

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, MARCH 28, 2023
7:00 P.M.**

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. Motion: Setting Special Meetings on April 20, 2023, at 5:30 pm for City Manager Interviews
 - B. Motion: Setting Special Meetings on April 21, 2023, at 7:45 am for City Manager Interviews
- 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 & 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 April 11, 2023, at 7:15 pm or thereafter to receive comments on the Stormwater Management Program Plan (SWMP)
 - C. [Registering No Objections To The Stina's Cellars Liquor License Renewal](#)
 - D. Approval of Minutes: [February 28, 2023, Regular Meeting](#)
[March 14, 2023, Regular Meeting](#)
- 11. PUBLIC HEARING 7:15 P.M.**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Ordinance: 1st Budget Adjustment 2023](#)
 - B. [Resolution: Tennis Court Resurfacing Contract Agreement](#)
 - C. [Resolution: Parametrix Agreement](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
- 16. ADJOURNMENT**

Join the Zoom: Dial: 1 253 215 8782 Webinar ID: 873 9102 3810 Passcode: 312044

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
29069	03/06/2023	03/28/2023	10019 A & M Kleinsasser LLC	42.11	02-01230.1 - 228 CONTRA COSTA AVE
	343 10 00 00		Storm Drain Revenues	415 000 340	Storm Drain
	343 40 00 00		Sale Of Water	425 000 340	Water Fund (de
	343 50 00 00		Sewer Revenues	430 000 340	Sewer Fund (de
				-13.69	
				-14.92	
				-13.50	
29123	03/14/2023	03/28/2023	4298 AWC Employee Benefit Trust	742.50	04/2023 Retired Medical
	521 22 20 01		LEOFF I Medical Premiums	001 000 521	General Fund
				742.50	04/2023 Retired Medical
29146	03/14/2023	03/28/2023	6811 Alarm Works NW LLC	203.50	Fax Line Repair
	521 22 48 00		Rep & Maint - Police	001 000 521	General Fund
				203.50	Fax Line Repair
29149	03/14/2023	03/28/2023	6811 Alarm Works NW LLC	3,342.90	Install Burglar System & Monthly Monitoring (Mar-Dec 2023)
	518 30 48 03		Rep & Maint - PW	001 000 518	General Fund
				3,342.90	Install Burglar System & Monthly Monitoring (Mar-Dec 2023)
			Total Alarm Works NW LLC	3,546.40	
29231	03/22/2023	03/28/2023	7066 Apex Engineering	1,505.00	Task Order 2022-03 Prose Property Engineering Consultation - Feb 2023
	531 50 41 00		Prof Svcs - Storm	415 000 531	Storm Drain
				501.67	Task Order 2022-03 Prose Property Engineering Consultation - Feb 2023
	534 10 41 00		Prof Svcs - Water Admin	425 000 534	Water Fund (de
				501.67	Task Order 2022-03 Prose Property Engineering Consultation - Feb 2023
	535 10 41 00		Prof Svcs - Sewer Admin	430 000 535	Sewer Fund (de
				501.66	Task Order 2022-03 Prose Property Engineering Consultation - Feb 2023
29169	03/15/2023	03/28/2023	4052 Auto Value, NPW Tacoma	91.33	Vactor Maintenance
	548 65 48 12		O & M - Street	501 000 548	Equipment Rent
				11.41	Vactor Maintenance
	548 65 48 13		O & M - Storm	501 000 548	Equipment Rent
				11.41	Vactor Maintenance
	548 65 48 14		O & M - Water/Sewer	501 000 548	Equipment Rent
				68.51	Vactor Maintenance
29136	03/14/2023	03/28/2023	4218 BHC Consultants LLC	13,366.98	Comprehensive Plan Update thru 02/24/23
	558 60 41 00		Prof Svcs - Planning	001 000 558	General Fund
				13,366.98	Comprehensive Plan Update thru 02/24/23
29233	03/22/2023	03/28/2023	6502 Ballew's Hitch Truck & RV	987.19	#63582D Air Bags Installed in Rear of Truck
	548 65 48 12		O & M - Street	501 000 548	Equipment Rent
				987.19	#63582D Air Bags Installed in Rear of Truck
29219	03/21/2023	03/28/2023	10365 Barclay Dean Architectural Products	4,400.00	P#64 Volleyball Net, Post & Pads (2)

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	594 76 62 03 Buildings & Structures - PBC		301 000 594 Park Bond Capit	4,400.00	P#64 Volleyball Net, Post & Pads (2)
29175	03/15/2023	03/28/2023	8837 Byrd, Selena R	142.98	Cork Boards for Offices (2)
	521 22 35 00 Small Tools & Equip - Police		001 000 521 General Fund	142.98	Cork Boards for Offices (2)
29135	03/14/2023	03/28/2023	10229 Casey Civil, PLLC	11,921.25	P#68 44th St. Lift Station Professional Svcs. thru February 2023
	594 35 63 03 Project Engineering - Sewer		432 000 594 Sewer Improven	11,921.25	P#68 44th St. Lift Station Professional Svcs. thru February 2023
29155	03/14/2023	03/28/2023	5805 CenturyLink (Lumen LD)	12.86	Long Distance Access & Usage 03/2023
	518 10 42 00 Communication - Non Dept		001 000 518 General Fund	12.86	Long Distance Access & Usage 03/2023
29154	03/14/2023	03/28/2023	10057 Chavez, Edward	270.24	Reimbursement for Work Boots
	518 30 49 00 Miscellaneous - Fac/Equip		001 000 518 General Fund	270.24	Reimbursement for Work Boots
29137	03/14/2023	03/28/2023	4313 Chuckals Inc	161.62	Office Supplies - Police & Central
	518 10 34 01 Office Supplies - Central		001 000 518 General Fund	90.12	Office Supplies - Central
	521 22 31 00 Office & Oper Sup - Police		001 000 521 General Fund	71.50	Office Supplies - Police
29213	03/20/2023	03/28/2023	4313 Chuckals Inc	17.62	Central Supplies
	518 10 34 01 Office Supplies - Central		001 000 518 General Fund	17.62	Central Supplies
			Total Chuckals Inc	179.24	
29122	03/14/2023	03/28/2023	4324 City Treasurer-Tacoma	66,240.67	Fire/EMS - April 2023
	522 20 40 00 Tacoma Contract - Fire		001 000 522 General Fund	19,404.00	Fire - 04/2023
	522 20 41 00 Tacoma Contract - EMS		001 000 522 General Fund	46,836.67	EMS - 04/2023
29150	03/14/2023	03/28/2023	6203 Code Mechanical Inc	1,012.00	HVAC Bi-Annual Maintenance Agreement - May 2023
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	337.34	HVAC Bi-Annual Maintenance Agreement - May 2023
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	337.33	HVAC Bi-Annual Maintenance Agreement - May 2023
	518 30 48 04 Rep & Maint - PSB		001 000 518 General Fund	337.33	HVAC Bi-Annual Maintenance Agreement - May 2023
29157	03/14/2023	03/28/2023	3565 Comfort Davies & Smith	144.00	Legal Services - Ruston - Feb 2023
	515 41 41 03 City Prosecutor		001 000 515 General Fund	144.00	Legal Services - Ruston - Feb 2023

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29170	03/15/2023	03/28/2023	8542 Consolidated Supply Co.	12,519.65	Pipe for 700 Blk of Regents Blvd (Watermain Replacement Project)
	594 34 63 01	Other Improvements - Wate	426 000 594 Water Improven	12,519.65	Pipe for 700 Blk of Regents Blvd (Watermain Replacement Project)
29205	03/17/2023	03/28/2023	8542 Consolidated Supply Co.	8,814.95	Project Materials for 700 Blk of Regents Blvd (Watermain Replacement Project)
	594 34 63 01	Other Improvements - Wate	426 000 594 Water Improven	8,814.95	Project Materials for 700 Blk of Regents Blvd (Watermain Replacement Project)
29206	03/17/2023	03/28/2023	8542 Consolidated Supply Co.	509.79	Project Materials for 700 Blk of Regents Blvd (Watermain Replacement Project)
	594 34 63 01	Other Improvements - Wate	426 000 594 Water Improven	509.79	Project Materials for 700 Blk of Regents Blvd (Watermain Replacement Project)
29207	03/17/2023	03/28/2023	8542 Consolidated Supply Co.	323.45	Project Materials for 700 Blk of Regents Blvd (Watermain Replacement Project)
	594 34 63 01	Other Improvements - Wate	426 000 594 Water Improven	323.45	Project Materials for 700 Blk of Regents Blvd (Watermain Replacement Project)
Total Consolidated Supply Co.				22,167.84	
29145	03/14/2023	03/28/2023	7918 Contreras, Alejandra	150.00	Spanish Interpreting (2 hrs), 2A0585439
	512 50 41 03	Prof Srvs - Interpreter	001 000 512 General Fund	150.00	Spanish Interpreting (2 hrs), 2A0585439
29172	03/15/2023	03/28/2023	3573 Copiers Northwest Inc	27.10	Copier Usage 02/14/23-03/13/23
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521 General Fund	27.10	Copier Usage 02/14/23-03/13/23
29181	03/16/2023	03/28/2023	3573 Copiers Northwest Inc	29.40	Printer Usage 1/28/22-2/28/23
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521 General Fund	29.40	Printer Usage 1/28/22-2/28/23
Total Copiers Northwest Inc				56.50	
29209	03/20/2023	03/28/2023	3589 Databar Inc	2,360.13	Town Topics - Statement Production - Feb 2023, Postage, Town Topics, Community Sponsorship & Utility Rate Increase
	518 10 49 01	Town Topics/Citzen Commu	001 000 518 General Fund	61.44	February 2023 Town Topics Insert
	531 50 42 01	Postage - Storm	415 000 531 Storm Drain	297.79	February 2023 UB Postage

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531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	447.96	February 2023 UB Mailing Svc
534 10 42 01	Postage - Water Admin		425 000 534 Water Fund (de	297.79	February 2023 UB Postage
534 10 49 06	Mailing Service - Water Adr		425 000 534 Water Fund (de	447.95	February 2023 UB Mailing Svc
535 10 42 02	Postage - Sewer Admin		430 000 535 Sewer Fund (de	297.79	February 2023 UB Postage
535 10 49 05	Mailing Service - Sewer Adr		430 000 535 Sewer Fund (de	447.96	February 2023 UB Mailing Svc
542 80 31 04	Oper Supplies - Beautificatic		101 000 542 City Street Fund	61.45	February 2023 Community Sponsorship Flyer
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29210	03/20/2023	03/28/2023	3589 Databar Inc	634.17	Utility Billing Rate Increase & Community Sponsorship Flyer
531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	198.05	Utility Billing Rate Increase Flyer
534 10 49 06	Mailing Service - Water Adr		425 000 534 Water Fund (de	198.06	Utility Billing Rate Increase Flyer
535 10 49 05	Mailing Service - Sewer Adr		430 000 535 Sewer Fund (de	198.06	Utility Billing Rate Increase Flyer
542 80 31 04	Oper Supplies - Beautificatic		101 000 542 City Street Fund	40.00	Community Sponsorship Flyer
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29211	03/20/2023	03/28/2023	3589 Databar Inc	475.30	Town Topics - Separate Mailing - February 2023
518 10 49 01	Town Topics/Citizen Commu		001 000 518 General Fund	475.30	Town Topics - Separate Mailing - February 2023
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29212	03/20/2023	03/28/2023	3589 Databar Inc	1,460.46	Town Topics - February 2023
518 10 49 01	Town Topics/Citizen Commu		001 000 518 General Fund	1,460.46	Town Topics - February 2023
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			Total Databar Inc	4,930.06	
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29138	03/14/2023	03/28/2023	3367 Davis, Nancy	67.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
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29160	03/15/2023	03/28/2023	3724 Deere & Company	17,551.99	John Deer Gator TE
594 76 64 00	Machinery & Equipment - P		001 000 576 General Fund	17,551.99	John Deer Gator TE
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29159	03/15/2023	03/28/2023	3594 Dept Of Ecology	2,760.13	Municipal Stormwater Permit Fee - 2nd Half FY23 7/1/2022-6/30/2023
531 50 49 01	Operation Permit		415 000 531 Storm Drain	2,760.13	Municipal Stormwater Permit Fee - 2nd Half FY23 7/1/2022-6/30/2023
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29131	03/14/2023	03/28/2023	4310 Dept Of Revenue-EXCISE TAX	15,877.95	February 2023 Excise Taxes
518 20 43 01	Excise Tax - Time/Temp Ren		001 000 518 General Fund	3.30	February 2023 Excise Taxes
521 22 49 00	Miscellaneous - Police		001 000 521 General Fund	5.13	February 2023 Excise Taxes
531 50 31 02	Oper Supplies - Storm		415 000 531 Storm Drain	14.11	February 2023 Excise Taxes
531 50 44 00	Excise Tax - Storm		415 000 531 Storm Drain	1,503.62	February 2023 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	3.90	February 2023 Excise Taxes

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534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	88.35	February 2023 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	7,495.88	February 2023 Excise Taxes
534 80 31 02	Oper Supplies - Water Gen (425 000 534 Water Fund (de	14.11	February 2023 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	1.46	February 2023 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	6,719.86	February 2023 Excise Taxes
535 50 31 01	Oper Supplies - Sewer Main		430 000 535 Sewer Fund (de	14.11	February 2023 Excise Taxes
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	14.12	February 2023 Excise Taxes
29163	03/15/2023	03/28/2023	9254 Doyle Printing Company	765.60	Court Forms
	512 50 31 00	Office & Oper Sup - Court	001 000 512 General Fund	765.60	Court Forms
29217	03/21/2023	03/28/2023	10263 Dunbar, Julieanna R	41.40	Gas Reimbursement for WFOA Training
	514 23 43 00	Travel - Finance	001 000 514 General Fund	41.40	Gas Reimbursement for WFOA Training
29218	03/21/2023	03/28/2023	10294 Estes, Allen	311.32	07-00070.3 - 114 BIRCH ST
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-78.29	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-74.87	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-158.16	
29147	03/14/2023	03/28/2023	7827 Exercise Science Center	100.00	Physical Assessment - R Graham & J Lease
	521 10 41 00	Prof Svcs - Civil Svc	001 000 521 General Fund	100.00	Physical Assessment - R Graham & J Lease
29153	03/14/2023	03/28/2023	10298 Foley, Meagan M.	187.50	Pro Temp Judge - 3/8/23 (2.5 hrs)
	512 50 41 02	Prof Svcs - Pro Temp Judges	001 000 512 General Fund	187.50	Pro Temp Judge - 3/8/23 (2.5 hrs)
29215	03/21/2023	03/28/2023	9310 Gill, Vanessa	177.52	07-00328.2 - 1447 EDWARDS AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-46.29	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-46.97	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-84.26	
29141	03/14/2023	03/28/2023	3666 Grainger Inc, Dept 826129041	64.38	Charger for Cop Car
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	64.38	Charger for Cop Car
29221	03/21/2023	03/28/2023	3668 Gray Lumber Company Inc	195.71	Post for Tree City Signs
	576 80 49 00	Miscellaneous - Parks	001 000 576 General Fund	195.71	Post for Tree City Signs
29204	03/17/2023	03/28/2023	3690 Holroyd Co Inc	2,476.04	Crushed Rock For Storage Yard (200 yards)
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (de	1,238.02	Crushed Rock For Storage Yard (200 yards)
	535 80 31 00	Oper Supplies - Sewer Gen (430 000 535 Sewer Fund (de	1,238.02	Crushed Rock For Storage Yard (200 yards)

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29166	03/15/2023	03/28/2023	3692 Home Depot Credit Services	60.63	Wall Mount for Camera TV
	518 30 31 02 Oper Supplies - PSB Bldg		001 000 518 General Fund	60.63	Wall Mount for Camera TV
29167	03/15/2023	03/28/2023	3692 Home Depot Credit Services	11.67	Wall Repair
	518 30 31 02 Oper Supplies - PSB Bldg		001 000 518 General Fund	11.67	Wall Repair
29168	03/15/2023	03/28/2023	3692 Home Depot Credit Services	13.24	Paint Supplies
	518 30 31 02 Oper Supplies - PSB Bldg		001 000 518 General Fund	13.24	Paint Supplies
29183	03/17/2023	03/28/2023	3692 Home Depot Credit Services	19.82	Jigsaw Blade
	518 30 35 00 Small Tools & Equip - Facilit		001 000 518 General Fund	19.82	Jigsaw Blade
29184	03/17/2023	03/28/2023	3692 Home Depot Credit Services	64.51	Volleyball Pole Holder
	518 30 31 01 Oper Supplies - Rec Bldg		001 000 518 General Fund	64.51	Volleyball Pole Holder
29193	03/17/2023	03/28/2023	3692 Home Depot Credit Services	228.23	P#64 Storage for Fitness Room
	594 76 62 03 Buildings & Structures - PBC		301 000 594 Park Bond Capit	228.23	P#64 Storage for Fitness Room
			Total Home Depot Credit Services	398.10	
29185	03/17/2023	03/28/2023	10202 Kamstrup Water Metering, LLC	4,844.31	Annual License & Support (1/4/23-1/3/24)
	534 10 41 00 Prof Svcs - Water Admin		425 000 534 Water Fund (de	2,422.16	Annual License & Support (1/4/23-1/3/24)
	535 10 41 00 Prof Svcs - Sewer Admin		430 000 535 Sewer Fund (de	2,422.15	Annual License & Support (1/4/23-1/3/24)
29139	03/14/2023	03/28/2023	9817 Kenyon Disend	8,706.20	Attorney Services - February 2023
	515 41 41 01 City Attorney		001 000 515 General Fund	8,706.20	Attorney Services - February 2023
29140	03/14/2023	03/28/2023	9817 Kenyon Disend	714.00	Attorney Services - February 2023 - Land Use
	515 41 41 02 Special Legal Counsel		001 000 515 General Fund	714.00	Attorney Services - February 2023 - Land Use
			Total Kenyon Disend	9,420.20	
29194	03/17/2023	03/28/2023	10264 Larson, Shari	490.46	Wednesday Gentle Yoga & Chair Yoga Classes (2/1/23-2/28/23)
	571 20 49 06 Instructor Fees		001 000 571 General Fund	490.46	Wednesday Gentle Yoga & Chair Yoga Classes (2/1/23-2/28/23)
29152	03/14/2023	03/28/2023	3791 Lowe's Company-#338954	41.36	Quikrete Concrete (6 80-lb bags)

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	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (de	41.36	Quikrete Concrete (6 80-lb bags)
29216	03/21/2023	03/28/2023	8620 Mannelly, Brian	108.97	06-00100.1 - 1144 PARADISE PKWY
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-34.21	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-34.70	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-40.06	
29173	03/15/2023	03/28/2023	5358 McDougall, Madelyn	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
29126	03/14/2023	03/28/2023	6369 McLendon Hardware Inc (Tacoma)	13.99	Sponge & Paint
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	13.99	Sponge & Paint
29127	03/14/2023	03/28/2023	6369 McLendon Hardware Inc (Tacoma)	8.81	Wood Filler Pencil
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	8.81	Wood Filler Pencil
29128	03/14/2023	03/28/2023	6369 McLendon Hardware Inc (Tacoma)	45.19	Outdoor Cleaner & Supplies
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	45.19	Outdoor Cleaner & Supplies
29129	03/14/2023	03/28/2023	6369 McLendon Hardware Inc (Tacoma)	6.61	Sink Repair at Whittier
	518 30 31 05	Oper Supplies - Parks Struct	001 000 518 General Fund	6.61	Sink Repair at Whittier
29130	03/14/2023	03/28/2023	6369 McLendon Hardware Inc (Tacoma)	39.64	Sink Repair at Whittier
	518 30 31 05	Oper Supplies - Parks Struct	001 000 518 General Fund	39.64	Sink Repair at Whittier
29156	03/14/2023	03/28/2023	6369 McLendon Hardware Inc (Tacoma)	5.50	Desk Repair
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	5.50	Desk Repair
29190	03/17/2023	03/28/2023	6369 McLendon Hardware Inc (Tacoma)	38.55	Paint for Volleyball Holder
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	38.55	Paint for Volleyball Holder
29191	03/17/2023	03/28/2023	6369 McLendon Hardware Inc (Tacoma)	7.92	Parts for Volleyball Post
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	7.92	Parts for Volleyball Post
			Total McLendon Hardware Inc (Tacoma)	166.21	
29200	03/17/2023	03/28/2023	3841 Metropolitan Ballet of Tacoma	1,547.00	Ballet Instruction 11/01/22-03/06/23
	571 20 49 06	Instructor Fees	001 000 571 General Fund	1,547.00	Ballet Instruction 11/01/22-03/06/23

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29143	03/14/2023	03/28/2023	1687	Mika, Robert P.	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement - 1 Year
29195	03/17/2023	03/28/2023	10265	Mirande, Therese	503.54	Monday & Friday Gentle Yoga Classes; Thursday Yin Yoga (3/2/23-4/6/23)
	571 20 49 06	Instructor Fees	001 000 571	General Fund	503.54	Monday & Friday Gentle Yoga Classes; Thursday Yin Yoga (3/2/23-4/6/23)
29202	03/17/2023	03/28/2023	10360	Mulligan, Phoebe	150.00	Consulting for Officer's Meeting (1 hr)
	521 22 41 00	Prof Svcs - Police	001 000 521	General Fund	150.00	Consulting for Officer's Meeting (1 hr)
29142	03/14/2023	03/28/2023	5215	Nelson, John D.	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	67.00	Library Reimbursement - 1 Year
29176	03/15/2023	03/28/2023	4889	Olbrechts & Associates PLLC	2,240.49	Feb 2023 Hearing Examiner Services (11.9 Hrs)
	558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	2,240.49	Feb 2023 Hearing Examiner Services (11.9 Hrs)
29162	03/15/2023	03/28/2023	3923	Orca Pacific Inc	554.40	Chlorine for Wells (108 gallons)
	534 80 31 03	Oper Supplies - Chlorine	425 000 534	Water Fund (dep	554.40	Chlorine for Wells (108 gallons)
29182	03/16/2023	03/28/2023	3937	Pape & Sons Construction Inc	29,832.64	P#69 Summit Ave Water Main Replacement Retainage
	594 34 63 01	Other Improvements - Wate	426 000 594	Water Improven	29,832.64	P#69 Summit Ave Water Main Replacement Retainage
29151	03/14/2023	03/28/2023	3945	Patriot Fire Protection, Inc	1,094.50	Annual Fire Extinguisher Inspections
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	273.62	Annual Fire Extinguisher Inspections
	518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	273.62	Annual Fire Extinguisher Inspections
	518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	273.63	Annual Fire Extinguisher Inspections
	518 30 48 04	Rep & Maint - PSB	001 000 518	General Fund	273.63	Annual Fire Extinguisher Inspections
29192	03/17/2023	03/28/2023	3955	Petrocard Systems Inc	283.84	Gas/Fuel - Storm 03/2023
	548 65 31 13	Gas - Storm	501 000 548	Equipment Rent	283.84	Gas/Fuel - Storm 03/2023
29171	03/15/2023	03/28/2023	7614	Prothman	6,500.00	Police Chief Search - 2nd of 3 Professional Fee Installments
	521 22 41 00	Prof Svcs - Police	001 000 521	General Fund	6,500.00	Police Chief Search - 2nd of 3 Professional Fee Installments

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City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
29132	03/14/2023	03/28/2023	3751 Psomas, DBA KPG Psomas	4,872.50	Task Order 2022-04 - SMAP & SWMP Development for 2023
	531 50 41 00 Prof Svcs - Storm		415 000 531 Storm Drain	4,872.50	Task Order 2022-04 - SMAP & SWMP Development for 2023
29133	03/14/2023	03/28/2023	3751 Psomas, DBA KPG Psomas	810.00	Task Order 2023-01 - SMAP & SWMP Development for 2023
	531 50 41 00 Prof Svcs - Storm		415 000 531 Storm Drain	810.00	Task Order 2023-01 - SMAP & SWMP Development for 2023
29134	03/14/2023	03/28/2023	3751 Psomas, DBA KPG Psomas	4,230.25	Task Order 2022-01 - SMAP & SWMP Development for 2023
	531 50 41 00 Prof Svcs - Storm		415 000 531 Storm Drain	4,230.25	Task Order 2022-01 - SMAP & SWMP Development for 2023
Total Psomas, DBA KPG Psomas				9,912.75	
29177	03/15/2023	03/28/2023	3986 Puget Sound Energy, BOT-01H	406.00	Natural Gas - City Hall Feb 2023
	518 30 47 00 Public Utility Services - City		001 000 518 General Fund	406.00	Natural Gas - City Hall Feb 2023
29178	03/15/2023	03/28/2023	3986 Puget Sound Energy, BOT-01H	357.09	Natural Gas - PW - Feb 2023
	531 50 47 02 Public Utility Services - Bldg		415 000 531 Storm Drain	89.27	Natural Gas - PW - Feb 2023
	534 10 47 00 Utility Services/Building - W.		425 000 534 Water Fund (de	89.27	Natural Gas - PW - Feb 2023
	535 10 47 00 Utility Services/Building - Se		430 000 535 Sewer Fund (de	89.27	Natural Gas - PW - Feb 2023
	542 30 47 02 Electricity & Gas/Bldg - Stre		101 000 542 City Street Fund	89.28	Natural Gas - PW - Feb 2023
Total Puget Sound Energy, BOT-01H				763.09	
29222	03/21/2023	03/28/2023	3990 Puget Sound Specialties Inc	1,318.90	20-0-5 Fertilizer - 1 Ton for Parks
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	1,318.90	20-0-5 Fertilizer - 1 Ton for Parks
29203	03/17/2023	03/28/2023	4683 Puyallup, City of	161.84	Jail Services - Feb 2023
	523 60 40 01 Jail		001 000 523 General Fund	161.84	Jail Services - Feb 2023
29121	03/10/2023	03/28/2023	3275 Quarles, John	1.00	08-00580.0 - 1203 REGENTS BLVD
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	188.48	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	1,866.15	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-2,055.63	

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29148	03/14/2023	03/28/2023	8893 Right Systems INC	3,685.00	IT Managed Services - March 2023
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	3,685.00	IT Managed Services - March 2023
29124	03/14/2023	03/28/2023	4026 S & B Inc	1,089.00	SCADA System Repairs - Communication Issues
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (dep	544.50	SCADA System Repairs - Communication Issues
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (dep	544.50	SCADA System Repairs - Communication Issues
29187	03/17/2023	03/28/2023	4035 Sarco Supply	90.92	Janitorial Supplies - Public Works
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	90.92	Janitorial Supplies - Public Works
29188	03/17/2023	03/28/2023	4035 Sarco Supply	170.49	Janitorial Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	170.49	Janitorial Supplies - City Hall
29189	03/17/2023	03/28/2023	4035 Sarco Supply	204.27	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571 General Fund	204.27	Janitorial Supplies - Rec Bldg
29220	03/21/2023	03/28/2023	4035 Sarco Supply	340.56	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571 General Fund	340.56	Janitorial Supplies - Rec Bldg
Total Sarco Supply				806.24	
29144	03/14/2023	03/28/2023	4056 Sherwin-Williams Company	67.10	Paint for Office
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	67.10	Paint for Office
29201	03/17/2023	03/28/2023	4060 Sir Speedy	591.80	2023 Annual Car Show Posters (300)
	573 90 49 01	Community Events	001 000 573 General Fund	591.80	2023 Annual Car Show Posters (300)
29158	03/15/2023	03/28/2023	4084 Staples Business Advantage	60.26	Office Supplies - Central & Rec
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	30.13	Office Supplies - Central
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	30.13	Office Supplies - Rec
29164	03/15/2023	03/28/2023	4084 Staples Business Advantage	103.96	Office Supplies - Finance & Central
	514 23 31 00	Office & Oper Sup - Finance	001 000 514 General Fund	9.78	Office Supplies - Finance
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	94.18	Office Supplies - Central
29165	03/15/2023	03/28/2023	4084 Staples Business Advantage	110.22	Office Supplies - Police, Finance & Central
	514 23 31 00	Office & Oper Sup - Finance	001 000 514 General Fund	20.78	Office Supplies - Finance

ACCOUNTS PAYABLE

City Of Fircrest

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518 10 34 01	Office Supplies - Central		001 000 518 General Fund	6.68	Office Supplies - Central
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	82.76	Office Supplies - Police
Total Staples Business Advantage				274.44	
29179	03/16/2023	03/28/2023	4322 Tacoma, City of - POWER	13,222.43	Power - Various Locations - February 2023
518 30 47 00	Public Utility Services - City		001 000 518 General Fund	774.20	City Hall Power 02/2023
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	126.02	PW Power 02/2023
534 10 47 00	Utility Services/Building - W		425 000 534 Water Fund (de	126.02	PW Power 02/2023
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (de	3,109.43	PW, Well #4 & #9 & Golf Course Tank 02/2023
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (de	126.02	PW Power 02/2023
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	1,552.85	Pumps/LS Power 02/2023
542 30 47 02	Electricity & Gas/Bldg - Stre		101 000 542 City Street Fund	126.03	PW Power 02/2023
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	77.89	Traffic Control 02/2023
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	1,191.83	Street Lights 02/2023
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	165.81	F&E Garage Power 02/2023
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	1,405.85	Rec Center Power 02/2023
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	2,831.68	Pool Power 02/2023
576 80 47 00	Public Utility Services - Park:		001 000 576 General Fund	1,608.80	Parks Power - 02/2023
29208	03/20/2023	03/28/2023	8484 US Bank, Recreation Dept Account	1,171.67	P-Card Charges thru 03/15/23
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	77.27	Miscellaneous Office Supplies
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	166.16	Senior Morning Supplies
573 90 49 01	Community Events		001 000 573 General Fund	919.97	Supplies for Community Events
594 76 62 03	Buildings & Structures - PBC		301 000 594 Park Bond Capit	93.51	P#64 Container Rental 03/2023
594 76 62 03	Buildings & Structures - PBC		301 000 594 Park Bond Capit	-85.24	Credit for Stackable Plastic Storage Bins
29232	03/22/2023	03/28/2023	4178 University Place Refuse Inc	1,324.50	S/S Dump Fees, Drop Box Rental - February & March 2023
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	882.00	Dumping Fees - Storm 01/2023
534 80 47 02	Dumping Fees - Water		425 000 534 Water Fund (de	88.50	Dumping Fees - Water 01/2023
535 80 47 02	Dumping Fees - Sewer		430 000 535 Sewer Fund (de	88.50	Dumping Fees - Sewer 01/2023
542 30 47 01	Dumping Fees - Street		101 000 542 City Street Fund	265.50	Dumping Fees - Street 01/2023
29230	03/22/2023	03/28/2023	9253 University Place Tire & Auto	63.27	#63581D LOF
548 65 48 14	O & M - Water/Sewer		501 000 548 Equipment Rent	63.27	#63581D LOF
29186	03/17/2023	03/28/2023	9997 Walter E Nelson Co	65.74	Ball Float Assembly
518 30 31 00	Oper Supplies - Facilities		001 000 518 General Fund	65.74	Ball Float Assembly

ACCOUNTS PAYABLE

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29125	03/14/2023	03/28/2023	4231 Water Mgmt Labs Inc	38.00	Fluoride Testing - 02/2023
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	38.00	Fluoride Testing - 02/2023
29161	03/15/2023	03/28/2023	4231 Water Mgmt Labs Inc	283.00	Coliform & Fluoride Testing - 02/2023
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	283.00	Coliform & Fluoride Testing - 02/2023
Total Water Mgmt Labs Inc				321.00	
29214	03/21/2023	03/28/2023	2389 White, Ed	52.85	05-01000.0 - 1214 DEL MONTE AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-21.19	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-23.08	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-8.58	
29196	03/17/2023	03/28/2023	4256 Winning Seasons	481.80	Youth Basketball Coach Shirts (56)
	571 20 49 07	Youth Basketball/Youth Refe	001 000 571 General Fund	481.80	Youth Basketball Coach Shirts (56)
29197	03/17/2023	03/28/2023	4256 Winning Seasons	255.20	Adult Basketball Champion Shirts (22)
	571 20 49 08	Adult Basketball	001 000 571 General Fund	255.20	Adult Basketball Champion Shirts (22)
29198	03/17/2023	03/28/2023	4256 Winning Seasons	258.50	Cross Country Shirts (20) - from Fall 2022
	571 10 49 00	Miscellaneous - Rec	001 000 571 General Fund	258.50	Cross Country Shirts (20) - from Fall 2022
29199	03/17/2023	03/28/2023	4256 Winning Seasons	3,925.35	Basketball Jerseys (366)
	571 20 49 07	Youth Basketball/Youth Refe	001 000 571 General Fund	3,925.35	Basketball Jerseys (366)
Total Winning Seasons				4,920.85	

Report Total: 270,676.18

Fund	
001 General Fund	149,344.31
101 City Street Fund	1,866.10
301 Park Bond Capital Fund	4,636.50
415 Storm Drain	16,738.56
425 Water Fund (department)	15,910.76
426 Water Improvement Fund	52,000.48
430 Sewer Fund (department)	16,602.40
432 Sewer Improvement Fund	11,921.25
501 Equipment Rental Fund	1,655.82

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This report has been reviewed by:

REMARKS:

Signature & Title

Date



LIQUOR LICENSE RENEWAL

Applicant Information

Licensee Name: Perry Preston
Establishment Name: Stina's Cellars
Address: 173 Golden Gate Ave
License Number: 428403
Request Received: 3/13/2023
Expiration Date: 06/30/2023

Department Comments

Finance

No concerns per Finance

Planning and Building

No objections.

Police

We have had no issues with this business.

Lindsay Chambers

Director Signature

3/17/23

Date

Jayne Westman

Director Signature

3/16/23

Date

Acting Chief Cheesman

Director Signature

3/17/23

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

March 06, 2023

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 localauthority@sp.lcb.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: 03/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST
(BY ZIP CODE) FOR EXPIRATION DATE OF 20230630

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. PRESTON, PERRY DWAYNE	STINA'S CELLARS 173 GOLDEN GATE AVE FIRCREST WA 98466 7411	428403	DOMESTIC WINERY < 250,000 LITERS FARMER'S MARKET WINE SALES

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

PRESIDING OFFICER’S REPORT

A. Proclamation: Women’s History Month

Councilmember Reynolds read the proclamation Women’s History Month into the record. **Bufford MOVED to authorize the Mayor’s signature on the proclamation proclaiming the month of March is Women’s History Month in the City of Fircrest; seconded by George.** Wittner invited councilmember comment; none were provided. Wittner invited public comment.

- Vince Navarre, 1205 Del Monte Ave, expressed concern about the use of proclamations.
- ~~Sarah Navarre Sherman~~, 1205 Del Monte Ave, ~~commented on the Women’s History Month proclamation.~~ expressed concern about the use of proclamations

There was a brief discussion on public outreach and education, and Council policies on the use of proclamations.

The Motion Carried (7-0).

CITY MANAGER COMMENTS

A. City Attorney Appointment

Corcoran briefed the Council on the appointment of Robert Zeinemann as the official Fircrest City Attorney. **Reynolds MOVED to confirm the Interim City Manager’s appointment of Robert Zeinemann, of Kenyon Disend, PLLC as the official Fircrest City Attorney; seconded by Bufford.** Wittner invited councilmember comment; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

B. City Attorney Report

City Attorney Zeinemann provided an overview of his past and ongoing tasks with the City ~~brief report update~~ to the Council. There was a brief discussion on legal updates.

DEPARTMENT HEAD COMMENTS

- Administrative Services Director Westman reported on the Prose Development Preliminary Site Plan public hearing.
- Public Works Director Bemis reported on several items including the Summit Ave Water Main project, Fircrest parks restroom doors, and the community center cameras.
There was a brief discussion on the addition of automatic locking doors to park restroom doors. There was a consensus to add the park restroom doors topic to a study session.

COUNCILMEMBER COMMENTS

- Viafore; no comment.
- Reynolds; no comment.
- Barrentine; no comment.
- George commented on the legislative capital budget request.

- Bufford commented on the Fircrest March Medallion event.
- Andrews commented on local schools’ sports.
- Wittner; no comment.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

- Brian Rybolt, 1036 Daniels Dr, expressed concern about several items.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Barrentine reported on several items including the Fircrest Tennis Court Request for Proposals, the Whittier Park Master Plan, the Community Center cameras, and the pool season.

B. Pierce County Regional Council

Reynolds reported on several items including the February assembly update and the approval of the yearly work plan.

C. Public Safety, Courts

Viafore reported on the lateral police officer candidates and possible need for extra patrols at Whittier Park due to vandalism.

D. Street, Water, Sewer, and Storm Drain

There was no report.

E. Other Liaison Reports

There was no report.

CONSENT CALENDAR

Wittner requested the City Clerk read the Consent Calendar: approval of Voucher No. 219232 through Voucher Check No. 219287 in the amount of \$131,926.28; approval of Payroll electronic funds transfer in the amount of \$141,694.55; Registering an Objection to the Fircrest Golf Club Liquor License Renewal; approval of the February 14, 2023, Regular Meeting minutes; and approval of the February 21, 2023, Study Session minutes. **George MOVED to approve the Consent Calendar as read; seconded by Bufford.** Viafore requested to remove the February 14, 2023, Regular Meeting minutes. **The Motion to Approve the Consent Calendar Carried (7-0) as amended.**

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Ordinance No. 1704: Public Works NPDES Compliance

Public Works Director Bemis provided an overview of the proposed ordinance and stated that the City will remain in compliance with the City’s Stormwater Management Program (SWMP)

plan and Phase II Municipal Stormwater Permit. **Bufford MOVED to adopt Ordinance No. 1704, amending Ordinance No. 1640 Section 1 Fircrest Municipal Code Chapter 20.24 Stormwater Management; providing severability; and establishing effective date; seconded by George.** Wittner invited councilmember comment; none were provided. Wittner invited public comment; none were provided. **The Motion Carried (7-0).**

B. Presentation: Year-end 2022 Financial Report

Finance Director Chambers provided an overview of the year-end report and highlighted changes in certain funds. Chambers reported that the City moved the Street, Water, and Sewer balances out of Cumulative Reserve and back into their respective funds. Chambers highlighted that the first inter-fund loan payment was made from the Park Bond Capital Fund to the Cumulative Reserve Fund. Lastly, Chambers reported on the current balances of the Park Bond Capital Fund and ARPA funding. There was a brief discussion on the City of Tacoma’s electric franchise fee being delinquent.

CALL FOR FINAL COMMENTS

- Viafore expressed concern ~~commented~~ on the community center’s ~~updates.~~ security upgrades.
- Wittner commented on reviewing the council policy for remote attendance.

EXECUTIVE SESSION

At 8:13 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 discuss potential litigation per RCW 42.30.110(1)(i). Wittner invited City Attorney Zeinemann.

ADJOURNMENT

Bufford MOVED to adjourn the meeting at 8:42 P.M., seconded by Barrentine. The Motion Carried (7-0).

Brett L. Wittner, Mayor

Jayne Westman, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

- Brian Rybolt, 1036 Daniels Dr, expressed concern about several items.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Barrentine reported on several items including the Fircrest Tennis Court Request for Proposals, the Whittier Park Master Plan, the Community Center cameras, and the pool season.

B. Pierce County Regional Council

Reynolds reported on several items including the February assembly update and the approval of the yearly work plan.

C. Public Safety, Courts

Viafore reported on the lateral police officer candidates and possible need for extra patrols at Whittier Park due to vandalism.

D. Street, Water, Sewer, and Storm Drain

There was no report.

E. Other Liaison Reports

There was no report.

CONSENT CALENDAR

Wittner requested the City Clerk read the Consent Calendar: approval of Voucher No. 219232 through Voucher Check No. 219287 in the amount of \$131,926.28; approval of Payroll electronic funds transfer in the amount of \$141,694.55; Registering an Objection to the Fircrest Golf Club Liquor License Renewal; approval of the February 14, 2023, Regular Meeting minutes; and approval of the February 21, 2023, Study Session minutes. **George MOVED to approve the Consent Calendar as read; seconded by Bufford.** Viafore requested to remove the February 14, 2023, Regular Meeting minutes. **The Motion to Approve the Consent Calendar Carried (7-0) as amended.**

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Ordinance No. 1704: Public Works NPDES Compliance

Public Works Director Bemis provided an overview of the proposed ordinance and stated that the City will remain in compliance with the City’s Stormwater Management Program (SWMP) plan and Phase II Municipal Stormwater Permit. **Bufford MOVED to adopt Ordinance No.**

1704, amending Ordinance No. 1640 Section 1 Fircrest Municipal Code Chapter 20.24 Stormwater Management; providing severability; and establishing effective date; seconded by George. Wittner invited councilmember comment; none were provided. Wittner invited public comment; none were provided. The Motion Carried (7-0).

B. Presentation: Year-end 2022 Financial Report

Finance Director Chambers provided an overview of the year-end report and highlighted changes in certain funds. Chambers reported that the City moved the Street, Water, and Sewer balances out of Cumulative Reserve and back into their respective funds. Chambers highlighted that the first inter-fund loan payment was made from the Park Bond Capital Fund to the Cumulative Reserve Fund. Lastly, Chambers reported on the current balances of the Park Bond Capital Fund and ARPA funding. There was a brief discussion on the City of Tacoma’s electric franchise fee being delinquent.

CALL FOR FINAL COMMENTS

- Viafore expressed concern on the community center security upgrades.
- Wittner commented on reviewing the council policy for remote attendance.

EXECUTIVE SESSION

At 8:13 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 discuss potential litigation per RCW 42.30.110(1)(i). Wittner invited City Attorney Zeinemann.

ADJOURNMENT

Bufford MOVED to adjourn the meeting at 8:42 P.M., seconded by Barrentine. The Motion Carried (7-0).

Brett L. Wittner, Mayor

Jayne Westman, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

PRESIDING OFFICER’S REPORT

A. Officer Lease Introduction & Swearing In Ceremony

Police Chief Cheesman introduced Officer Jacob Lease and stated that he previously worked for the Longview Police Department. Administrative Services Director Westman swore in Officer Jacob Lease.

B. Presentation: City Attorney Council Rules and Etiquette

City Attorney Zeinemann gave a presentation on Council Rules and Etiquette.

CITY MANAGER COMMENTS

A. City Manager Recruitment Update

Colin Baeniziger & Associates representative, Lynelle Klein provided a recruitment update and recommended extending the deadline for applications. Discussions included recruitment timelines, group discussions, and candidate reports.

B. Council Photos Discussion

Interim City Manager Corcoran briefed the Council on setting a date for the Council group photo. There was a brief discussion on council member schedules and locations. There were no noted objections to having the Council photo taken outdoors. City Staff will provide dates and times via email.

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis reported on items including upcoming public works projects, Orchard Street and Center Street intersection maintenance, and the Water Well 7 repair.
- Police Chief Cheesman reported on the Coffee with a Cop event and provided an update on the recent lateral police officer oral board.
- Parks & Recreation Director Grover reported on the Fircrest Tennis Court bid.
- Finance Director Chambers reported on her completion of the Northwest Woman’s Leadership Academy and thanked the City of Fircrest for their support.

COUNCILMEMBER COMMENTS

- Andrews commented on local schools’ sports.
- Bufford stated that 28th Legislative District State Representative Mari Leavitt and Dan Bronoske will be hosting a Community Town Hall on March 28, 2023, at Clover Park Technical College.
- George congratulated Finance Director Chambers on her completion of the Northwest Woman’s Leadership Academy.
- Reynolds; no comment.
- Viafore thanked former Fircrest Public Works Director Burlingame for attending the meeting and commented on the City Manager recruitment process.

- Wittner congratulated Finance Director Chambers on her completion of the Northwest Woman’s Leadership Academy.

There was a brief discussion on holding an executive session for a Council discussion on the city manager recruitment. There were no noted objections to a group discussion and abstaining from individual phone calls.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Wittner invited public comment; the following individuals provided comments:

- Vince Navarre, 1205 Del Monte Ave, provided history on Thea Foss for Woman’s History Month.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

There was no report provided.

B. Environmental, Planning, and Building

George reported on items including passports appointments, and the comprehensive plan, and provided an update on the Prose development.

C. Finance, IT, Facilities

Reynolds reported that the finance department is preparing for the state report and the deadline to submit a request for proposals (RFP) for Information Technology Services has been rescheduled to April 07, 2023.

D. Other Liaison Reports

There were no other reports.

CONSENT CALENDAR

Wittner requested the City Clerk read the Consent Calendar: approval of Voucher No. 219288 through Voucher Check No. 219346 in the amount of \$59,373.48; approval of Payroll Check No. 14238 through Payroll Check No. 14239 in the amount of \$9,406.80; approval of Payroll Check No. 14240 through Payroll Check No. 14245 in the amount of \$58,383.33; approval of Payroll electronic funds transfer in the amount of \$143,449.83; approval of February 14, 2023, Regular Meeting minutes; and approval of February 28, 2023, Regular Meeting minutes. **George MOVED to approve the Consent Calendar as read; seconded by Barrentine.** Viafore requested to remove the February 28, 2023, Regular Meeting minutes. **The Motion to Approve the Consent Calendar Carried (7-0) as amended.**

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. Ordinance No. 1705: Amending Sewer Connection Schedule of Fees

Public Works Director Bemis briefed the Council on the proposed ordinance and highlighted that it will increase the sewer system General Facilities Charge’s (GFC’s), Service Connection Fee, and Inspection Fee. **George MOVED to adopt Ordinance No. 1705, amending Ordinance No. 1690 Section 1 and FMC 20.04.025 General Facilities Charge; amending Ordinance No. 1690 Section 2 and FMC 20.04.030 Service Connection Fees and Inspection Fees; seconded by Barrentine.** Wittner invited councilmember comment; there were none. Wittner invited public comment; there were none. **The Motion Carried (7-0).**

B. Ordinance No. 1706: Amending Water Connection Schedule of Fees

Public Works Director Bemis briefed the Council on the proposed ordinance and highlighted that it will increase the water system General Facilities Charges (GFC’s), Service Connection Fees, and Water Meter Drop-In Fees. **Reynolds MOVED to adopt Ordinance No. 1706, amending Ordinance No. 1691 Section 1 and FMC 21.01.030 General Facilities Charge; amending Ordinance No. 1691 Section 2 and FMC 21.04.130 Service Connection Fees and Water Meter Drop-In Fees; seconded by Barrentine.** Wittner invited councilmember comment; there was none. Wittner invited public comment; there was none. **The Motion Carried (7-0).**

CALL FOR FINAL COMMENTS

- Andrews and Viafore welcomed Mimi’s Tea business owner and Fircrest resident, Cheryl Burlingame.
- Chief Cheesman thanked meeting attendees, Tacoma Police Detective Robert LaTour and retired Detective, Theresa Burg.

EXECUTIVE SESSION

At 8:09 P.M., Wittner reported that the Council would take a six-minute recess and convene into Executive Session, not to exceed sixty (60) minutes to review the performance of a public employee per RCW 42.30.110 (1)(g) and to discuss potential litigation per RCW 42.30.110 (1)(i). Interim City Manager Corcoran and City Attorney Zeinemann were invited to the Executive Session.

ADJOURNMENT

Bufford MOVED to adjourn the meeting at 9:15 P.M., seconded by Barrentine. The Motion Carried (7-0).

Brett L. Wittner, Mayor

Jayne Westman, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Budget Amendment 1st Reading

ITEM: 13A

DATE: 03/28/2023

PRESENTED BY: Lindsay Chambers, Interim Finance Director

RECOMMENDED MOTION: None. Introduction of Proposed Ordinance Only.

PROPOSAL: This is a request for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2023 Budget.

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

Fund	Account	Title	In(de)crease	Ref	
General	308.91.00.01	Unassigned BFB - General	604,232	1	
	308.51.00.02	Assigned BFB - 44th Alameda	54,866	1	
	308.51.00.01	Assigned BFB - Light Fund	14,079	1	
	308.31.00.01	Restricted BFB - ARPA	(60,000)	1, 5	
	513.10.41.00	Professional Services - Admin	29,500	2	
	515.41.41.03	City Prosecutor	20,500	3	
	521.22.41.00	Professional Services - Police	17,500	2	
	571.10.31.02	Senior Program Supplies	15,000	4	
	571.10.41.00	Senior Trips	4,564	4	
	594.18.64.01	Mach & Equip – Fac.	9,333	5	
	594.21.64.00	Mach & Equip - Police	25,667	5	
	594.21.64.00	Mach & Equip - Police	2,524	5	
	508.31.00.01	Restricted EFB - ARPA	(97,524)	5	
	594.76.64.00	Mach & Equip - Parks	17,552	6	
	594.76.63.01	Other Improvements - Parks	35,000	7	
	508.51.00.02	Assigned EFB - 44th Alameda	19,866	1	
	508.51.00.01	Assigned EFB - Light Fund	14,079	1	
	508.91.00.01	Unassigned EFB - General	499,616	1	
	Street	308.91.01.01	Unassigned BFB - Street	187,110	1
		334.03.81.00	State Grant - TIB	678,471	8
595.10.63.06		Project Eng. - Street	84,103	8	
595.32.63.01		Street Improvements	669,753	8	
508.91.01.01		Unassigned EFB - Street	111,725	1	
Police Inv.	308.31.01.05	Restricted BFB - Police Inv.	201	1	
	521.21.49.00	Miscellaneous Investigations	201	1	

Cumulative Reserve	308.41.01.50	Committed BFB - C.R. General	3,692	1
	308.41.01.51	Committed BFB - C.R. Street	(150,000)	1
	308.41.01.52	Committed BFB - C.R. Sewer	(369,250)	1
	308.41.01.53	Committed BFB - C.R. Water	(11,513)	1
	508.41.01.51	Committed EFB - C.R. General	3,692	1
	508.41.01.52	Committed EFB - C.R. Street	(150,000)	1
	508.41.01.53	Committed EFB - C.R. Sewer	(369,250)	1
	508.41.01.54	Committed EFB - C.R. Water	(11,513)	1
Park Bond debt	308.31.02.01	Restricted BFB - Park Bond Debt	(148,054)	1
	508.31.02.01	Restricted EFB - Park Bond Debt	(148,054)	1
Park Bond Cap	308.31.03.01	Restricted BFB - PBCF	493,372	1
	334.04.20.01	State RCO Grant - PCBF	174,515	9
	594.76.63.03	Other Improvements - PBCF	15,520	9
	508.31.03.01	Restricted EFB - PBCF	652,367	1
REET	308.31.03.11	Restricted BFB - REET 1	(5,884)	1
	308.31.03.12	Restricted BFB - REET 2	(4,517)	1
	508.31.03.11	Restricted EFB - REET 1	(5,884)	1
	508.31.03.12	Restricted EFB - REET 2	(4,517)	1
Storm	308.51.04.15	Assigned BFB - Storm	49,021	1
	334.03.10.00	State Grant - NPDES	25,000	10
	508.51.04.15	Assigned EFB - Storm	74,021	1
Storm Cap	308.51.04.16	Assigned BFB - Storm Capital	220,167	1
	334.03.10.01	State Grant - Storm capital	345,239	11
	337.00.00.01	PC Flood District Grant	78,263	11
	594.31.63.00	Storm Imp. - Storm Capital	374,701	11
	594.31.63.01	Project Eng. - Storm Capital	34,180	11
	508.51.04.16	Assigned EFB - Storm Capital	234,788	1
Water	308.51.04.25	Assigned BFB - Water	(95,059)	1
	508.51.04.25	Assigned EFB - Water	(95,059)	1
Water Cap	308.51.04.26	Assigned BFB - Water Capital	13,830	1
	308.31.04.26	Restricted BFB - Water ARPA	(1)	1
	594.34.64.00	Mach & Equip - Water Capital	59,800	12
	508.51.04.26	Assigned EFB - Water Capital	(45,970)	1
	508.31.04.26	Restricted EFB - Water ARPA	(1)	1
Sewer	308.51.04.30	Assigned BFB - Sewer	202,947	1
	508.51.04.30	Assigned EFB - Sewer	202,947	1
Sewer Cap	308.51.04.32	Assigned BFB - Sewer Capital	421,537	1
	594.35.63.01	Other Imp. - Sewer Capital	200,000	13
	594.35.63.03	Project Eng. - Sewer Capital	100,000	13
	508.51.04.32	Assigned EFB - Sewer Capital	121,537	1
ERR	308.51.05.01	Assigned BFB - ERR	295,491	1

	594.48.64.12	ERR Capital - Street	140,021	14
	508.51.05.01	Assigned EFB - ERR	155,470	1

The City of Fircrest adopts an annual budget at the fund level. The above adjustments will result in an Amended 2023 Budget by fund as follows:

	FUND	ORIGINAL	ADJUSTMENT	AMENDED
001	General	11,980,954	613,177	12,594,131
101	Street	964,797	865,581	1,830,378
105	Police Investigation	12,750	201	12,951
150	Cumulative Reserve	2,506,577	(527,071)	1,979,506
201	Park Bond Debt Service	725,016	(148,054)	576,962
301	Park Bond Capital	2,434,634	667,887	3,102,521
310	REET	2,855,958	(10,401)	2,845,557
415	Storm	884,985	74,021	959,006
416	Storm Capital	903,048	643,669	1,546,717
425	Water	1,551,461	(95,059)	1,456,402
426	Water Capital	695,483	13,829	709,312
430	Sewer	4,016,648	202,947	4,219,595
432	Sewer Capital	1,164,460	421,537	1,585,997
501	ERR	2,021,231	295,491	2,316,722
	TOTAL ALL FUNDS	32,718,002	3,017,755	35,735,757

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

1. Match Budgeted Beginning & Ending Fund Balances to actual in all funds
2. Recruitment fees for City Manager and Police Chief
3. Additional cost for City Prosecutor contract (approved after Budget adoption)
4. Increase budget amount using remaining Edwards family donation
5. Retention bonuses, AED's and police shields/desks purchased using ARPA
6. Rollover Parks Gator funds from 2022 (delivered in 2023)
7. Rollover Whittier Park master plan funds from 2022
8. Add TIB grant revenue and expenditures for Orchard St Overlay
9. Rollover RCO grant revenue, add'l expenditure for Fircrest tennis courts resurfacing
10. Rollover NPDES grant revenue from 2022
11. Rollover grant revenue and expenditures for Stormwater Pretreatment project
12. Rollover balance of Weathervane booster pump generator (installed in 2023)
13. Rollover engineering and construction expenditures for 44th St Liftstation project
14. Rollover ERR funds for Bucket Truck replacement (delivery due in 2023)

Attachment(s): [Draft Ordinance](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF FIRCREST,
WASHINGTON, AMENDING ORDINANCE NO. 1698 TO
AUTHORIZE ADDITIONAL EXPENDITURES OF FUNDS FOR
MATTERS NOT FORESEEN AT THE TIME OF FILING THE
ANNUAL BUDGET FOR 2023, PROVIDING SEVERABILITY,
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City anticipates certain revenues and expenditures not foreseen at the time of filing the Annual Budget for 2023; and;

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

WHEREAS, the City of Fircrest adopted its 2023 Budget on November 22, 2022 through Ordinance No. 1698 and;

WHEREAS, the City Council, after due consideration, has deemed that it is necessary and in the best interest of the City of Fircrest to amend Ordinance No. 1698, the adopted 2023 budget, to defray the anticipated expenditures;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FIRCREST DO ORDAIN AS FOLLOWS:

Section 1. Amendment. Ordinance No. 1698, the adopted 2023 budget, is hereby amended as set forth in Section 2 below.

Section 2. Amendment. The anticipated revenues and expenditures will result in amendment of the 2023 Budget by fund as follows:

2023 REVENUES, EXPENDITURES & BALANCES BY FUND

<u>FUND</u>	<u>ORIGINAL</u>	<u>ADJUSTMENT</u>	<u>AMENDED</u>
General	11,980,954	613,177	12,594,131
Street	964,797	865,581	1,830,378
Police Investigation	12,750	201	12,951
Cumulative Reserve	2,506,577	(527,071)	1,979,506
Park Bond Debt Service	725,016	(148,054)	576,962
Park Bond Capital	2,434,634	667,887	3,102,521
REET	2,855,958	(10,401)	2,845,557
Storm	884,985	74,021	959,006
Storm Capital	903,048	643,669	1,546,717
Water	1,551,461	(95,059)	1,456,402
Water Capital	695,483	13,829	709,312
Sewer	4,016,648	202,947	4,219,595
Sewer Capital	1,164,460	421,537	1,585,997
ERR	2,021,231	295,491	2,316,722
Total	32,718,002	3,017,755	35,735,757

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Section 3. Non-emergency. The revenues and expenditures set forth in Section 2 above are not one of the emergencies specifically enumerated in RCW 35A.33.080.

Section 4. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 5. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 6. Effective Date. This ordinance shall take effect five days after its passage, approval and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 11th day of April 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

City Attorney

Publication Date:

Effective Date:

FIRCREST CITY COUNCIL AGENDA SUMMARY

COUNCIL MEETING DATE: March 28, 2023

SUBJECT: 13B Resolution authorizing the City Manager to execute an agreement between NW Court Consultants and the City of Fircrest for the resurfacing of the Fircrest Park tennis courts.

FROM: Jeff Grover, Parks and Recreation Director

RECOMMENDED MOTION:

I move to adopt Resolution No. _____ authorizing the City Manager to execute an agreement between NW Court Consultants and the City of Fircrest for the resurfacing of the Fircrest Park tennis courts.

PROPOSAL: The City Council is being asked to authorize an agreement (“Agreement”) between NW Court Consultants and the City of Fircrest (“City”). The purpose of this Agreement is to resurface all three Fircrest Park tennis courts, and to stripe the courts to include tennis and pickleball lines.

FISCAL IMPACT: NW Court Consultants shall provide all labor, equipment, and materials necessary to resurface the Fircrest tennis courts. NW Court Consultants was the sole bidder at \$43,200 before tax. The 2023 budget includes \$32,000 under Park Bond Capital for the Fircrest Park tennis courts. The total amount after tax is \$47,520. Staff recommends using additional Park Bond Capital funds for the difference of \$15,520. A Recreation and Conservation Office (“RCO”) grant was awarded on November 5, 2020, for a \$16,000 match. The City will submit reimbursement documentation to RCO upon completion of the project for \$16,000.

ADVANTAGES: The tennis courts are heavily used by both tennis and pickleball players. The renovation will ensure that tennis and pickleball can continue to be offered to the community.

DISADVANTAGES: None.

ALTERNATIVES: Do not resurface courts and forfeit the RCO grant funding.

HISTORY: The Fircrest tennis courts were last resurfaced over 20 years ago and have outlived their lifespan by many years. The Fircrest tennis courts are a popular gathering spot year round with increased play in the spring, summer, and fall.

Attachments: [Resolution](#)
[Agreement](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AN AGREEMENT BETWEEN NW
COURT CONSULTANTS AND THE CITY OF FIRCREST FOR
RESURFACING OF THE FIRCREST PARK TENNIS COURTS.**

WHEREAS, the City of Fircrest applied for, and received, a \$16,000 Recreation and Conservation Office grant for resurfacing the tennis courts with striping for tennis and pickleball; and

WHEREAS, NW Court Consultants was the sole bidder for this project; and

WHEREAS, the 2023 budget includes \$32,000 under Park Bond Capital for the Fircrest Park Tennis Court project; and

WHEREAS, the total bid amount after tax is \$47,520; and

WHEREAS, staff recommends using additional Park Bond Capital funds in the amount not to exceed \$15,520 for the difference;

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

Section 1. The City Manager is hereby authorized and directed to execute an Agreement with NW Court Consultants for the resurfacing and striping of the Fircrest Park tennis courts for an amount not to exceed \$47,520.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 28th day of March 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

**AGREEMENT
RESURFACING FIRCREST PARK TENNIS COURTS**

THIS AGREEMENT (“Agreement”) is entered into between the City of Fircrest (“City”), Washington, and NW Court Consultants (“Contractor”) in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. **PROJECT DESIGNATION:** The Contractor is retained by the City to perform work for the Resurfacing of Fircrest Park Tennis Courts Project.
 2. **SCOPE OF WORK:** The Contractor shall perform the Scope of Work, 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 work 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 between March 28, 2023, to December 31, 2023.
 6. **PAYMENT:** Upon receipt of an invoice from the Contractor, the City may make monthly progress payments for work completed. Each invoice shall itemize by site and date the work performed and include the “Affidavit of Wages Paid” that was filed with the State of Washington Department of Labor and Industries. The total cost for the Resurfacing of Fircrest Park Tennis Courts Project shall not exceed \$47,520.
 7. **PERFORMANCE:** The City reserves the right to withhold a part or all the monthly payments if, in the judgment of the City, the Contractor has not performed or has unsatisfactorily performed any of the work set forth in this Agreement; provided, that the City shall promptly notify the Contractor in writing of the specific items of non-performance or unsatisfactory performance. Any such payments withheld shall reasonably relate to the estimated value of the work not performed.
 8. **INDEMNIFICATION AND INSURANCE:** Except for the sole negligence of the City or its employees or officials, the Contractor shall indemnify, defend, and hold harmless the City and its employees and officials from all liability arising out of all work pursuant to this Agreement. The Contractor shall 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 shall 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 comply with all applicable laws, ordinances, and codes of the federal, state, and local governments. The Contractor must possess a City business license.

10. TERMINATION: If the Contractor violates any of the covenants undertaken herein, or any of the duties imposed upon it by this Agreement, this Agreement may be terminated by the City immediately with cause. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice served to the other party by certified mail. The Contractor shall be compensated by the City for all work performed to the date of termination.

11. VENUE: This Agreement 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.

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 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 required for this Agreement.

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

OR

Option 2:

- a) Include a link to prevailing wages (<http://www.lni.wa.gov/tradeslicensing/prevwage/wagerates/>);
- b) Identify the exact wage publication date to use (the effective date);
- c) List the county in which the work will be performed;
- d) Provide a statement indicating a printed copy of the wage rates are available for viewing in your office; and
- e) Explain that your agency will mail a hard copy upon request.

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: 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, that 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 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: All work performed under the terms of this Agreement shall be performed in such a manner as to provide maximum safety to the public and employees of the City.

18. HAZARDOUS CONDITIONS: The Contractor shall maintain all work sites free of hazards to persons and/or property resulting from its operation.

19. CHEMICALS: Chemicals shall be applied in accordance with federal, state, and City laws.

20. INTEGRATED AGREEMENT: This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties. This Agreement may be amended only by written instrument signed by both the City and the Contractor.

DATED this _____ day of _____, 2023.

CITY OF FIRCREST

CONTRACTOR

By: _____
City Manager

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney

EXHIBIT A to Agreement for Resurfacing Fircrest Park Tennis Courts

Scope of Work

The Contractor shall renovate the old tennis courts at Fircrest Park and transform them into new multisport courts. In addition to resurfacing and re-stripping the courts for tennis, the Contractor shall also include striping for pickle ball on each side of the three tennis courts, equaling a total of six (6) pickleball courts and three (3) tennis courts.

1. Scope of Work:

The Project shall include all labor, equipment, and materials necessary to resurface three (3) public tennis courts. The Contractor shall obtain and pay for City business licenses before work begins.

2. The Contractor shall use SportMaster© ColorPlus™ System or its equivalent.

3. Surface Repair:

- a. An hour after a rain or flooding the court, outline any puddle areas with chalk that cover a 5-cent piece (American coin). These areas should be repaired with Acrylic Patch Binder patching mix.
- b. Fill all cracks over 1/8" wide or greater with a suitable acrylic-based crack sealant. Never use a hot or cold applied asphalt-based crack filler.

4. Clean the court surface prior to the application of repair products or coatings following manufacturers' guidelines. Any areas where mold, mildew, or fungus is evident should be treated with a solution of 2 parts water to 1 part household bleach. Spray and broom in the bleach solution and allow it to sit for 20 to 30 minutes. Scrub with brooms or suitable equipment, then rinse thoroughly with a pressure washer. Treat any areas exposed to shade using this method.

5. Always follow the manufacturer's mixing instructions. Never over-dilute the coatings in order to "stretch" coverage.

6. Follow the manufacturer's application and curing temperatures.

7. The Contractor shall use the proper tools and equipment for mixing and application as follows:

- a. Floor Scrapers: Use to scrape foreign objects off the surface prior to application, and gently scrape the surface between coats to remove small bumps and imperfections. Do not scrape the finish coat.
- b. Grass Trimmers: Trim around the court to prevent grass and weeds from hanging into the application path.
- c. Blowers and Brooms: Blow, broom, and gently scrape between coats.
- d. Pressure Washer: Use to prepare surface for color coating system. Blast the dirt and debris out of cracks and surface voids.
- e. Sport Squeegee: Use a squeegee that is designed for sport surfacing to minimize squeegee marks on the surface. A rubber blade that is 50 to 60 durometers (measure of softness) with a tapered/rounded edge is ideal.
- f. Drill and Paddle Mixer: A 1 to 1.5 horsepower drill is recommended. Agitated tank systems are also available.
- g. Line Taping Machine

8. Proper Application Technique:

- a. Have enough materials mixed for the entire coat before starting application.
- b. Always use a good quality masking tape for line striping, along with Stripe Rite line primer. This will minimize bleed under of the line paint for sharp lines. Two-inch wide masking tape is recommended for tennis court striping. One-inch tape works best for circles and arcs. The narrower tape can curve better without billowing.

9. Location of the Work:

The work address is 542 Electron Way, Fircrest, WA 98466.

10. Authorized Workdays and Hours:

Work on the Project shall be scheduled for weekdays, excluding holidays, Monday through Friday, 7 a.m. to 5 p.m. Weekends may be possible with approval from the City.

11. Work Schedule:

The work is scheduled to occur over a two-week period with the completion date before September 23, 2023. The work shall only be performed when current and forecast weather conditions are consistent with product manufacturers' specifications.

12. Public Notification and Safety:

The Contractor shall post signs at least 48 hours in advance at tennis courts informing residents the date that the courts will be closed. The Contractor shall take all necessary precautions to protect the public, including staff, to keep park users away from the Contractor's trucks and equipment and provide all traffic control required to perform the work.

13. Court Resurfacing Products:

The Contractor shall submit a list of proposed materials to be used for approval in advance of application. All court crack filler, resurfacing, and color course materials shall be applied per manufacturers' specifications. The Contractor shall specify the application rate for each coat of resurfacing and color coating in advance of application. The Contractor shall use crack repair fabric on approximately 850 feet of cracks.

14. Warranty: The Contractor shall warrant the completed resurfacing to be free of significant defects in workmanship and material for a period of one year from the date of completion of the work.

15. Cleanup:

The Contractor shall clean up any debris or spills resulting from the work.

NEW BUSINESS ITEM: Parametrix, Inc. Professional Service Agreement**FROM: 13C****Colleen Corcoran, Interim City Manager**

RECOMMENDED MOTION: I move to adopt Resolution No. _____ authorizing the Interim City Manager to execute a professional service agreement with Parametrix, Inc. with a not to exceed amount of \$3,000 to provide project management services relating to connecting sewer service to the City of Fircrest's sewer system.

PROPOSAL: Council is being asked to authorize the Interim City Manager to execute a professional service agreement with Parametrix, Inc. with a not to exceed budget of \$3,000 to provide project management services relating to connecting sewer services located in the west end of the city's boundaries to the City of Fircrest's sewer system.

FISCAL IMPACT: Services will be billed based on rates listed in Schedule A. There is currently \$10,000 in the Sewer Professional Services line. This was not an anticipated expense when the 2023 Budget was adopted. At this time, we are anticipating that a budget amendment will not be necessary. This line will continue to be monitored through the end of the year.

ADVANTAGES: This will bring the necessary expertise needed to work with Pierce County Sewer (PCS) regarding the sewer service area.

DISADVANTAGES: None.

ALTERNATIVES: None that are viable.

HISTORY: It was recently brought to the City of Fircrest's attention during the site plan review process for the development of the property on Mildred Steet that the sewer service area on Mildred Street is designated PCS. This area was annexed into Fircrest in 1997. There was a 5-year franchise agreement with PCS that was cancelled by Ordinance #1242 on 3/18/2000. It has been and remains the City's intention to service this area. During the change to formed based code public hearing, PCS testified that they did not have the capacity or infrastructure in place to service this area. The city is currently working with PCS to determine if they will allow Fircrest to service this area. Apex Engineering has been tasked with preparing the Notice of Intent to be sent to the Pierce County Boundary Review Board.

Attachment(s): [Proposed Resolution](#)
[Parametrix, Inc. Professional Service 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 SERVICE AGREEMENT WITH PARAMETRIX, INCORPORATED TO PROVIDE PROJECT MANAGEMENT SERVICES RELATING TO CONNECTING SEWER SERVICE TO THE CITY OF FIRCREST.

WHEREAS, the City of Fircrest has needs for specialized services regarding sewer service connection to the City’s sewer system; and

WHEREAS, Parametrix, Inc. has the required experience and expertise to provide such services;

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 with Parametrix, Inc. to provide project management services relating to connecting sewer services to the City of Fircrest’s sewer system.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 28th day of March, 2023.

APPROVED

Brett L. Wittner, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

City Attorney

**CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT**

1. DATE AND PARTIES

THIS AGREEMENT, for reference purposes only, is dated the 28th day of March, 2023 and entered into by and between the City of Fircrest, a political subdivision of the State of Washington and hereinafter referred to as the “City” and Parametrix, Inc., hereinafter referred to as “Consultant” in consideration of the mutual benefits, terms and conditions hereinafter specified.

2. PROJECT DESIGNATION

The Consultant is retained by the City to provide project management services relating to connecting sewer services to the City of Fircrest’s sewer system.

3. SCOPE OF SERVICES

The Consultant agrees to perform in a good and professional manner the tasks described in Exhibit A, attached hereto and incorporated herein by this reference. The Consultant agrees to perform the services including the provision of all labor, materials, equipment and supplies as identified in Exhibit A. The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment or other relationship with the City.

4. ASSIGNMENT

The Consultant shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.

5. 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.

6. TERMS OF AGREEMENT

Notwithstanding, the date of execution hereof, this Agreement shall be in effect March 29, 2023, to December 31, 2023, and may be renewed yearly thereafter. Either party may terminate this Agreement upon thirty (30) day’s written notice to the other party.

7. PAYMENT

Upon receipt of an invoice from the Consultant, progress payments may be made monthly for work completed. Each invoice shall itemize the work performed.

14. 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.

15. STATUS OF CONSULTANT

Neither the Consultant nor personnel employed by the Consultant shall acquire any rights or status in City employment, nor shall they be deemed employees or agents of the City for any purpose. Consultant 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.

16. PREVAILING WAGES

Prevailing wages are not required for this contract.

17. COMPLIANCE WITH CITY POLICY

The Consultant 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.

18. TAXES

Consultant shall comply with federal, state, and local tax laws, Social Security Acts, Unemployment Compensation and Workers Compensation Acts in so far as applicable to the performance of this Agreement.

19. DAMAGE BY VANDALISM OR ACTS OF GOD

It is understood and agreed that the Consultant shall not be responsible or required to repair, at the sole cost and expense of the Consultant, 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 Consultant's agents.

20. SAFETY REQUIREMENT

All work performed under the terms of this agreement shall be performed in such a manner as to provide maximum safety to the public and employees of the City of Fircrest.

21. NON-DISCRIMINATION

The Consultant agrees not to discriminate against any customer, employee, or applicant for employment, subcontractor, supplier, or materialman, because of gender, sexual orientation, race, color, creed, religion, national origin, marital status, age, or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.

22. SEVERABLE PROVISIONS

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

23. 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 Consultant.

DATED this 28th day of March 2023

CITY OF FIRCREST

CONSULTANT

By: _____
Colleen Corcoran, Interim City Manager

By: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

By: _____
City Clerk

March 24, 2023

Ms. Colleen Corcoran
Interim City Manager
City of Fircrest
115 Ramsdell Street
Fircrest WA 988466
ccorcoran@cityoffircrest.net
253-564-8901

Re: Project Management Services Relating to Connecting Sewer Services to the City of Fircrest
Sub: Parametrix Statement of Proposal

Colleen,

Good afternoon. Thank you for the opportunity to submit our Statement of Proposal for the above referenced work. Based on our prior conversations and for your consideration, we propose the following:

- Jim Dugan as your Parametrix contact
- Hourly, as-directed, not-to-exceed, billing rate-based service
- \$205/hr billing rate
- Approximately 15 hours
- Total = \$3,000

Because it is an hourly rate-based service, we will only spend what is needed, what we do not spend remains with you and we will not exceed the \$3,000 without your express approval to do so in advance. Should you have any questions or desire any clarifications or changes, please contact me by email at jdugan@parametrix.com or by phone at 253.278.8105.

Kindest regards,



Parametrix
ENGINEERING . PLANNING . ENVIRONMENTAL SCIENCES

Named one of the top 10 Best Large Companies to work for in Washington in 2022!

James Dugan
Owner's Representative
[253.278.8105](tel:253.278.8105) | mobile

