks Structures
	576 80 31 01 Janitorial Supplies - Parks St		001 000 576 General Fund	214.38	Janitorial Supplies - Parks Structures
28469	12/19/2022	12/27/2022	4035 Sarco Supply	61.61	Janitorial Supplies - Parks
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	61.61	Janitorial Supplies - Parks
			Total Sarco Supply	1,233.49	
28498	12/20/2022	12/27/2022	8403 Schmidtke, Judy A	300.00	Gym Fees Reimbursement - Jan-Dec 2022
	571 10 20 00 Personnel Benefits - Rec		001 000 571 General Fund	300.00	Gym Fees Reimbursement - Jan-Dec 2022
28548	12/21/2022	12/27/2022	1719 Silver, Dolph	40.90	03-00780.3 - 118 AMHERST ST
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-9.07	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-9.91	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-21.92	
28518	12/20/2022	12/27/2022	4076 Spectrum Sign Company Inc	4,925.80	Replacement of "City of Fircrest Municipal Building" Sign
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	4,925.80	Replacement of "City of Fircrest Municipal Building" Sign
28488	12/19/2022	12/27/2022	4084 Staples Business Advantage	75.99	Office Supplies - Finance & Central
	514 23 31 00 Office & Oper Sup - Finance		001 000 514 General Fund	43.99	Office Supplies - Finance
	518 10 34 01 Office Supplies - Central		001 000 518 General Fund	32.00	Office Supplies - Central
28524	12/20/2022	12/27/2022	4084 Staples Business Advantage	98.64	Office Supplies - Civil Service, Finance & Central
	514 23 31 00 Office & Oper Sup - Finance		001 000 514 General Fund	50.08	Office Supplies - Finance
	518 10 34 01 Office Supplies - Central		001 000 518 General Fund	36.03	Office Supplies - Central
	521 10 31 00 Office Supplies - Civil Svc		001 000 521 General Fund	12.53	Office Supplies- Civil Service
28527	12/20/2022	12/27/2022	4084 Staples Business Advantage	8.02	Office Supplies - Court
	512 50 31 00 Office & Oper Sup - Court		001 000 512 General Fund	8.02	Office Supplies - Court
28528	12/20/2022	12/27/2022	4084 Staples Business Advantage	23.64	Office Supplies - Court
	512 50 31 00 Office & Oper Sup - Court		001 000 512 General Fund	23.64	Office Supplies - Court
28529	12/20/2022	12/27/2022	4084 Staples Business Advantage	49.83	Office Supplies - Court

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 11

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	512 50 31 00	Office & Oper Sup - Court	001 000 512 General Fund	49.83	Office Supplies - Court
28530	12/20/2022	12/27/2022 4084	Staples Business Advantage	-24.92	Office Supplies - Court - Return
	512 50 31 00	Office & Oper Sup - Court	001 000 512 General Fund	-24.92	Office Supplies - Court - Return
			Total Staples Business Advantage	231.20	
28441	12/14/2022	12/27/2022 4087	Star Rentals	1,485.15	Lift Rental for Putting Lights on Tree at Alice Peers Park
	542 80 31 01	Oper Supplies - St Beaut	101 000 542 City Street Fund	1,485.15	Lift Rental for Putting Lights on Tree at Alice Peers Park
28471	12/19/2022	12/27/2022 4088	State Auditor's Office	8,143.20	2021 Audit #49665 - Nov 2022 (70.2 Hrs)
	518 10 41 01	Biennial Audit - Non Dept	001 000 518 General Fund	8,143.20	2021 Audit #49665 - Nov 2022 (70.2 Hrs)
28484	12/19/2022	12/27/2022 8809	Sumner Dani, Candace	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
28456	12/19/2022	12/27/2022 4110	Superior Linen Service	43.98	Linen Service 11/16/22 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	43.98	Linen Service 11/16/22 - Public Works
28457	12/19/2022	12/27/2022 4110	Superior Linen Service	81.33	Linen Service 11/24/22 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.33	Linen Service 11/24/22 - City Hall
28458	12/19/2022	12/27/2022 4110	Superior Linen Service	119.50	Linen Service 11/16/22 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	119.50	Linen Service 11/16/22 - Rec Center
28459	12/19/2022	12/27/2022 4110	Superior Linen Service	81.33	Linen Service 11/10/22 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.33	Linen Service 11/10/22 - City Hall
28460	12/19/2022	12/27/2022 4110	Superior Linen Service	55.25	Linen Service 11/16/22 - Pool
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	55.25	Linen Service 11/16/22 - Pool
28461	12/19/2022	12/27/2022 4110	Superior Linen Service	119.50	Linen Service 11/02/22 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	119.50	Linen Service 11/02/22 - Rec Center
28462	12/19/2022	12/27/2022 4110	Superior Linen Service	55.25	Linen Service 11/02/22 - Pool

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 12

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
576 20 49 02	Miscellaneous - Pool		001 000 576 General Fund	55.25	Linen Service 11/02/22 - Pool
28463	12/19/2022	12/27/2022	4110 Superior Linen Service	43.98	Linen Service 11/02/22 - Public Works
518 30 48 03	Rep & Maint - PW		001 000 518 General Fund	43.98	Linen Service 11/02/22 - Public Works
Total Superior Linen Service				600.12	
28514	12/20/2022	12/27/2022	4328 Systems for Public Safety Inc	1,258.91	#60452D 2016 Ford Interceptor - Headlight Assembly & Processor, LED Headlight
548 65 48 08	O & M - Police		501 000 548 Equipment Rent	1,258.91	#60452D 2016 Ford Interceptor - Headlight Assembly & Processor, LED Headlight
28522	12/20/2022	12/27/2022	4328 Systems for Public Safety Inc	341.03	#68056D 2019 Ford Interceptor - Battery Replacement
548 65 48 08	O & M - Police		501 000 548 Equipment Rent	341.03	#68056D 2019 Ford Interceptor - Battery Replacement
Total Systems for Public Safety Inc				1,599.94	
28448	12/19/2022	12/27/2022	4135 Tacoma Screw Products Inc	50.18	Street Sign Lag Screws
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	50.18	Street Sign Lag Screws
28490	12/19/2022	12/27/2022	4135 Tacoma Screw Products Inc	94.99	Snow Plow Blade Replacement Bolts
548 65 48 12	O & M - Street		501 000 548 Equipment Rent	94.99	Snow Plow Blade Replacement Bolts
Total Tacoma Screw Products Inc				145.17	
28562	12/21/2022	12/27/2022	4322 Tacoma, City of - POWER	10,372.46	Power - Various Locations - November 2022
518 30 47 00	Public Utility Services - City		001 000 518 General Fund	801.07	Time/Temp & City Hall Power 11/2022
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	149.57	PW Power 11/2022
534 10 47 00	Utility Services/Building - W.		425 000 534 Water Fund (de	149.57	PW Power 11/2022
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	3,127.02	PW Well #9 & Golf Course Tank 11/2022
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (de	149.57	PW Power 11/2022
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	1,280.23	Pumps/LS Power 11/2022
542 30 47 02	Electricity & Gas/Bldg - Stre		101 000 542 City Street Fund	149.57	PW Power 11/2022
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	54.08	Traffic Control 11/2022
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	1,191.83	Street Lights 11/2022
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	112.93	F&E Garage Power 11/2022
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	1,600.87	Rec Center Power 11/2022

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 13

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	576 80 47 00	Public Utility Services - Park:	001 000 576 General Fund	1,606.15	Parks Power - 11/2022
28487	12/19/2022	12/27/2022	9534 Texera, Jean	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
28509	12/20/2022	12/27/2022	10013 Truong, John	152.22	Gym Fee Reimbursement - Mar-Dec 2022
	521 22 20 00	Personnel Benefits - Police	001 000 521 General Fund	152.22	Gym Fee Reimbursement - Mar-Dec 2022
28539	12/20/2022	12/27/2022	8484 US Bank, Recreation Dept Account	1,295.41	P-Card Charges thru 12/16/22
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	33.53	Office Supplies - Rec
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	453.23	Senior Morning Supplies
	573 90 49 01	Community Events	001 000 573 General Fund	715.14	Community Events Supplies
	594 76 62 03	Buildings & Structures - PBC	301 000 594 Park Bond Capit	93.51	P#64 Dry Box Rental 12/2022
28506	12/20/2022	12/27/2022	339 Villamor, John	19.55	De-Icer for Police Vehicles
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	19.55	De-Icer for Police Vehicles
28513	12/20/2022	12/27/2022	339 Villamor, John	57.32	Safety Gloves for Police Dept.
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	57.32	Safety Gloves for Police Dept.
			Total Villamor, John	76.87	
28557	12/21/2022	12/27/2022	4229 Washington State Patrol	600.00	Access User Fee - 4th Quarter 2022
	521 22 41 03	WACIC/NCIC	001 000 521 General Fund	600.00	Access User Fee - 4th Quarter 2022
28478	12/19/2022	12/27/2022	4231 Water Mgmt Labs Inc	161.00	Coliform Testing - 11/2022
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	161.00	Coliform Testing - 11/2022
28479	12/19/2022	12/27/2022	4231 Water Mgmt Labs Inc	152.00	Fluoride Testing - 11/2022
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	152.00	Fluoride Testing - 11/2022
28520	12/20/2022	12/27/2022	4231 Water Mgmt Labs Inc	456.00	TTHM and HAAS Water Testing - 09/2022
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	456.00	TTHM and HAAS Water Testing - 09/2022
			Total Water Mgmt Labs Inc	769.00	
			Report Total:	259,612.30	

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 14:46:22 Date: 12/22/2022

As Of: 12/27/2022

Page: 14

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<hr/>					
			Fund		
			001 General Fund	106,636.76	
			101 City Street Fund	7,897.44	
			301 Park Bond Capital Fund	107,843.01	
			415 Storm Drain	712.54	
			425 Water Fund (department)	7,309.31	
			426 Water Improvement Fund	14,546.40	
			430 Sewer Fund (department)	2,176.74	
			432 Sewer Improvement Fund	10,344.56	
			501 Equipment Rental Fund	2,145.54	

This report has been reviewed by:

REMARKS:

\_\_\_\_\_

Signature & Title

\_\_\_\_\_

Date



## LIQUOR LICENSE RENEWAL

### Applicant Information

Licensee Name: LOS TAPATIOS, LLC  
Establishment Name: LOS TAPATIOS MEXICAN TAQUERIA  
Address: 4040 ORCHARD ST W #210  
License Number: 405652  
Request Received: 12/6/2022  
Expiration Date: 03/31/2023

### Department Comments

#### Finance

No Concerns

#### Planning and Building

No Concerns or compliance issues. Allowed by Code.

#### Police

No Concerns. They have proved to be very responsible with their service.

Lindsay Chambers

Director Signature

12/9/22

Date

Jayne Westman

Director Signature

12/9/22

Date

John Cheesman

Director Signature

12/16/22

Date





**Washington State  
Liquor and Cannabis Board**  
PO Box 43098

, Olympia WA 98504-3098, (360) 664-1600  
www.liq.wa.gov Fax #: (360) 753-2710

**December 06, 2022**

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at [wslcb@liq.wa.gov](mailto:wslcb@liq.wa.gov).

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 12/06/2022

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20230331

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. LOS TAPATIOS LLC	LOS TAPATIOS MEXICAN TAQUERIA 4040 ORCHARD ST W #120 FIRCREST WA 98466 6662	405652	SPIRITS/BR/WN REST SERVICE BAR

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

Mayor Brett L. Wittner called the regular meeting to order at 7:01 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Joe Barrentine, Hunter T. George, Nikki Bufford, and Jim Andrews were present.

**PRESIDING OFFICER’S REPORT**

Wittner reported that Pierce Transit, Tacoma Housing Authority, and University Place are applying for a federal grant to provide technical resources for the development of the Four Corners area. There was no objection to including Fircrest as a member of the Four Corners on the grant application.

**CITY MANAGER COMMENTS**

**A. Tapco Credit Union Signer Update**

Interim City Manager Corcoran reported that Tapco is requiring Council minutes to add or delete signers from the City’s account. **Viafore move to authorize the Interim City Manager to add Interim Finance Director, Lindsay Chambers, and remove Scott Pingel and Ann Michelle Walker from the City of Fircrest’s account at TAPCO Credit Union; seconded by George.** Wittner invited Councilmember comments; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

Corcoran reported on the City’s insurance renewal rates and stated that the City will seek responsible rates. There was a brief discussion on termination notices, insurance board elections, and rate increase notices.

Lastly, Corcoran reported on her vacation dates.

**DEPARTMENT HEAD COMMENTS**

- Public Works Director reported that the City’s Municipal sign has been replaced.
- Police Chief Cheesman provided a brief update on the Lateral Police Officer applicants. Cheesman reported that the Kids, Cops, and Kiwanis event is scheduled for Saturday, December 17, 2022.

**COUNCILMEMBER COMMENTS**

- Viafore gave kudos to the Public Works and the Police Department for the holiday preparations. Viafore gave his condolences to Adele Beck’
- Reynolds thanked the Police and Fire Department for the Holiday events.
- Barrentine thanked City Staff for the community holiday events.
- George thanked City Staff for the community holiday events.
- Bufford thanked City Staff for the community holiday events
- Andrews thanked City Staff for the community holiday events.
- Wittner thanked City Staff for the community holiday events and gave a special thanks to Judy Schmidtke, Community Events Specialist.

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Wittner invited public comment; none were provided.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

No report was provided.

**B. Environmental, Planning, and Building**

Andrews reported that Permit Coordinator Singh has received her Passport Acceptance Certification, passport acceptance will be closed for the holidays, and staff is reviewing site plan documents for the Mildred property.

**C. Finance, IT, Facilities**

Reynolds reported that the new finance staff is acclimating well. The 2023 budget is being proofread before it is sent to print. Lastly, the finance department is coordinating with the State Auditor’s Office to hold a single exit conference.

**Other Liaison Reports**

George reported that the Fircrest Housing Indicator Report is on the South Sound Housing Affordability Partners (SSHAP) website.

**CONSENT CALENDAR**

Wittner requested the City Clerk read the Consent Calendar as follows: approval of Voucher No. 218864 through Voucher Check No. 218932 in the amount of \$699,013.22; approval of Payroll Check Nos. 14215 through Payroll Check No. 14216 in the amount of \$8,724.59; approval of Payroll Check Nos. 14217 through Payroll Check No. 14221 in the amount of \$55,248.70; approval of Payroll electronic funds transfer in the amount of \$134,584.88; approval of November 21, 2022, Study Session Meeting Minutes; and approval of November 22, 2022, Regular Meeting Minutes. **George MOVED to approve the Consent Calendar; seconded by Bufford. The Motion Carried (7-0).**

**PUBLIC HEARING**

There was none scheduled.

**UNFINISHED BUSINESS**

There was none.

**NEW BUSINESS**

**A. Ordinance No. 1702: 2022 Budget Amendment #3 – 2nd Reading**

Interim Finance Director Chambers briefed the Council on the second reading of the budget adjustment to the Adopted 2022 Budget and reported on the request for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2022 Budget. **George MOVED to adopt Ordinance No. 1702, authorizing revenues and expenditures of funds for matters not provided for in the Adopted 2022 Budget; seconded by Bufford.** Wittner invited Councilmember comments; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**B. Resolution No. 1806: AV System Replacement Agreement**

Administrative Services Director Westman briefed the Council on the proposed resolution and reported that the 2023 Budget has allocated ARPA funds to the AV replacement. **Bufford MOVED to adopt Resolution No. 1806 authorizing the City Manager to execute a Professional Services Agreement with DescoAV for the Council Chambers audio/visual system replacement; seconded by George.** Wittner invited Councilmember comments. George thanked Barrentine for his efforts. There was a brief discussion on install scheduling and coordination. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

Councilmember Andrews left the meeting at 7:38 P.M. and returned at 7:40 P.M.

**C. Resolution No. 1807: Gunderson Law Prosecutor Agreement**

Interim City Manager Corcoran briefed the Council on the proposed resolution. **Reynolds MOVED to adopt Resolution No. 1807, authorizing the Interim City Manager to execute a professional services agreement with Gunderson Law Office, PLLC for City Prosecutor Services; seconded by George.** Wittner invited Councilmember comments. There was a brief discussion on which cities Gunderson Law contracts services with. Wittner invited public comment. Chief Cheesman reported that the body-worn camera video transition will be straightforward. **The Motion Carried (7-0).**

Councilmember Barrentine left the meeting at 7:43 P.M. and returned at 7:51 P.M.

**D. Resolution No. 1808: Greenleaf Landscaping Contract Amendment**

Public Works Director Bemis briefed the Council on the landscape maintenance services with GreenLeaf Landscape Inc and stated that the amendment will extend the term of the agreement through December 31, 2023. **Bufford MOVED to adopt Resolution No. 1808, authorizing the City Manager to execute an amendment to the landscape maintenance contract with Greenleaf Landscaping, Inc. to provide landscape maintenance services for the City of Fircrest; seconded by George.** Wittner invited Councilmember comments. Discussions included contract renewal policies, posting landscaping RFP, and contract language. Wittner invited public comment; none were provided. **The Motion Carried (6-0), with Barrentine, excused.**

**E. Resolution No. 1809: KPG On-Call Contract Amendment**

Bemis provided a history of the professional services rendered by KPG and reported that KPG recently merged with a large engineering firm, Psomas. **George MOVED to adopt Resolution No. 1809, authorizing the City Manager to execute an eighth amendment to the Professional Services Agreement with KPG Psomas, P.S., for providing on-call engineering services for transportation-type projects and additional services as needed; seconded by Bufford.** Wittner invited Councilmember comments. Discussions included rate schedule and KPG Psomas organization structure. **Viafore MOVED to table Resolution No. 1809, authorizing the City Manager to execute an eighth amendment to the Professional Services Agreement with KPG Psomas, P.S., for providing on-call engineering services for transportation-type projects and additional services as needed; seconded by George.** **The Motion Carried As Amended (7-0).**

**F. Resolution No. 1810: Police Chief Recruitment Contract**

Chief Examiner Burkhart briefed the Council on the proposed resolution. Burkhart stated that the recruitment services were not included in the adopted 2023 budget and would be included in the first budget amendment in 2023. **Bufford MOVED to adopt Resolution No. 1810, authorizing the Interim City Manager to execute a professional services agreement with Prothman for Police Chief Recruitment Services; seconded by George.** Wittner invited Councilmember comments. There was a brief discussion on the firm selection. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**E. Resolution No. 1809: KPG On-Call Contract Amendment**

**George MOVED to untable Resolution No. 1809, authorizing the City Manager to execute an eighth amendment to the Professional Services Agreement with KPG Psomas, P.S., for providing on-call engineering services for transportation-type projects and additional services as needed; seconded by Bufford.** Wittner invited Councilmember comments. Discussions included rate schedule and KPG Psomas organization structure. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**G. Resolution No 1811: Apex Engineering Contract Amendment**

Bemis briefed the Council on the proposed resolution. Interim City Manager Corcoran commented on the 2023 rate increases. **George MOVED to adopt Resolution No. 1811, authorizing the City Manager to execute a seventh amendment to the Professional Services Agreement with Apex Engineering LLC for providing on-call engineering services for transportation-type projects and additional services as needed; seconded by Bufford.** Wittner invited Councilmember comments; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**H. Resolution No. 1812: Pacific Office Automation Copier Agreement**

Interim Finance Director Chambers briefed the Council on the proposed resolution and stated that copiers will be replaced with newer comparable models. **Bufford MOVED to adopt Resolution No. 1812, authorizing the Interim City Manager to execute a sixty (60) month lease and maintenance agreement with Pacific Office Automation (POA) to provide copiers and ongoing maintenance for City Hall, Court, Parks and Recreation, and Public Works; seconded by George.** Wittner invited Councilmember comments. There was a brief discussion on copier costs. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**I. Resolution No. 1813: SSHAP Appointment**

Interim City Manager Corcoran provided an update on the SSHAP appointment and stated that Councilmember George's term expires on December 31, 2022. **Viafore MOVED to adopt Resolution No. 1813, appointing Councilmember Hunter George as representative to South Sound Housing Affordability Partners, and further appointing Jim Andrews as an alternate representative to South Sound Housing Affordability Partners; seconded by Reynolds.** Wittner invited Councilmember comments. There was a discussion on the alternate position appointment. Upon a roll call vote, **The Motion Failed (4-3) with Barrentine, Bufford, George, and Wittner dissenting.**

**Bufford MOVED to adopt Resolution No. 1813, appointing Councilmember Hunter George as representative to South Sound Housing Affordability Partners, and further appointing**

**Joe Barrentine as an alternate representative to South Sound Housing Affordability Partners; seconded by George.** Wittner invited Councilmember comments. There was a brief discussion on the alternate position appointment. Wittner invited public comment; none were provided. Upon a roll call vote, **The Motion Passed (6-1) with Viafore dissenting.**

**J. Resolution No. 1814: Pierce Transit Board Appointment**

Interim City Manager Corcoran briefed the Council on the proposed resolution and stated that the representatives will have voting authority from January 1, 2023, to December 31, 2024. **George MOVED to adopt Resolution No. 1814, appointing Councilmember Nikki Bufford as the City of University Place and City of Fircrest’s representative to the Pierce Transit Board of Commissioners; seconded by Barrentine.** Wittner invited Councilmember comments. There was a discussion on the position appointment. Upon a roll call vote, **The Motion Failed (4-3) with Andrews, Reynolds, Viafore, and Wittner dissenting.**

**Viafore MOVED to adopt Resolution No. 1814, appointing Councilmember Shannon Reynolds as the City of University Place and City of Fircrest’s representative to the Pierce Transit Board of Commissioners; seconded by Bufford.** Wittner invited Councilmember comments. There were no comments provided. Wittner invited public comment; none were provided. Upon a roll call vote, **The Motion Passed (7-0).**

**K. Resolution No. 1815: PCRC Appointment**

Interim City Manager Corcoran that the proposed resolution. **Viafore MOVED to adopt Resolution No. 1815, appointing Councilmember Shannon Reynolds as the representative to the Pierce County Regional Council, and further appointing Councilmember Nikki Bufford as an alternate representative to the Pierce County Regional Council; seconded by George.** Wittner invited Councilmember comments. There was a discussion on Reynolds being appointed as the chair of PCRC and encouraging Councilmember Bufford to be involved with PSRC. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**L. Motion: Police Officer Signing Bonus MOU**

Corcoran briefed the Council on the proposed incentive pay bonuses for each newly commissioned officer hired between December 14, 2022, through December 31, 2023. **Bufford MOVED to move to authorize the Interim City Manager to execute the Memorandum of Understanding by and between the City of Fircrest and the Fircrest Police Guild for Signing Bonus Incentive Pay; seconded by George.** Wittner invited Councilmember comments; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**M. Resolution No. 1816: Ruston Court Contract Amendment**

Corcoran briefed the Council on the proposed resolution and stated that the amendment extends the term through December 31, 2023, and increases the annual fee. **George MOVED to adopt Resolution No. 1816, authorizing the Interim City Manager to execute Amendment #4 to the professional services agreement with Ruston Court to provide court services for 2023; seconded by Bufford.** Wittner invited Councilmember comments. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

**CALL FOR FINAL COMMENTS**

Viafore commented on getting Wi-Fi at the Public Safety Building.



Cheesman Commented on the homeless camp cleanup.

**EXECUTIVE SESSION**

At 9:07 P.M., Wittner reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed thirty (30) minutes, to review the performance of a public employee per RCW 42.30.110(1)(g). Wittner invited Interim City Manager Corcoran.

**ADJOURNMENT**

**Viafore MOVED to adjourn the meeting at 9:32 P.M., seconded by George. The Motion Carried (7-0).**

---

Brett L. Wittner, Mayor

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Jayne Westman, City Clerk

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**COUNCIL MEETING DATE:** December 27, 2022  
**SUBJECT:** 13A City Manager Recruitment Services  
**FROM:** Jayne Westman, Administrative Services Director

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the Interim City Manager to execute a professional services agreement with Colin Baenziger & Associates for City Manager Recruitment Services.

---

**PROPOSAL:** Council is being asked to authorize the Interim City Manager to execute a professional services agreement with Colin Baenziger & Associates for City Manager Recruitment Services. The agreement will be from December 28, 2022, to December 31, 2023.

**FISCAL IMPACT:** Recruitment services are not included in the adopted 2023 budget. This amount will be included in the first budget amendment in 2023. The not to exceed amount is \$29,500, which includes any applicable sales tax. The only additional costs that are not included in the scope of work are any potential costs to pay for candidate travel.

**ADVANTAGE:** Provides recruitment services to select the next Fircrest City Manager.

**DISADVANTAGES:** None identified.

**ALTERNATIVES:** The City Council could request an alternate recruitment firm, perform the search in-house, or staff can repost the RFQ. None of these alternatives are recommended by staff.

**HISTORY:** City Manager Scott Pingel resigned effective September 2, 2022. Per the direction of the City Council staff posted an RFQ for recruitment services. Seven (7) firms responded. Council chose to interview the top four firms. On December 19, 2022, staff was directed to bring a contract forward with Colin Baenziger & Associates.

**ATTACHMENTS:** [Resolution](#)  
[Professional Services Agreement](#)  
[Exhibit A](#)

**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH COLIN BAENZIGER & ASSOCIATES TO PROVIDE CITY MANAGER RECRUITMENT SERVICES.**

**WHEREAS**, the Fircrest City Council (“City Council”) is being asked to authorize a professional service agreement between Colin Baenziger & Associates and the City of Fircrest to provide City Manager recruitment services; and

**WHEREAS**, the City Council desires to utilize such services in the search for the next City Manager for the City of Fircrest; and

**WHEREAS**, Colin Baenziger & Associates is qualified to perform such service.

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

**Section 1.** The Interim City Manager is hereby authorized and directed to execute the agreement between Colin Baenziger & Associates and the City of Fircrest for City Manager recruitment services.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 27th day of December 2022.

**APPROVED:**

\_\_\_\_\_  
Brett L. Wittner, Mayor

**ATTEST:**

\_\_\_\_\_  
Jayne Westman, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

## AGREEMENT FOR RECRUITMENT SERVICES

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

1. PROJECT DESIGNATION: The Contractor is retained by the City to perform recruitment services for the CITY MANAGER position.
2. SCOPE OF SERVICES: The Contractor agrees to perform the services including the provision of all labor, materials, equipment, and supplies as identified in Exhibit A.
3. ASSIGNMENT: The Contractor shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.
4. 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.
5. TERMS OF AGREEMENT: Notwithstanding, the date of execution hereof, this Agreement shall be in effect from December 28, 2022, to December 31, 2023. And may be extended by mutual consent if a recruitment placement has not been completed by the termination date. This contract may be terminated by either party with a 30-day written notice.
6. PAYMENT: The total cost for services shall not exceed \$29,500 which would include any applicable sales tax. \*The not-to-exceed amount does not include candidate travel expenses. The payment schedule is as follows:

<b>Requested Services</b>	
<b>Phase I: Needs Analysis / Information Gathering</b>	\$ 4,000
<b>Phase II: Recruiting</b>	12,000
<b>Phase III: Screening</b>	11,000
<b>Phase IV: Interview Process Coordination and Selection</b>	1,500
<b>Phase V: Negotiation and Warranty</b>	1,000
<b>Firm, Fixed Fee Total*</b>	<b>\$29,500</b>

7. 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 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.
8. 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. The 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 minimum limits above do not limit the contractor's liability to the City or the public.

9. 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.
10. 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 (30) days written notice, served to the other party by certified mail. In such case, the Contractor shall be compensated by the City for work performed to the date of termination.
11. 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.
12. 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. The Contractor is required to employ a qualified Supervisor acceptable to the City. The 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.
13. PREVAILING WAGES: Prevailing wages are not required for this contract.
14. 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.
15. 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.
16. 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.

17. SAFETY REQUIREMENT: Not applicable to this contract.

18. HAZARDOUS CONDITIONS: Not applicable to this contract.

19. CHEMICALS: Not applicable to this contract.

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 28<sup>th</sup> day of December 2022

**CITY OF FIRCREST**

**CONTRACTOR...**

By: \_\_\_\_\_  
Interim City Manager

By: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
City Attorney

EXHIBIT A

COLIN BAENZIGER & ASSOCIATES  
EXECUTIVE RECRUITING



**PROPOSAL TO PROVIDE EXECUTIVE RECRUITMENT SERVICES  
FOR  
FIRCREST, WA**

**Volume I: Proposal**

***Colin Baenziger & Associates***

**Project Manager and Contact Person:**

Lynelle Klein (970) 433-7189  
Colin Baenziger & Associates  
2055 South Atlantic Avenue • Suite 504  
Daytona Beach Shores, FL 32118  
e-mail: Lynelle@cb-asso.com  
Fax: (561) 621-5965

***...Serving Our Clients with a Personal Touch...***



# PROPOSAL TO PROVIDE EXECUTIVE SEARCH FIRM SERVICES

## TABLE OF CONTENTS

SECTION		<u>PAGE</u>
	<b>LETTER OF INTEREST</b>	
<b>I.</b>	<b>QUALIFICATIONS AND EXPERIENCE OF THE FIRM</b>	<b>3</b>
	The Firm	
	Technical Capabilities and Organizational Structure	
	Completion of Projects within Budget	
	Completion of Projects on Schedule	
	Diversity	
	Prior Names and Litigation	
	Insurance	
	Overall Executive Search Experience	
<b>II.</b>	<b>PROPOSED WORK PLAN</b>	<b>7</b>
	Search Methodology	
	The City's Obligations	
	Project Schedule	
<b>III.</b>	<b>PRICING</b>	<b>15</b>
<b>IV.</b>	<b>QUALIFICATIONS</b>	<b>17</b>
<b>V.</b>	<b>EXPERIENCE</b>	<b>19</b>
<b>VI.</b>	<b>REFERENCES</b>	<b>21</b>
<b>VII.</b>	<b>GUARANTEE</b>	<b>27</b>
<b>VOLUME II</b>		
	APPENDIX A: ALL GOVERNMENTAL SEARCH ASSIGNMENTS	<b>A-1</b>
	APPENDIX B: SAMPLE RECRUITMENT BROCHURE	<b>B-1</b>
	APPENDIX C: SAMPLE CANDIDATE REPORT	<b>C-1</b>
	APPENDIX D: SAMPLE SURVEY	<b>D-1</b>
	APPENDIX E: RESOLUTION OF ST. JOHNS COUNTY, FL	<b>E-1</b>
	APPENDIX F: COMMENTS ON CB&A'S VETTING PROCESS	<b>F-1</b>

November 8, 2022

The Honorable Mayor Brett L. Wittner, Mayor Pro Tempore Joe Barrentine, and Council Members Jim Andrews, Nikki Bufford, Hunter T. George, Shannon Reynolds, and David M. Viafore

Attn: Jayne Westman, City Clerk  
Email: [jwestman@cityoffircrest.net](mailto:jwestman@cityoffircrest.net)  
Phone: (253) 564-8901

City of Fircrest, WA  
115 Ramsdell St, Fircrest, WA 98466

The Honorable Mayor Wittner, Mayor Pro Tempore Barrentine, and Council Members Andrews, Bufford, George, Reynolds, and Viafore:

Colin Baenziger & Associates (CB&A) would like to thank you for the opportunity to submit this proposal to assist in finding your next City Manager. While selecting key personnel is never easy, CB&A has developed a problem-free process that has been tested across the country and found to be extremely effective.

While CB&A is a municipal recruiting firm which has conducted assignments across the country, we have focused our efforts in Florida, Virginia and Washington. We pride ourselves on providing not just high-quality results, but, equally important, providing a great deal of personal attention to each of our local government clients. To conduct a proper recruitment, we feel the project manager must do more than just drop by occasionally. He/she must get to know the appropriate government officials and the community firsthand. That effort takes time, but it is the only way to ensure the candidates we recommend are well qualified and a good fit for your community. As a result, we only take a few clients at a time and focus on getting the job done properly. Further, we routinely complete our work in sixty to ninety days. This timeframe includes preparation of recruitment and advertising materials, candidate outreach, candidate screening, finalist interviewing, and selection. We also offer one of the best warranties in the industry.

Some of our Washington searches include City Managers for Bellevue, Burien, Carnation, Connell, Ellensburg, Fife, Lake Forest Park, Medina, Mill Creek, Mountlake Terrace, Normandy

Park, Prosser, Sammamish, Sequim, Sunnyside, Tacoma, and Yakima. Nationally we have found City Managers for Ankeny, IA; Clewiston, FL; Cocoa Beach, FL; Doraville, GA; Fayetteville, NC; Holly Hill, FL; Indianola, IA; Islamorada, FL; Petersburg, VA; Portland, ME; Roanoke, VA; Savannah, GA; Scottsdale, AZ; Spring Garden Township, PA; and Winchester, VA. We have also found the Borough Manager for Matanuska-Susitna Borough, Alaska (a county the size of West Virginia) as well as County Managers for Brevard County, FL; Clackamas County, OR; Clay County, FL; El Paso County, TX; James City County, VA; Polk County, IA; St. Lucie County, FL; St. Johns County, FL; and Union County, NC.

Some of our current searches include County Administrators for Camden County, GA, Indian River County, FL, and St. Lucie County, FL, a Town Manager for Juno Beach, FL, and a General Manager for the Beaufort-Jasper Water & Sewer Authority, SC.

Those authorized to bind the company are myself, Colin Baenziger, and Lynelle Klein, Vice President for Operations.

We look forward to formally presenting our credentials and working with you in the near future. If you have any questions, please feel free to contact me at (561) 707-3537.

Sincerely,



---

Colin Baenziger  
Principal / Owner

*...Serving Our Clients with a Personal Touch...*

# *I. Qualifications and Experience of the Firm*

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## *The Firm, Its Philosophy, & Its Experience*

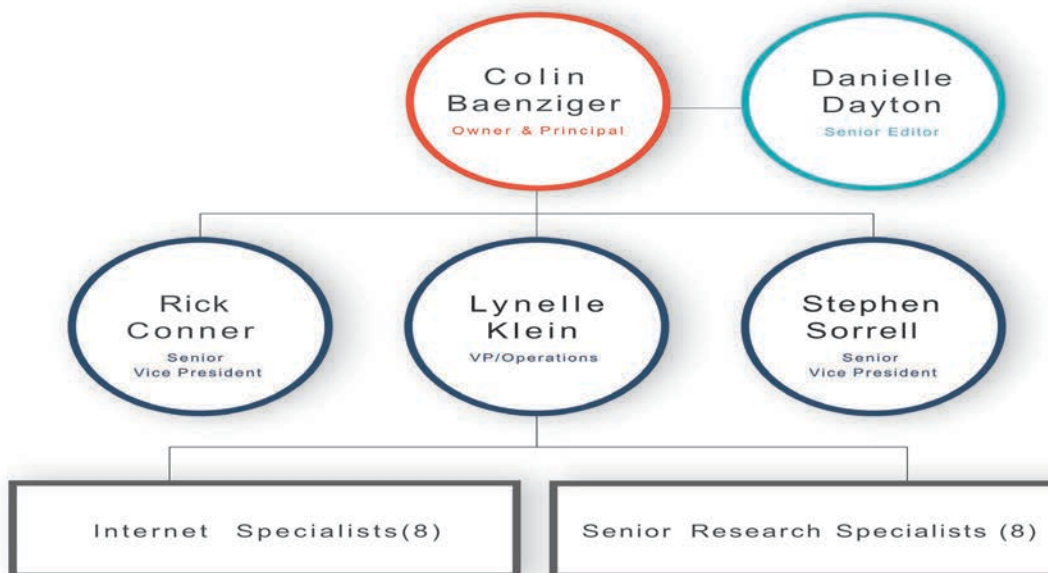
Colin Baenziger & Associates (CB&A) is a nationally recognized executive recruiting firm established in 1997 and owned and operated by Colin Baenziger. We are a sole proprietorship headquartered in Volusia County, FL with satellite offices in Grand Junction, CO, and Pensacola, FL. As a sole proprietorship, we are not registered with any state as a corporation, foreign or otherwise.

Colin Baenziger & Associates' outstanding reputation is derived from our commitment to the quality of our product and the timeliness of the delivery. Further, our work is not done until you are fully satisfied. That means we go the extra mile and, at times, expend more effort and energy than originally anticipated in our action plan. When we do so, we do not ask for more than the originally quoted price. We feel you are hiring us as your experts and once a contract is signed, we have an obligation to fulfill its requirements with excellence, on time, and within budget. We simply do not believe in unforeseen circumstances.

Since beginning our executive search practice in 1998, we have conducted searches for clients in thirty-four states. Overall, we have sought over 230 CEOs for cities, counties, and special districts. We have also conducted over 415 searches overall. The basic approach outlined herein has been refined to the point where it is problem-free.

## *Technical Capabilities and Organizational Structure*

Colin Baenziger & Associates has developed its business model over the past 25 years, and it has proved to be extremely effective. Our work has focused primarily on Executive Search and our staff is extremely capable and experienced. See Section III for more details. The structure of our firm is outlined below.



## ***I. Qualifications and Experience of the Firm (continued)***

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### ***Completion of Projects within Budget***

Colin Baenziger & Associates is proud of its record of completing searches within budget. Once we quote a price to the client, that price is what the client will pay, no matter how difficult the search is or what circumstances may develop. ***We have never requested anything beyond the originally quoted price, even when we were probably entitled to do so, and we never will.***

### ***Completion of Projects on Schedule***

Colin Baenziger & Associates routinely completes its assignments within ninety days. Further, since CB&A began performing recruitments, ***it has never missed a significant project milestone.***

### ***Diversity***

CB&A has extensive contacts with individuals and organizations representing women and minorities. We are thus able to identify and bring a diverse group of finalists to the City. The proof is that from the beginning of 2009, 25% of the candidates selected as semi-finalists have been females and/or minorities. In one recent year, 47% of our placements were either females or minorities.

### ***Prior Names and Litigation***

Colin Baenziger & Associates has always operated under its current name and has never been involved in any litigation, except to testify as an expert witness on behalf of one of the parties. Our performance has never been questioned nor have we or any of our clients been involved in any legal action as a result of our work.

### ***Insurance***

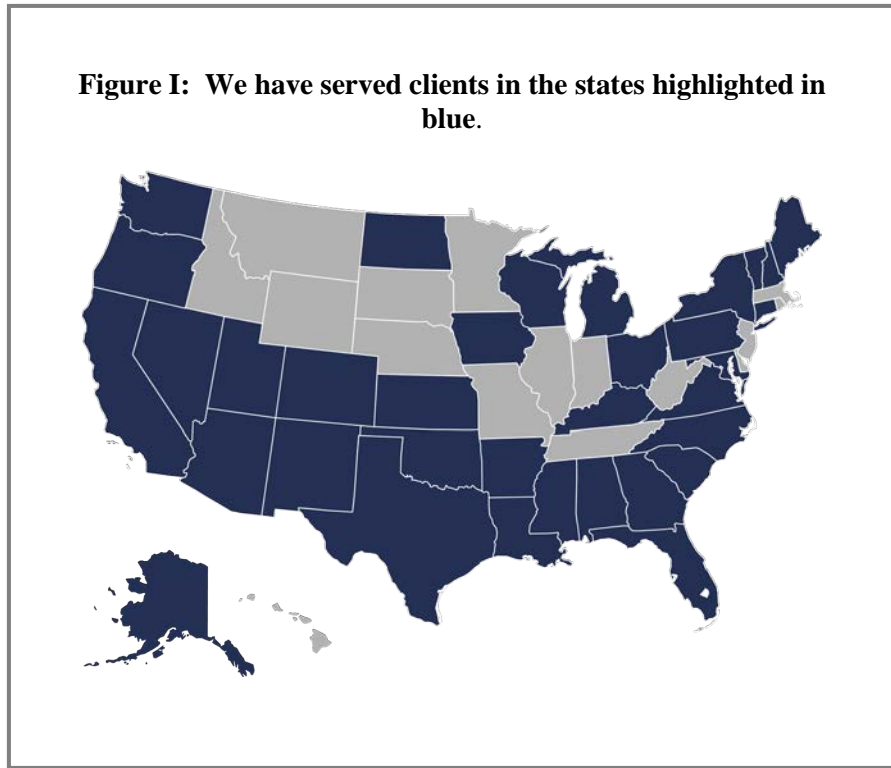
To protect our clients, Colin Baenziger & Associates maintains the following insurance coverages: (1) general liability insurance of \$1 million combined single limit per occurrence for bodily injury, personal injury, and property damages, (2) automobile liability insurance of \$1 million per accident, and (3) professional liability insurance of \$1 million per occurrence and \$2 million aggregate. As a small firm, predominantly utilizing independent contractors, we are not typically subject to the requirements for workers compensation and employer liability insurance in many states. If required by the client, and if it is available to us, we will obtain these coverages prior to contract execution.

## ***I. Qualifications and Experience of the Firm*** (continued)

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### ***Geographic Reach***

Since initiating its search function in 1998, CB&A has become a nationwide recruiting firm. See Figure I below for the states we have conducted searches in. A complete list of our searches can be found in Appendix A.





## ***II. Proposed Work Plan***

---

The following search methodology has been refined over the past twenty-five years and is virtually foolproof. That said, we will integrate any ideas you have into the process to the extent possible. Our goal is to ensure you have the right people to interview as well as all the information you need to make the right decision.

### ***Phase I: Information Gathering / Needs Assessment / Brochure Preparation***

#### ***Task One: Needs Assessment***

An important part of the recruiter's work is selling the community to the very best candidates (including those who are not actively looking for the next job) while providing an honest portrayal of the community and the opportunity. As such, CB&A must first determine the needs of the client and the characteristics of the ideal candidate. Our approach is as follows:

- Gather information from the jurisdiction, its website and other sources;
- Interview the elected body and other key parties (such as City staff). Our goal is to develop a strong sense of your organization, its leadership, its short- and long-term expectations, and its challenges;
- Determine the characteristics of the ideal candidate. These will include experience, longevity, education, personality, demeanor, skills, and achievements as well as other items you and the community consider important;
- Determine a reasonable compensation package; and
- Finalize the timeline with the City so both the elected body and the candidates will know when the interviews will be held and when they need to be available.

If the City wishes, we will gladly incorporate meetings with other stakeholders (such as the business community, non-profit organizations, the religious community, and so on) to gather their insights. We can also solicit the input of your residents through an on-line survey (see Appendix D for a sample).

#### ***Task Two: Develop Position Description and Recruitment Materials***

Based on the information we gather, CB&A will next develop a comprehensive recruitment profile for your review. We will then incorporate any additional suggestions you may have and finalize the document. A sample profile is included as Appendix B. Other examples can be found on our firm's website under the "Executive Recruitments" / "Active Recruitments" tabs.



## ***II. Proposed Work Plan (Continued)***

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### ***Phase II: Recruitment***

#### ***Task Three: Recruit Candidates***

CB&A uses a number of approaches to identify the right people for your position. We say people (and not person) because our goal is to provide you with six to ten outstanding semi-finalists. You then select the top three to five people to interview and ultimately choose the candidate who is the best fit with you and your community. The approaches we use are:

- ***Networking:*** The best approach is diligent outreach. We will network with potential candidates and consult our data base of government professionals. As we identify outstanding candidates (many of whom are not in the market), we will approach them and request that they apply. Often excellent candidates are reluctant to respond to advertisements because doing so may alienate their current employers.
- ***Advertising:*** While we will network to find the best, we will not ignore professional organizations and trade press which sometimes yield strong candidates. These might include the International City/County Management Association, related state associations, the National Association of Counties, and sites aimed as female and minority candidates. LinkedIn is another vehicle we may use.
- ***CB&A Website:*** We will also post the recruitment on our website, [www.cb-asso.com](http://www.cb-asso.com). With our reputation, many candidates consult it regularly.
- ***Email:*** We will e-mail the recruitment profile through our listserv of almost fourteen thousand managers and professionals who are interested in local government management positions. One of the advantages of e-mail is that if the recipient is not interested, he/she can easily forward the recruitment profile to someone else who may be interested.

We generally do not use local, newspapers, national newspapers or generic websites because while they produce large numbers of applications, they generally do not produce the caliber of candidates we are seeking. If the City wants to have ads placed in these venues, it will need to bear the cost.

### ***Phase III: Screening and Finalist Selection***

#### ***Task Four: Evaluate the Candidates***

Based on our most recent recruiting efforts, we anticipate receiving resumes from forty to sixty applicants. We will use the information we developed in Phase I to narrow the field. Selecting strong candidates is, in reality, more of an art than a science and a mixture of in-depth research and subjective evaluation. While we consider standard ranking factors and the elements of the job, ultimately the most important factor is who we believe will be an outstanding fit with the City and the community as your next City Manager

## ***II. Proposed Work Plan*** (Continued)

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Specifically, our efforts will involve:

**Step One. Resume Review.** CB&A will evaluate all resumes and identify the eight to fifteen candidates of the highest quality.

**Step Two. Screening Interview.** Our lead recruiters, and possibly other senior representatives of the firm, will interview each of the top candidates. Using what we learned in Phase I and our experience as managers and recruiters, as well as our unique ability to assess candidates, we will determine whether to consider each candidate further.

**Step Three. Evaluate the Best Candidates.** We will conduct thorough research into the backgrounds of the best six to twelve candidates. Specifically, CB&A will:

- **Ask the Candidates to Prepare a Written Introduction:** We will ask the candidates to answer a series of questions about themselves as an adjunct to their resumes and cover letters. By so doing, (1) the candidates can tell their story *in their own words*, and balance the negativity that is so often characteristic of the press, and (2) the City to evaluate the candidates written communication skills.
- **Interviews of References:** We provide the candidate with the positions of the references with whom we wish to speak. These will include current and former elected officials, the municipal attorney, the external auditor, staff members, peers, news media representatives, the director of the local chamber of commerce, community activists, the Human Resources Director they work with, and others who know the candidate. All told, the list will include approximately 20 individuals. We will also attempt to contact some individuals who are not on the candidate's list. Typically, we reach eight to twelve people and prepare a written approximately page lone summary of each conversation.
- **Legal Checks:** Through our third-party vendor, American DataBank, we will conduct the following checks: criminal records at the county, state and national level; civil records for litigation at the county and federal level; motor vehicle records; and bankruptcy and credit. As an aside, while only police departments have access to the gold standard for criminal records (the NCIC data base), our vendor has developed a very reliable substitute.
- **Search the Internet, Newspaper Archives, and Social Media:** Virtually every local newspaper has an electronic archive that provides stories about perspective candidates, the issues they have dealt with, how they resolved them and the results. These articles can also provide valuable insights into the candidate's relationship with the public and the governing body. Of course, not all news sources are unbiased, and we consider that in our evaluation. Further, we will review the candidate's social media accounts.
- **Verification of Education and Work History:** We will verify all claimed educational degrees as well as the candidate's work history for the past 15 years to assure the candidate has been completely forthright.

## ***II. Proposed Work Plan (Continued)***

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- **Candidate Disclosure Statement:** We ask candidates to disclose anything controversial in their background that we need to be aware of. While it is unlikely that they will disclose anything we are not already aware of at this point, we believe redundant checks are beneficial.

As part of our efforts, we will crosscheck sources, search for discrepancies, and resolve them. When sensitive or potentially embarrassing items are discovered, they will be thoroughly researched. Depending on what we discover, we may decide to drop the candidate or to present them with an explanation.

*Note: We firmly believe that all background work and checks should be completed prior to presenting them to you. That way you will know the individuals you select to interview are all top performers and do not have anything embarrassing in their pasts that might come to light after selection. It also means that once you have made a selection, you can move forward promptly, negotiate a contract and make an announcement.*

### ***Task Five: Preparation and Presentation of Candidate Materials***

CB&A will select six to ten candidates and present them for your consideration as finalists. We will provide to you electronically a complete written report for each recommended candidate which will include: the candidate's cover letter, resume, introduction, references, background checks and internet / newspaper archive search results. A complete sample candidate report is included as Appendix C. We will also provide advice on interviewing, a series of questions the elected officials may wish to ask (as well as outlining some areas that it is not wise to get into), and some logistical information.

### ***Task Six: Finalist Selection***

Approximately a week after the City has received the candidate materials, CB&A will meet with the elected officials to discuss our findings and to select finalists (ideally five with an alternate) to be invited to interview.

### ***Task Seven: Notify All Candidates of Their Status***

We will notify the finalists by telephone and give them the opportunity to ask additional questions. Additionally, we will provide them with information concerning the interviews and travel if necessary.

CB&A will also contact those not selected to be interviewed. Part of the notification will include advice concerning their application materials, even though they were not selected to go forward, they will have gained something valuable from participating in the process.

## ***II. Proposed Work Plan (Continued)***

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### ***Phase IV: Coordinate the Interview Process and City Manager Selection***

#### ***Task Eight: Coordinate the Candidate Assessment Process***

Prior to the interviews, we will recommend an /evaluation process including mechanisms to assess the candidates' communication skills, interpersonal skills, and decision-making skills. Typically, we suggest the Council observe the finalists in three settings: a social setting (since the selected candidate will frequently represent the City at community functions), one-on-one interviews, and a Council meeting.

**Day #1:** The finalists are given a tour of the community by a knowledgeable staff member or resident. Communities often also include a reception with the City's senior staff at this point.

Later, that evening, the Council can host a reception for the candidates. The purpose is to observe how the finalists respond to a social situation. As noted, your next City Manager will, after all, represent your local government in a variety of venues. It is thus important to know how the individual will respond to your citizenry. The reception also serves as an icebreaker whereby the Council Members and the candidates get to know one another informally.

**Day #2:** The next morning, each candidate will interview individually with each Council Member for approximately 40 minutes. These meetings provide you with an opportunity to assess how the candidates might interact with you on an individual basis. Ultimately, Managers succeed or fail based on their interaction with the Council and its individual members. One-on-one interviews are an excellent way to test that interaction.

After lunch, the Council, as a group, will interview each finalist one at a time for approximately 30 minutes. Part of the interviews might include a PowerPoint presentation, so the Council can observe the candidates' presentational skills.

We recommend you invite the finalists' spouses to the interviews, so they can become familiar and feel comfortable with the community.

Finally, if you it would make you feel more comfortable, we can recommend several third party management and personality assessment tools that the City can use to provide additional input. They are available at a relatively small cost and are not included in our fee.

#### ***Task Nine: Debriefing and Selection***

After the interviews are completed, we have developed a simple methodology that moves the elected body quickly and rationally to selecting your next Manager.

## ***II. Proposed Work Plan (Continued)***

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### ***Phase V: Negotiation and Continuing Assistance***

#### ***Task Ten: Notification, Contract Negotiations and Warranty***

If requested, we will assist in the employment agreement negotiations. Generally, a member of the elected body and the attorney conduct the actual negotiations while we provide advice and assistance concerning the compensation package and contract. We can also take the lead role in the negotiations if desired. We have a standard contract you are welcome to use with the selected candidate. Your attorney, of course, will prepare the final contract. Since the basic parameters will have been discussed with the candidates and the candidates have been thoroughly vetted, we expect prompt agreement.

#### ***Task Eleven: Continuing Assistance***

Our work is not done when the contract is executed. We will stay in touch with you and your new City Manager. Our goal is to be there to assist in resolving any issues that arise before they become intractable. We simply feel it is part of our job to assure a successful relationship.

**Communications:** We will provide weekly reports about the status of the search, in writing or by phone, depending upon your preference. At significant milestones we will make the reports in person. We are also available at any time, day or night, to address any questions you have along the way. To do so, we will provide you with our cellphone numbers and you should feel comfortable contacting us whenever you have a question whether it is directly related to the search or, for that matter, anything else related to local government. We are, in addition to being exceptional recruiters, students of local government, and can often provide insights and names of parties who have dealt a wide variety of issues, often with innovative solutions. We want to be responsive and to assist in any way we can.

#### ***The City's Obligations***

The City will be responsible for providing the facilities for the interview process, coordinating lodging for candidates from outside the area, and making arrangements for the reception. The City will also be responsible for reimbursing the candidates (and spouses, if invited) for all expenses associated with their travel, meals, and incidentals for the interview process.

## ***II. Proposed Work Plan (Continued)***

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### ***Proposed Project Schedule***

The following is the project schedule we suggest for this recruitment. It can be adjusted based on availability of the Council.

#### ***Phase I: Needs Assessment / Information Gathering***

- December 7<sup>th</sup>: CB&A begins meeting with the Council Members and other stake holders to understand the job and its challenges.
- December 13<sup>th</sup>: CB&A submits the draft of the full recruitment profile to the City for its review.
- December 20<sup>th</sup>: City provides comments on the recruitment profile.

#### ***Phase II: Recruiting***

- December 23<sup>rd</sup>: CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to almost 14,000 local government professionals.
- January 14<sup>th</sup>: Closing date for submission of applications.
- January 18<sup>th</sup>: CB&A reports on the results of the recruitment.

#### ***Phase III: Screening, Reference Checks and Credential Verification***

- February 13<sup>th</sup>: CB&A forwards its reports and materials to the City for the recommended candidates. These will include the candidates' cover letters, resumes and introduction as well as the results of our reference, background and Internet/newspaper archives/social media checks.
- February 20<sup>th</sup>: City selects approximately five finalists and an alternate to interview.

#### ***Phase IV: Interview Process Coordination and City Manager Selection***

- March 2<sup>nd</sup>: City holds reception for the finalists.
- March 3<sup>rd</sup>: One-on-one and full Council interviews and decision.

#### ***Phase V: Negotiation, Warranty & Continuing Assistance***

- Post-Selection: CB&A works with City representatives and the selected candidate on an employment agreement.



### ***III. Pricing***

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#### **Fee**

CB&A offers a firm, fixed price of \$29,500, which includes all the expenses we will incur in the search. The only other expenses the City will incur are those associated with bringing the finalists (and spouses, if invited) to interview with the City (travel, meals, hotel etc.). Bills will be rendered as the search progresses and due at the end of each Phase as indicated below:

<b>Requested Services</b>	
<b>Phase I:</b> Needs Analysis / Information Gathering	\$ 4,000
<b>Phase II:</b> Recruiting	12,000
<b>Phase III:</b> Screening	11,000
<b>Phase IV:</b> Interview Process Coordination and Selection	1,500
<b>Phase V:</b> Negotiation and Warranty	1,000
<b>Firm, Fixed Fee Total*</b>	<b>\$29,500</b>

If the City asks us to perform work that is clearly beyond the scope of this proposal, it will be billed at a rate of \$150 per hour. No such work will be performed without your written authorization. Please note, as previously stated, that we have never billed nor requested additional funds beyond our originally quoted fee – even when circumstances suggested we were entitled to them and where the work we performed extended beyond the scope of our assignment.





## *IV. Qualifications*

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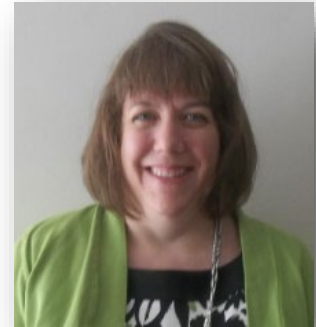
### *Project Team and Involvement*

Colin Baenziger & Associates has assembled an outstanding project team to serve your needs.

**Colin Baenziger** will have overall responsibility for the execution of the search. Mr. Baenziger has spent ten years local government as a senior manager and over 30 years as a consultant. In addition to his 25 years in executive search, he specialized in operational reviews of governmental agencies and private sector clients such as the Recording Industry Association of America, and the Marriott Corporation. Mr. Baenziger has a master's degree with distinction in public administration from Cornell University's Graduate School of Management, and a Bachelor of Arts degree from Carleton College. He is also active in the International City Management Association and the Florida City and County Management Association.



**Lynelle Klein**, Vice President for Operations, is a skilled professional with extensive expertise in executive search. Starting as a research assistant with CB&A 12 years ago, she has now firmly established herself as the number two person at CB&A. Prior to joining the firm, she worked primarily in the private sector providing financial and administrative services. Ms. Klein has an Associate's Degree from Brigham Young University in Rexburg, Idaho. She currently resides in Mesa County, CO.



**Stephen Sorrell**, senior vice president, brings over 35 years of management and technical experience in municipal, county, state, and special district agencies in addition to his work with Colin Baenziger & Associates (CB&A). Some of the leadership positions Steve has held include serving as Executive Director, Emerald Coast Utilities Authority in Pensacola, Florida, and as City Manager, Director of Public Safety, Assistant City Manager, and Director of Finance, all for Hamilton, Ohio. He is a P.E. and earned a Bachelor of Science in Civil Engineering Degree from the University of Dayton, Ohio, and Master of Public Administration Degree from the University of Cincinnati, Ohio. He is a member of the International City/County Management Association, Florida City/County Management Association, Florida Finance Officers Association, American Water Wastewater Association, President of the Exchange Club, President of the Safety Council, Chairman of the Neighborhood Watch Program, and served on the Board of Directors for Senior Services and the Chamber of Commerce. One day, he hopes to slow down – just not yet.



#### ***IV. Qualifications*** *(continued)*

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**Rick Conner**, Senior Vice President, has over 30 years of experience in executive recruiting and in local government (serving as a city manager in Florida and Texas) as well as a public works and utilities director. That experience provides him with an excellent perspective of the needs of local government operations and staffing. Rick earned Bachelor of Science Degrees in Business Administration and Engineering from the University of Missouri. He is a Registered Land Surveyor and a Professional Engineer in Missouri, as well as a Professional Engineer in Florida, Tennessee and Texas. In his spare time, he invents scuba diving equipment and accessories.



## V. Experience

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### ***City Manager, Bartow, FL (population 19,309)***

**Contact:** Vice Mayor Leo E. Longworth at 863-533-8350 or [llongworth@cityofbartow.net](mailto:llongworth@cityofbartow.net)



CB&A was selected in June 2022 to assist Bartow in finding its next City Manager. Our work included scouring the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, recommending finalists for the City to interview and helping with the contract negotiations. The search was extended to allow time to interview community members about the recruitment as public involvement was very important to the City. *Mike Herr, former City Manager for Winter Haven, FL*, was selected on November 2, 2022. Total amount paid to Colin Baenziger & Associates was \$30,500.

### ***City Manager, Mill Creek, WA (population: 20,930)***

**Contact:** Mayor Brian Holtzclaw at 425-745-1891 or [bholtzclaw@cityofmillcreek.com](mailto:bholtzclaw@cityofmillcreek.com)  
Councilmember Melissa Duque at [mduque@cityofmillcreek.com](mailto:mduque@cityofmillcreek.com)



CB&A was selected in March 2022 to assist the City in finding its next City Manager. As part of our work, we interviewed the City Council to determine what they were looking for in a City Manager, conducted extensive outreach networking to local and regional governments, thoroughly researched the backgrounds of the top applicants, provided the materials to the City and then coordinated the interview process. *Martin Yamamoto, former Deputy City Manager for Mill Creek, Washington*, was selected on June 28, 2022. Total amount paid to Colin Baenziger & Associates was \$29,500.

### ***City Manager, Sanibel, FL (population 7,319)***

**Contact:** Mayor Holly Smith at 239.707.4800, or [Holly.Smith@mysanibel.com](mailto:Holly.Smith@mysanibel.com)



CB&A was hired in July 2021 to find Sanibel's next **City Manager**. Sanibel Island is unique because it incorporated in 1974 to protect the natural aspects of the area and the community's small town feel. Sanibel was looking for a manager who would protect Sanibel for the long term and continue the goals in their vision statement. Our efforts involved searching the country for strong candidates, conducting extensive background checks, recommending a strong field of candidates, overseeing the interviews and providing assistance with the contract negotiations. *Dana Souza, formerly the Interim City Manager of Naples, FL*, was selected in late September. Mr. Souza remains with the City. Total amount paid to Colin Baenziger & Associates was \$26,500.



## VI. References

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### ***Town Manager, Bay Harbor Islands, FL (population 5,938)***

**Contact:** Former Mayor and current Councilmember Stephanie Bruder at (305) 866-6241, or [sbruder@bayharborislands-fl.gov](mailto:sbruder@bayharborislands-fl.gov)

CB&A began its work in May of 2020 to find Bay Harbor Islands' next Town Manager. Our work included searching the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, and recommending finalists for the Town to interview. Through our targeted marketing and outreach efforts, we were able to bring an excellent pool of candidates to the Town. After careful deliberation, the Town selected *Maria Lasday*, formerly the Village Manager for Bannockburn Village, IL in August 2020. Ms. Lasday remains with the Village and is highly respected.



### ***City Manager, Clewiston, FL (population 7,943)***

**Contact:** Commissioner Mali Gardner at 863-983-1484, or [Mali.Gardner@clewiston-fl.gov](mailto:Mali.Gardner@clewiston-fl.gov)

CB&A was hired in February 2019 to find Clewiston's next City Manager. We advertised the position, met with the Council and staff to learn what they were looking for, interviewed candidates, completed background checks, and recommended ten candidates to the City. The City eliminated four of the ten candidates, and asked us to readvertise the position to add to the pool. We extended the application deadline, as requested and presented additional candidates to them for consideration. The individual they hired was included in the first ten candidates that we recommended. *Randy Martin*, former Interim Manager for Emerald Isle, NC, was selected in June 2019 and he remains with the City.



### ***City Manager, Doraville, GA (population 8,500)***

**Contact:** Former Mayor Donna Pittman at (678) 328-9181, or Mayor Joseph Geierman at 404.885.3557, or [joseph.geierman@doravillega.us](mailto:joseph.geierman@doravillega.us)

Doraville changed its charter in 2012 to become a city manager form of government. Although contracted to do just the **City Manager** search, we also assisted the City in preparing the implementing ordinances. Our work included scouring the nation to find the right person for the position, interviewing the candidates, conducting thorough background checks, and recommending finalists for the city to interview. *Mr. Shawn Gillen*, City Administrator for Grand Rapids, MN, was selected on January 14, 2013. Mr. Gillen became the City Manager for Tybee Island, GA in June of 2017. Our firm was hired to find his replacement. Ms. Regina Williams-Gates was hired in July of 2017 and she resigned in 2019 to pursue other opportunities. We were hired once again to find her replacement and *Chris Eldridge*, former County Administrator for Horry County, SC, was selected in May of 2020. Mr. Eldridge remains with the City.





## ***VI. References (continued)***

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### ***City Administrator, Lake Forest Park, WA (population 13,266)***

**Contact:** Mayor Jeff Johnson at 206-368-5440, or  
[jjohnson@ci.lake-forest-park.wa.us](mailto:jjohnson@ci.lake-forest-park.wa.us)

CB&A was hired on July 14, 2017 to find Lake Forrest Park's next **City Administrator**. Per the City's request, we did not post the job until November of 2017. Our work included extensive interviews with the City Council, preparation of a recruitment profile, searching the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, and recommending finalists for the City to interview. We also oversaw the interview and selection processes. While negotiations were not successful with the top rated candidate, the City was very impressed with three of the other finalists. After further deliberation, it selected *Phillip Hill, Assistant City Manager for Midvale, UT* in February of 2018. Mr. Hill remains with the City, and they are extremely pleased with his performance.



### ***City Manager, Orange City, FL (population 11,569)***

**Contact:** Mayor Gary Blair at (386) 775-5403 or  
[gblair@ourorangecity.com](mailto:gblair@ourorangecity.com)

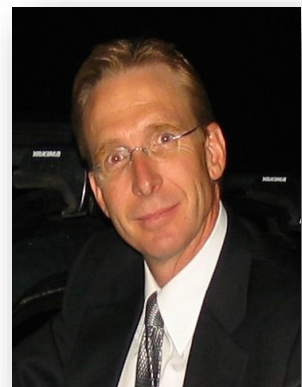
CB&A began work in September 2015 to assist the city in finding its next **Manager**. Our work included scouring the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, recommending finalists for the city to interview and helping with the contract negotiations. *Dale Arrington, former Assistant City Manager for DeLand, Florida*, was selected on January 9, 2016. The announcement of the selection led to applause from the audience waiting in council chambers. She remains with the City.



### ***City Manager, Sequim, WA (population 6,670)***

**Contact:** Councilmember William Armacost at (360) 582-2462, or  
[warmacost@sequimwa.gov](mailto:warmacost@sequimwa.gov)

CB&A was selected in early March 2015 to perform the search for Sequim's **City Manager**. Our effort involved searching the country to locate the best people for the job, interviewing them, conducting thorough background checks, and recommending finalists for the city to interview. Interviews were held on June 19<sup>th</sup> and 20<sup>th</sup>. *Charlie Bush, Development Services Director for Issaquah, WA*, was selected on June 20, 2015. Mr. Bush resigned in 2021 and we were hired to find his replacement. Matt Huish, formerly the City Administrator for Sandy, Utah, was selected and he remains with the City.



## ***VI. References*** (continued)

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### ***Township Manager, Spring Garden Township, PA (population 12,840)***

**Contact:** President Daniel Rooney at (717) 848-2858, or  
[drooney@sgtwp.org](mailto:drooney@sgtwp.org)

On March 14, 2018, CB&A was hired by the Spring Garden Township to find their next Township Manager. Our work included recruiting and advertising for candidates, conducting background checks, selecting the most qualified, recommending them for interviews, coordinating the interview process, and assisting in the contract negotiations. Interviews were held on June 13. *Marcy Krum-Tinsley, formerly the Transportation Planner for Michael Baker International and consultant to the Pennsylvania Turnpike Commission*, was hired and remains with the Township.



### ***City Manager, St. Pete Beach, FL (population 9,700)***

**Contact:** Mayor Al Johnson at (727) 543-2794  
or [ajohnson@stpetebeach.org](mailto:ajohnson@stpetebeach.org)

We began our work in November of 2018 to find the next City Manager for St. Pete Beach. Located on a barrier island in the Gulf of Mexico just west of Tampa/St. Petersburg in Pinellas County, St. Pete Beach is a special place. Our work included searching the nation to find the right person for the job, interviewing the candidates, conducting thorough background checks, and recommending finalists for the county to interview. In February 2019 the Board selected *Alex Rey, formerly the Town Manager for Miami Lakes, FL*. Mr. Rey remains with the City and in 2021 he received unbridled praise along with a contract extension that included a 5% salary increase and a \$500 a month housing stipend.



### ***City Manager, West Park, FL (population 13,700)***

**Contact:** Former Mayor Eric Jones at (954) 410-8139

West Park is a relatively new city in Broward County, FL. CB&A began meeting with the City's elected officials on January 13, 2010 to find its next **City Administrator**. It was critical to the Council that the finalists all understand the character of the community and be able to function well in an urban environment. The City also wanted a panel of local City Managers to review the finalists and to make recommendations concerning CB&A's finalists (which elongated the process slightly). Interviews were conducted on April 16<sup>th</sup> and 17<sup>th</sup> with *Ajibola Balogun, formerly the City Manager of South Miami* being selected on April 21<sup>st</sup> 2010. Mr. Balogun remains with the City.





## ***VI. References (continued)***

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### **Candidate References**

While it is important to deliver what the City expects, it is also important to keep candidates informed and to treat them with respect and dignity. Accordingly, we have provided references from four of those candidates.

<b>Placement</b>	<b>Formerly</b>	<b>Recruited To Be</b>	<b>Contact at</b>
Dale Martin	City Manager Winchester, CT	City Manager Fernandina Beach, FL, in September 2015	(904) 557-5047 <a href="mailto:dmartin@fbfl.org">dmartin@fbfl.org</a>
Eden Freeman	Assistant City Manager Sandy Springs, GA	City Manager Winchester, VA Appointed June, 2014, she left in March 2020 to become the Deputy City Manager for Greenville, SC, and then returned to Sandy Springs as the City Manager in January 2022	(404) 683-4816
Bryan Hill	Deputy County Administrator Beaufort County, SC	County Administrator James City County, VA Appointed July 2014 Hired as the Fairfax County, VA, CEO in January 2018	(843) 368-7458
Chris Morrill	Assistant City Manager, Savannah, GA	City Manager, Roanoke, VA Appointed December 2009 Hired as the Executive Director of the Government Finance Officers Association in February 2017	(843) 368-7458

## ***VII. Work Samples***

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Please see the appendices for samples of our work.



## ***VIII. Guarantee***

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### **Warranty**

Colin Baenziger & Associates offers one of the best warranties in the industry. We can offer it because we have confidence in our work. Provided we conduct the full search (Phases I-V), follows our recommendations, and selects from among the candidates we recommend, we warrant the following:

- 1) We will not approach the selected candidate for any other position as long as the individual is employed by the City.
- 2) If the selected individual leaves for any reason other than an Act of God (such as total incapacitation or death) within the first year, CB&A will repeat the search for the reimbursement of our expenses only.
- 3) If you are not satisfied with the candidates we present, CB&A will repeat the search until you are satisfied.
- 4) Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.