

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, JUNE 27, 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. [Proclamation: Independence Day 2023](#)
 - B. [Proclamation: Public Safety Month](#)
 - C. Acting City Manager Farewell
- 5. CITY MANAGER COMMENTS**
 - A. [Motion: Update Authorized Signers for City Bank accounts and City Credit Cards](#)
- 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. [Registering no objections to the special event liquor license for Fun Days](#)
 - C. [Registering no objections to the Shogun Liquor License Renewal](#)
 - D. Approval of Minutes: [June 13, 2023, Regular Meeting](#)
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Resolution: RWJ Consultant Agreement Amendment](#)
 - B. [Ordinance: Salary Plan Amendment](#)
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**

To Discuss Potential Litigation, pursuant to RCW 42.30.110(1)(i) & Property Acquisition, pursuant to RCW 42.30.110(1)(b)
- 16. ADJOURNMENT**

Join the Zoom *Dial-in Information: 253-215-8782 Webinar ID: 873 9102 3810 Password: 312044*



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, on July 4, 1776, the Nation's Founding Fathers declared to their fellow colonists and the world our inalienable rights to Life, Liberty and the Pursuit of happiness; and,

WHEREAS, each year on July 4th, we celebrate the birth of our nation and the signing of the Declaration of Independence, recognizing our great country as an enduring symbol of freedom, equality, and opportunity for all; and,

WHEREAS the freedoms that were won at the birth of our nation are defended every day by the dedicated men and women of the United States Armed Forces, past and present; and,

WHEREAS, Fircrest is known as the gem of Pierce County, a great city of limitless opportunities and a bright future; and,

WHEREAS, on July 4, 2023, we celebrate 247 years of independence.

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS, of the City of Fircrest, do hereby proclaim July 4, 2023, as Independence Day in Fircrest, and encourage all citizens to celebrate the birth of our nation, and recognize the importance of our independence and freedom.

Passed this 27th day of June 2023

Brett L. Wittner, Mayor



PROCLAMATION OF THE CITY COUNCIL

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WHEREAS, each year on July 4th, we celebrate the birth of our nation and the signing of the Declaration of Independence, recognizing our great country as an enduring symbol of freedom, equality, and opportunity for all; and,

WHEREAS the freedoms that were won at the birth of our nation are defended every day by the dedicated men and women of the United States Armed Forces, past and present; and,

WHEREAS, ~~Fircrest is known as the gem of Pierce County, a great city of limitless opportunities. The spirit of our city lives on today as we continue to look to our bright and limitless future; and~~ Fircrest is known as the gem of Pierce County, a great city of limitless opportunities and a bright future; and,

WHEREAS, on July 4, 2023, we celebrate 247 years of independence.

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Passed this 27th day of June 2023

Brett L. Wittner, Mayor



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, emergencies requiring police, fire, or medical services can occur at any time and the prompt response of these emergency responders is critical to the protection of life and the preservation of property; and

WHEREAS, during times of personal crisis, Fircrest Police Officers and Tacoma Firefighters are often the first contact that citizens have with emergency services, and their quick response to each person and situation is critical; and,

WHEREAS Police Officers and Firefighters who represent the City of Fircrest serve as an essential component of emergency responders in the city of Fircrest; and

WHEREAS, the Fircrest Police Department and Tacoma Fire Department contribute substantially to the mitigation of crime, apprehension of criminals, suppression of fires, delivery of medical aid and overall safety and welfare of our city.

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS, of the City of Fircrest, do hereby proclaim the month of July as Public Safety appreciation month in the City of Fircrest in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

Passed this 27th day of June 2023

Brett L. Wittner, Mayor

FIRCREST CITY COUNCIL AGENDA SUMMARY

DATE: June 27, 2023

NEW BUSINESS: Motion to Update Authorized Signers on all City Bank accounts and City Credit Cards.

ITEM 5: City Manager Comments

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to authorize the City Manager or designee to add Dawn Masko, City Manager to all City of Fircrest's financial accounts, and to remove Lindsay Chambers and Jayne Westman.

PROPOSAL: City banking institutions, including TAPCO Credit Union and Umpqua Bank, require Council minutes in order to add or delete signers from our account. Currently Finance Director Colleen Corcoran is the only existing employee listed as a signer on the city bank accounts and credit cards. City Manager Masko needs to be added to the accounts and former Interim Finance Director Lindsay Chambers and former Administrative Services Director Jayne Westman need to be removed from all financial accounts. This motion will meet the criteria that financial institutions are seeking to authorize these changes.

ACCOUNTS PAYABLE

City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
29815	06/16/2023	06/27/2023	4298 AWC Employee Benefit Trust	742.50	07/2023 Retired Medical
	521 22 20 01		LEOFF I Medical Premiums 001 000 521 General Fund	742.50	07/2023 Retired Medical
29846	06/20/2023	06/27/2023	3647 Agrishop, Inc	37.48	Belt for Lawn Mower (2)
	576 80 31 02		Oper Supplies - Parks 001 000 576 General Fund	37.48	Belt for Lawn Mower (2)
29793	06/09/2023	06/27/2023	9777 Allen, Murphy	18.49	05-01360.3 - 1251 FARALLONE AVE
	343 10 00 00		Storm Drain Revenues 415 000 340 Storm Drain	-4.10	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (dep	-4.48	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (dep	-9.91	
29864	06/21/2023	06/27/2023	7066 Apex Engineering	1,890.00	Task Order 2023-02 PC Sewer Service Area Amendment - May 2023
	535 10 41 00		Prof Svcs - Sewer Admin 430 000 535 Sewer Fund (dep	1,890.00	Task Order 2023-02 PC Sewer Service Area Amendment - May 2023
29857	06/21/2023	06/27/2023	7201 Audio Innovations	400.00	Sound for Mother Son Dance
	573 90 49 01		Community Events 001 000 573 General Fund	400.00	Sound for Mother Son Dance
29858	06/21/2023	06/27/2023	7201 Audio Innovations	1,000.00	Sound For Fircrest Fun Days
	573 90 49 01		Community Events 001 000 573 General Fund	1,000.00	Sound For Fircrest Fun Days
29859	06/21/2023	06/27/2023	7201 Audio Innovations	450.00	Sound for 2023 Car Show
	573 90 49 01		Community Events 001 000 573 General Fund	450.00	Sound for 2023 Car Show
			Total Audio Innovations	1,850.00	
29817	06/16/2023	06/27/2023	10279 Ault Electric Services, LLC	3,520.00	P#60 Replace Lighting Inverter Control Panel
	594 76 62 03		Buildings & Structures - PBC 301 000 594 Park Bond Capit	3,520.00	P#60 Replace Lighting Inverter Control Panel
29891	06/21/2023	06/27/2023	4218 BHC Consultants LLC	20,896.15	G22-03 Comprehensive Plan Update thru 06/16/23
	558 60 41 00		Prof Svcs - Planning 001 000 558 General Fund	20,896.15	G22-03 Comprehensive Plan Update thru 06/16/23
29865	06/21/2023	06/27/2023	10458 Braaksma, Cathy	33.50	Library Reimbursement - 1/2 Year
	572 21 49 00		Library Services 001 000 572 General Fund	33.50	Library Reimbursement - 1/2 Year
29875	06/21/2023	06/27/2023	9696 Brown, Adam	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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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
29848	06/20/2023	06/27/2023	4280 Builders' Hardware & Supply Co.	74.29	Key Copies (9)
	576 20 31 03 Oper Supplies - Pool		001 000 576 General Fund	74.29	Key Copies (9)
29829	06/16/2023	06/27/2023	5805 CenturyLink (Lumen LD)	13.09	Long Distance Access & Usage 06/2023
	518 10 42 00 Communication - Non Dept		001 000 518 General Fund	13.09	Long Distance Access & Usage 06/2023
29830	06/16/2023	06/27/2023	3994 CenturyLink	679.43	Telecommunications - June 2023
	518 10 42 00 Communication - Non Dept		001 000 518 General Fund	223.68	City Hall Alarm & Fax (2) - 06/2023
	521 22 42 00 Communication - Police		001 000 521 General Fund	237.44	Police BA/Modem & Fax - 06/2023
	531 50 42 00 Communication - Storm		415 000 531 Storm Drain	18.64	PW Alarm - 06/2023
	531 50 42 00 Communication - Storm		415 000 531 Storm Drain	19.69	PW Fax - 06/2023
	534 10 42 00 Communication - Water Adr		425 000 534 Water Fund (de	18.64	PW Alarm - 06/2023
	534 10 42 00 Communication - Water Adr		425 000 534 Water Fund (de	32.50	PW DSL/Telemetry - 06/2023
	534 10 42 00 Communication - Water Adr		425 000 534 Water Fund (de	19.69	PW Fax - 06/2023
	535 10 42 01 Communication - Sewer Adr		430 000 535 Sewer Fund (de	18.64	PW Alarm - 06/2023
	535 10 42 01 Communication - Sewer Adr		430 000 535 Sewer Fund (de	32.50	PW DSL/Telemetry - 06/2023
	535 10 42 01 Communication - Sewer Adr		430 000 535 Sewer Fund (de	19.69	PW Fax - 06/2023
	542 30 42 00 Communication - Street Reç		101 000 542 City Street Fund	18.64	PW Alarm - 06/2023
	542 30 42 00 Communication - Street Reç		101 000 542 City Street Fund	19.68	PW Fax - 06/2023
29816	06/16/2023	06/27/2023	4324 City Treasurer-Tacoma	66,240.67	Fire/EMS - July 2023
	522 20 40 00 Tacoma Contract - Fire		001 000 522 General Fund	19,404.00	Fire - 07/2023
	522 20 41 00 Tacoma Contract - EMS		001 000 522 General Fund	46,836.67	EMS - 07/2023
29812	06/16/2023	06/27/2023	6268 Cole-Parmer Instrument Company	67.07	Dispenser for Chlorine
	576 20 31 01 Oper Supplies - Pool Chemi		001 000 576 General Fund	67.07	Dispenser for Chlorine
29821	06/16/2023	06/27/2023	6268 Cole-Parmer Instrument Company	123.53	Water Testing Supplies
	534 80 41 00 Water Testing		425 000 534 Water Fund (de	123.53	Water Testing Supplies
			Total Cole-Parmer Instrument Company	190.60	
29892	06/21/2023	06/27/2023	8542 Consolidated Supply Co.	8,897.38	P#76 Project Materials for 700 Blk of Regents Blvd/Rose St (Watermain Replacement Project)
	594 34 63 01 Other Improvements - Wate		426 000 594 Water Improven	8,897.38	P#76 Project Materials for 700 Blk of Regents Blvd/Rose St (Watermain Replacement Project)
29897	06/21/2023	06/27/2023	8867 Continental Western Corporation	315.45	Rawhide Work Gloves for Crew (12)

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 30 35 00	Small Tools & Equip - Facilit		001 000 518 General Fund	78.85	Rawhide Work Gloves for Crew (12)
531 50 31 02	Oper Supplies - Storm		415 000 531 Storm Drain	59.15	Rawhide Work Gloves for Crew (12)
534 50 31 01	Oper Supplies - Water Main		425 000 534 Water Fund (de	59.15	Rawhide Work Gloves for Crew (12)
535 50 31 01	Oper Supplies - Sewer Main		430 000 535 Sewer Fund (de	59.15	Rawhide Work Gloves for Crew (12)
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	59.15	Rawhide Work Gloves for Crew (12)
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29898	06/21/2023	06/27/2023	8867 Continental Western Corporation	904.56	Rawhide Work Gloves for Crew (36)
518 30 35 00	Small Tools & Equip - Facilit		001 000 518 General Fund	226.12	Rawhide Work Gloves for Crew (36)
531 50 31 02	Oper Supplies - Storm		415 000 531 Storm Drain	169.61	Rawhide Work Gloves for Crew (36)
534 50 31 01	Oper Supplies - Water Main		425 000 534 Water Fund (de	169.61	Rawhide Work Gloves for Crew (36)
535 50 31 01	Oper Supplies - Sewer Main		430 000 535 Sewer Fund (de	169.61	Rawhide Work Gloves for Crew (36)
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	169.61	Rawhide Work Gloves for Crew (36)
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			Total Continental Western Corporation	1,220.01	
<hr/>					
29827	06/16/2023	06/27/2023	3573 Copiers Northwest Inc	146.14	Printer Usage 4/28/23-5/28/23
521 22 45 00	Oper Rentals - Copier - Polic		001 000 521 General Fund	146.14	Printer Usage 4/28/23-5/28/23
<hr/>					
29873	06/21/2023	06/27/2023	3573 Copiers Northwest Inc	63.55	Copier Usage 05/14/23-06/13/23
521 22 45 00	Oper Rentals - Copier - Polic		001 000 521 General Fund	63.55	Copier Usage 05/14/23-06/13/23
<hr/>					
			Total Copiers Northwest Inc	209.69	
<hr/>					
29867	06/21/2023	06/27/2023	7802 Core & Main LP	687.35	Meter Box, Driveway Lid & Clamps for Water Services
534 50 31 01	Oper Supplies - Water Main		425 000 534 Water Fund (de	687.35	Meter Box, Driveway Lid & Clamps for Water Services
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29870	06/21/2023	06/27/2023	2037 Delisle, Mary	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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29831	06/20/2023	06/27/2023	4310 Dept Of Revenue-EXCISE TAX	3,846.48	May 2023 Excise Taxes
518 20 43 01	Excise Tax - Time/Temp Ren		001 000 518 General Fund	3.30	May 2023 Excise Taxes
531 50 44 00	Excise Tax - Storm		415 000 531 Storm Drain	19.70	May 2023 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	28.95	May 2023 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	77.15	May 2023 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	62.57	May 2023 Excise Taxes
571 20 43 00	Excise Tax - Participation Fee		001 000 571 General Fund	33.51	May 2023 Excise Taxes
573 90 49 01	Community Events		001 000 573 General Fund	341.25	May 2023 Excise Taxes

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	576 20 43 00		Excise Tax - Pool Revenue	3,280.05	May 2023 Excise Taxes
			001 000 576 General Fund		
29860	06/21/2023	06/27/2023	9254 Doyle Printing Company	46.20	Business Cards - Pool Manager (500)
	518 10 34 02		Printing & Binding - Central	46.20	Business Cards - Pool Manager (500)
			001 000 518 General Fund		
29885	06/21/2023	06/27/2023	3612 DrainTech Northwest, L.L.C.	715.00	City Mainline Clear Blockage @ 553 Alameda
	535 50 48 00		Rep & Maint - Sewer Maint	715.00	City Mainline Clear Blockage @ 553 Alameda
			430 000 535 Sewer Fund (dep		
29809	06/16/2023	06/27/2023	4858 Ewing Irrigation Products Inc	55.55	Baseline Marker Chalk
	571 20 49 09		Youth Baseball	55.55	Baseline Marker Chalk
			001 000 571 General Fund		
29825	06/16/2023	06/27/2023	4318 Fircrest City of - Interfund (Treasur)	7,324.69	June 2023 Interfund
	518 30 47 00		Public Utility Services - City I	470.20	June 2023 Interfund
	531 50 47 02		Public Utility Services - Bldg	102.07	June 2023 Interfund
	531 50 47 02		Public Utility Services - Bldg	2.18	June 2023 Interfund
	534 10 47 00		Utility Services/Building - W.	318.39	June 2023 Interfund
	534 80 47 01		Utility Services/Pumping	200.68	June 2023 Interfund
	534 80 47 03		Public Utility Services - Mete	5.08	June 2023 Interfund
	535 10 47 00		Utility Services/Building - Se	232.93	June 2023 Interfund
	535 80 47 04		Public Utility Services - Mete	5.08	June 2023 Interfund
	542 30 47 02		Electricity & Gas/Bldg - Stre	102.07	June 2023 Interfund
	542 30 47 02		Electricity & Gas/Bldg - Stre	2.18	June 2023 Interfund
	542 80 47 00		Public Utility Services - St Be	139.18	June 2023 Interfund
	548 65 47 00		Utility Services/Building - Sh	34.50	June 2023 Interfund
	571 10 47 00		Public Utility Services - Rec	276.47	June 2023 Interfund
	576 20 47 00		Public Utility Services - Pool	589.21	June 2023 Interfund
	576 80 47 00		Public Utility Services - Park	4,844.47	June 2023 Interfund
			001 000 576 General Fund		
29813	06/16/2023	06/27/2023	10298 Foley, Meagan M.	225.00	Pro Temp Judge - 6/7/23 (3 hrs)
	512 51 41 02		Prof Svcs - Pro Temp Judges	225.00	Pro Temp Judge - 6/7/23 (3 hrs)
			001 000 512 General Fund		
29888	06/21/2023	06/27/2023	10381 Frix Technologies	4,606.00	LaserFiche Design Work - April 2023
	518 81 41 01		Prof Svcs - I/S	4,606.00	LaserFiche Design Work - April 2023
			001 000 518 General Fund		
29866	06/21/2023	06/27/2023	3668 Gray Lumber Company Inc	1,042.99	Cedar Street Sign Posts (10)
	542 30 31 02		Oper Supplies - Street Reg	1,042.99	Cedar Street Sign Posts (10)
			101 000 542 City Street Fund		
29894	06/21/2023	06/27/2023	3651 H D Fowler Co Inc	4,996.66	Flow Meter Replacement for Well #8
	534 50 31 01		Oper Supplies - Water Main	4,996.66	Flow Meter Replacement for Well #8
			425 000 534 Water Fund (dep		

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29874	06/21/2023	06/27/2023	1711 Heaney, Dennis	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	67.00	Library Reimbursement - 1 Year
29804	06/16/2023	06/27/2023	3692 Home Depot Credit Services	12.54	Screws for Rec Center Repair
	571 10 31 01	Oper Supplies - Rec	001 000 571	12.54	Screws for Rec Center Repair
29805	06/16/2023	06/27/2023	3692 Home Depot Credit Services	9.88	Paint Supplies
	542 30 31 02	Oper Supplies - Street Reg	101 000 542	9.88	Paint Supplies
29806	06/16/2023	06/27/2023	3692 Home Depot Credit Services	31.84	Supplies for PW Sign
	518 30 31 03	Oper Supplies - PWF	001 000 518	31.84	Supplies for PW Sign
29807	06/16/2023	06/27/2023	3692 Home Depot Credit Services	4.94	Faucet Repair Supplies
	571 10 31 01	Oper Supplies - Rec	001 000 571	4.94	Faucet Repair Supplies
29808	06/16/2023	06/27/2023	3692 Home Depot Credit Services	30.85	Miracle Gro Plant Food for Islands
	542 80 31 01	Oper Supplies - St Beaut	101 000 542	30.85	Miracle Gro Plant Food for Islands
29833	06/20/2023	06/27/2023	3692 Home Depot Credit Services	38.43	Parts for Masko Park Sign
	576 80 31 02	Oper Supplies - Parks	001 000 576	38.43	Parts for Masko Park Sign
29834	06/20/2023	06/27/2023	3692 Home Depot Credit Services	10.74	Parts for Flag Pole
	518 30 31 04	Oper Supplies - CH	001 000 518	10.74	Parts for Flag Pole
29835	06/20/2023	06/27/2023	3692 Home Depot Credit Services	321.90	Sprinkler Part for Watering Fox Property
	576 80 31 02	Oper Supplies - Parks	001 000 576	321.90	Sprinkler Part for Watering Fox Property
29862	06/21/2023	06/27/2023	3692 Home Depot Credit Services	62.65	Fun Days Banner Hardware
	573 90 49 01	Community Events	001 000 573	62.65	Fun Days Banner Hardware
Total Home Depot Credit Services				523.77	
29683	06/06/2023	06/27/2023	8122 Jean, Robert W.	4,805.00	Acting City Manager Services - June 2023 (1st payment)
	513 10 41 00	Prof Svcs - Admin	001 000 513	4,805.00	Acting City Manager Services - June 2023 (1st payment)

ACCOUNTS PAYABLE

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29818	06/16/2023	06/27/2023	9817 Kenyon Disend	6,300.50	Attorney Services - May 2023
	515 41 41 01	City Attorney	001 000 515 General Fund	6,300.50	Attorney Services - May 2023
29819	06/16/2023	06/27/2023	9817 Kenyon Disend	1,555.50	Attorney Services - May 2023 - Land Use
	515 41 41 02	Special Legal Counsel	001 000 515 General Fund	1,555.50	Attorney Services - May 2023 - Land Use
Total Kenyon Disend				7,856.00	
29893	06/21/2023	06/27/2023	10459 Locke Systems Inc.	9,900.00	IT Managed Services - June 2023; Onboarding Fee
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,950.00	IT Managed Services - June 2023
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,950.00	Onboarding Fee
29881	06/21/2023	06/27/2023	3791 Lowe's Company-#338954	80.13	P#76 Tracer Wire for Repair on Rose St.
	594 34 63 01	Other Improvements - Water	426 000 594 Water Improven	80.13	P#76 Tracer Wire for Repair on Rose St.
29784	06/08/2023	06/27/2023	9527 Mahmoud, Mohamed	82.53	03-01290.5 - 403 CONTRA COSTA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-18.29	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-20.02	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-44.22	
29883	06/21/2023	06/27/2023	6639 McClain's Soil Supply	408.11	Top Soil for Repairs
	534 80 31 02	Oper Supplies - Water Gen (425 000 534 Water Fund (de	204.05	Top Soil (5 Yds) For Water Repairs
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	204.06	Top Soil (5 Yds) For Parks Repairs
29845	06/20/2023	06/27/2023	6369 McLendon Hardware Inc (Tacoma)	4.60	O-Ring (3)
	576 20 35 00	Small Tools & Equip - Pool	001 000 576 General Fund	4.60	O-Ring (3)
29828	06/16/2023	06/27/2023	341 Miller, John A	855.02	DMCJA Spring Conference / Mileage - Judge John Miller (Spokane, WA) 06/03/23 - 06/07/23
	512 51 43 00	Travel - Court	001 000 512 General Fund	855.02	DMCJA Spring Conference / Mileage - Judge John Miller (Spokane, WA) 06/03/23 - 06/07/23
29822	06/16/2023	06/27/2023	1307 Moore, Paul	67.00	Library Reimbursement 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement 1 Year
29796	06/09/2023	06/27/2023	2422 Morrison, Don	45.09	05-01310.1 - 1231 FARALLONE AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-34.75	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	4.50	

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	343 50 00 00		Sewer Revenues	430 000 340	Sewer Fund (dep) -14.84	
29843	06/20/2023	06/27/2023	5766	Multicare Cntr of Occupational Medicine	131.00	DOT Exams - 05/15/23 - Parsons
	518 11 41 02		Drug & Alcohol - Personnel	001 000 518	General Fund 131.00	DOT Exams - 05/15/23 - Parsons
29823	06/16/2023	06/27/2023	3923	Orca Pacific Inc	2,933.48	Hypochlorite Solution (560 Gal)
	576 20 31 01		Oper Supplies - Pool Chemi	001 000 576	General Fund 2,933.48	Hypochlorite Solution (560 Gal)
29844	06/20/2023	06/27/2023	3923	Orca Pacific Inc	398.75	Sodium Bicarbonate (10 Gal)
	576 20 31 01		Oper Supplies - Pool Chemi	001 000 576	General Fund 398.75	Sodium Bicarbonate (10 Gal)
29847	06/20/2023	06/27/2023	3923	Orca Pacific Inc	578.56	Hydrochloric Acid Muriatic Acid (60 Gal)
	576 20 31 01		Oper Supplies - Pool Chemi	001 000 576	General Fund 578.56	Hydrochloric Acid Muriatic Acid (60 Gal)
29876	06/21/2023	06/27/2023	3923	Orca Pacific Inc	937.22	Hypochlorite Solution (187 Gal)
	534 80 31 03		Oper Supplies - Chlorine	425 000 534	Water Fund (dep) 937.22	Hypochlorite Solution (187 Gal)
			Total Orca Pacific Inc	4,848.01		
29869	06/21/2023	06/27/2023	3958	PC Budget & Finance - Jail	471.61	Jail Services - May 2023
	523 60 40 01		Jail	001 000 523	General Fund 471.61	Jail Services - May 2023
29820	06/16/2023	06/27/2023	3961	PCRCD, LLC dba LRI-HV	670.08	Dump Fees - Street Sweeping - May 2023
	531 50 47 01		Dumping Fees - Storm	415 000 531	Storm Drain 670.08	Dump Fees - Street Sweeping - May 2023
29896	06/21/2023	06/27/2023	3955	Petrocard Systems Inc	446.17	Gas/Fuel - June 2023
	548 65 31 11		Gas - Parks/Rec	501 000 548	Equipment Rent 217.33	Parks - 06/2023
	548 65 31 12		Gas - Street	501 000 548	Equipment Rent 127.95	Street - 06/2023
	548 65 31 13		Gas - Storm	501 000 548	Equipment Rent 100.89	Storm - 06/2023
29849	06/20/2023	06/27/2023	3971	Pitney Bowes Inc Supplies	91.29	E-Z Seal Bottles for Postage - 4 (64 oz) Bottles
	518 10 42 01		Postage - Non Dept	001 000 518	General Fund 91.29	E-Z Seal Bottles for Postage - 4 (64 oz) Bottles
29889	06/21/2023	06/27/2023	7614	Prothman	3,214.00	Police Chief Search - 2nd Round
	521 22 41 00		Prof Svcs - Police	001 000 521	General Fund 3,214.00	Police Chief Search - 2nd Round
29890	06/21/2023	06/27/2023	3985	Puget Sound Clean Air Agency	5,278.00	2023 Clean Air Assessment
	553 70 40 00		Pollution Control	001 000 553	General Fund 5,278.00	2023 Clean Air Assessment

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29871	06/21/2023	06/27/2023	3986 Puget Sound Energy, BOT-01H	63.56	Natural Gas - PW - May 2023
	531 50 47 02		Public Utility Services - Bldg 415 000 531 Storm Drain	15.89	Natural Gas - PW - May 2023
	534 10 47 00		Utility Services/Building - W. 425 000 534 Water Fund (de	15.89	Natural Gas - PW - May 2023
	535 10 47 00		Utility Services/Building - Se 430 000 535 Sewer Fund (de	15.89	Natural Gas - PW - May 2023
	542 30 47 02		Electricity & Gas/Bldg - Stre 101 000 542 City Street Fund	15.89	Natural Gas - PW - May 2023
29872	06/21/2023	06/27/2023	3986 Puget Sound Energy, BOT-01H	75.99	Natural Gas - City Hall May 2023
	518 30 47 00		Public Utility Services - City 001 000 518 General Fund	75.99	Natural Gas - City Hall May 2023
Total Puget Sound Energy, BOT-01H				139.55	
29861	06/21/2023	06/27/2023	9690 Pure Water Aquatics	101.04	Head Immobilizer (Backboard) for Pool
	576 20 35 00		Small Tools & Equip - Pool 001 000 576 General Fund	101.04	Head Immobilizer (Backboard) for Pool
29880	06/21/2023	06/27/2023	4683 Puyallup, City of	1,618.40	Jail Services - May 2023
	523 60 40 01		Jail 001 000 523 General Fund	1,618.40	Jail Services - May 2023
29814	06/16/2023	06/27/2023	8893 Right Systems INC	3,685.00	IT Managed Services - June 2023
	518 81 41 01		Prof Svcs - I/S 001 000 518 General Fund	3,685.00	IT Managed Services - June 2023
29882	06/21/2023	06/27/2023	8334 Rosemount Inc	412.28	Well Monitor Rebuild Kit
	534 80 31 02		Oper Supplies - Water Gen 425 000 534 Water Fund (de	412.28	Well Monitor Rebuild Kit
29886	06/21/2023	06/27/2023	8334 Rosemount Inc	1,911.58	PH Sensors for Wells (Qty 4)
	534 80 31 02		Oper Supplies - Water Gen 425 000 534 Water Fund (de	1,911.58	PH Sensors for Wells (Qty 4)
Total Rosemount Inc				2,323.86	
29863	06/21/2023	06/27/2023	4026 S & B Inc	1,532.30	Field Services for Commons LS & Alameda
	535 10 41 00		Prof Svcs - Sewer Admin 430 000 535 Sewer Fund (de	1,532.30	Field Services for Commons LS & Alameda
29810	06/16/2023	06/27/2023	4035 Sarco Supply	134.39	Janitorial Supplies - City Hall
	518 30 31 04		Oper Supplies - CH 001 000 518 General Fund	134.39	Janitorial Supplies - City Hall
29811	06/16/2023	06/27/2023	4035 Sarco Supply	398.95	Janitorial Supplies - Pool
	576 20 31 02		Janitorial Supplies - Pool 001 000 576 General Fund	398.95	Janitorial Supplies - Pool

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29836	06/20/2023	06/27/2023	4035 Sarco Supply	129.03	Janitorial Supplies - Public Works
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	129.03	Janitorial Supplies - Public Works
29837	06/20/2023	06/27/2023	4035 Sarco Supply	535.92	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571 General Fund	535.92	Janitorial Supplies - Rec Bldg
29838	06/20/2023	06/27/2023	4035 Sarco Supply	188.89	Janitorial Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	188.89	Janitorial Supplies - City Hall
Total Sarco Supply				1,387.18	
29832	06/20/2023	06/27/2023	4056 Sherwin-Williams Company	227.95	Paint & Supplies for Office
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	227.95	Paint & Supplies for Office
29895	06/21/2023	06/27/2023	7749 Sound Uniform Solutions Inc	595.62	Jumpsuit - All Season - J Villamor
	521 22 49 01	Uniforms/Clothing/Laundry	001 000 521 General Fund	595.62	Jumpsuit - All Season - J Villamor
29824	06/16/2023	06/27/2023	4110 Superior Linen Service	55.76	Linen Service 05/03/23 - Pool
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	55.76	Linen Service 05/03/23 - Pool
29850	06/20/2023	06/27/2023	4110 Superior Linen Service	124.65	Linen Service 05/03/23 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	124.65	Linen Service 05/03/23 - Rec Center
29851	06/20/2023	06/27/2023	4110 Superior Linen Service	55.76	Linen Service 05/17/23 - Pool
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	55.76	Linen Service 05/17/23 - Pool
29852	06/20/2023	06/27/2023	4110 Superior Linen Service	81.33	Linen Service 05/05/23 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.33	Linen Service 05/05/23 - City Hall
29853	06/20/2023	06/27/2023	4110 Superior Linen Service	124.65	Linen Service 05/17/23 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	124.65	Linen Service 05/17/23 - Rec Center
29854	06/20/2023	06/27/2023	4110 Superior Linen Service	49.07	Linen Service 05/05/23 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.07	Linen Service 05/05/23 - Public Works
29855	06/20/2023	06/27/2023	4110 Superior Linen Service	81.33	Linen Service 05/19/23 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.33	Linen Service 05/19/23 - City Hall

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29856	06/20/2023	06/27/2023	4110 Superior Linen Service	49.07	Linen Service 05/19/23 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.07	Linen Service 05/19/23 - Public Works
Total Superior Linen Service				621.62	
29899	06/22/2023	06/27/2023	4322 Tacoma, City of - POWER	10,051.24	Power - Various Locations - May 2023
	518 30 47 00	Public Utility Services - City	001 000 518 General Fund	614.98	City Hall Power 05/2023
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	78.26	PW Power 05/2023
	534 10 47 00	Utility Services/Building - W	425 000 534 Water Fund (de	78.26	PW Power 05/2023
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (de	4,347.18	PW, Well #4 & #9 & Golf Course Tank 05/2023
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (de	78.26	PW Power 05/2023
	535 80 47 01	Utility Services/Pumping	430 000 535 Sewer Fund (de	922.13	Pumps/LS Power 05/2023
	542 30 47 02	Electricity & Gas/Bldg - Stre	101 000 542 City Street Fund	78.26	PW Power 05/2023
	542 30 47 03	Electricity/Traffic Lights	101 000 542 City Street Fund	36.44	Traffic Control 05/2023
	542 63 47 00	Electricity/Street Lights	101 000 542 City Street Fund	1,274.61	Street Lights 05/2023
	548 65 47 00	Utility Services/Building - Sh	501 000 548 Equipment Rent	38.54	F&E Garage Power 05/2023
	571 10 47 00	Public Utility Services - Rec	001 000 571 General Fund	953.18	Rec Center Power 05/2023
	576 80 47 00	Public Utility Services - Park:	001 000 576 General Fund	1,551.14	Parks Power - 05/2023
29840	06/20/2023	06/27/2023	9306 Taylor, Andrew	40.91	06-01090.1 - 1585 WEATHERVANE DR
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-10.85	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-11.88	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-18.18	
29868	06/21/2023	06/27/2023	8484 US Bank, Recreation Dept Account	2,364.93	P-Card Charges thru 6/15/23
	571 10 31 01	Oper Supplies - Rec	001 000 571 General Fund	172.85	Supplies for Rec
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	102.86	Senior Morning Supplies
	571 10 31 03	Youth Supplies	001 000 571 General Fund	156.61	Office Supplies
	571 10 41 00	Senior Trips	001 000 571 General Fund	300.00	Senior Trip - Rainiers Game
	573 90 49 01	Community Events	001 000 573 General Fund	1,539.10	Community Event Supplies
	594 76 62 03	Buildings & Structures - PBC	301 000 594 Park Bond Capit	93.51	P#64 Container Rental 06/2023
29877	06/21/2023	06/27/2023	4231 Water Mgmt Labs Inc	76.00	Fluoride Testing - 05/17/2023
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	76.00	Fluoride Testing - 05/17/2023
29878	06/21/2023	06/27/2023	4231 Water Mgmt Labs Inc	207.00	Coliform Testing - 05/17/23
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	207.00	Coliform Testing - 05/17/23
29879	06/21/2023	06/27/2023	4231 Water Mgmt Labs Inc	76.00	Fluoride Testing - 05/17/2023

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534 80 41 00	Water Testing		425 000 534 Water Fund (de	76.00	Fluoride Testing - 05/17/2023
				359.00	
29841 06/20/2023	06/27/2023	9716	Watermen, Inc	695.90	Lifeguard/Instructor Bathing Suits
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	695.90	Lifeguard/Instructor Bathing Suits
29839 06/21/2023	06/27/2023	3420	Whitney, Jean	5.23	12-00520.0 - 4510 60TH AVE W
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-5.23	
29884 06/21/2023	06/27/2023	4256	Winning Seasons	404.80	Public Works Shirts (Qty 32)
518 30 31 00	Oper Supplies - Facilities		001 000 518 General Fund	121.80	Public Works Shirts (Qty 10)
531 50 20 01	Contract Benefits - Storm		415 000 531 Storm Drain	70.75	Public Works Shirts (Qty 22)
534 10 20 01	Contract Benefits - Wtr Adm		425 000 534 Water Fund (de	70.75	Public Works Shirts (Qty 22)
535 10 20 01	Contract Benefits - Sewer Ac		430 000 535 Sewer Fund (de	70.75	Public Works Shirts (Qty 22)
542 30 20 01	Contract Benefits - Street Re		101 000 542 City Street Fund	70.75	Public Works Shirts (Qty 22)
29826 06/16/2023	06/27/2023	4247	Wofesco Inc	17.86	Filling Hose Repair for Sweeper Truck
548 65 48 13	O & M - Storm		501 000 548 Equipment Rent	17.86	Filling Hose Repair for Sweeper Truck
29887 06/21/2023	06/27/2023	4247	Wofesco Inc	190.21	Wash Rack Hose Repair
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	190.21	Wash Rack Hose Repair
Total Wofesco Inc				208.07	
Report Total:				196,400.21	

Fund	
001 General Fund	157,695.37
101 City Street Fund	3,260.39
301 Park Bond Capital Fund	3,613.51
415 Storm Drain	1,294.01
425 Water Fund (department)	15,105.47
426 Water Improvement Fund	8,977.51
430 Sewer Fund (department)	5,916.88
501 Equipment Rental Fund	537.07

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This report has been reviewed by:

REMARKS:

Signature & Title

Date



SPECIAL OCCASION LIQUOR LICENSE

Applicant Information

Licensee Name: Kiwanis Club of Clover Park Foundation
Establishment Name: Fircrest Fun Days Beer Garden
Address: Fircrest Park at 555 Contra Costa Avenue
Date: 07/22/23, 1:00 – 9:30 pm
Request Received: 06/14/23

Department Comments

Finance

No concerns.

Planning and Building

No Concerns.

Police

No Concerns.

Colleen Corcoran

Director Signature

06/20/2023

Date

Bob Jean

Director Signature

06/21/2023

Date

Kevin Gollinger

Director Signature

06/21/2023

Date

WASHINGTON STATE LIQUOR AND CANNABIS BOARD - LICENSE SERVICES
 1025 UNION AVE SE - P O Box 43075
 Olympia WA 98504-3075
specialoccasions@lcb.wa.gov Fax: 360-753-2710

TO: MAYOR OF FIRCREST

JUNE 14, 2023

SPECIAL OCCASION #: 092411

KIWANIS CLUB OF CLOVER PARK
 9524 GRAVELLY LAKE DR SW
 LAKEWOOD, WA 98499

DATE: JULY 22, 2023

TIME: 1:00PM TO 9:30PM

PLACE: FIRCREST COMMUNITY PARK - 555 CONTRA COSTA AVE, FIRCREST

CONTACT: GERALD DUNLAP (DOB: 3.3.1942) 253-584-7131

SPECIAL OCCASION LICENSES

- * Licenses to sell beer on a specified date for consumption at a specific place.
- * License to sell wine on a specific date for consumption at a specific place.
- * Beer/Wine/Spirits in unopened bottle or package in limited quantity for **off** premise consumption.
- * Spirituous liquor by the individual glass for consumption at a specific place.

If return of this notice is not received in this office within 20 days from the above date, we will assume you have no objections to the issuance of the license. If additional time is required please advise.

- | | | |
|--|-----------|----------|
| 1. Do you approve of applicant? | YES _____ | NO _____ |
| 2. Do you approve of location? | YES _____ | NO _____ |
| 3. If you disapprove and the Board contemplates issuing a license, do you want a hearing before final action is taken? | YES _____ | NO _____ |

<u>OPTIONAL CHECK LIST</u>	<u>EXPLANATION</u>	YES _____	NO _____
LAW ENFORCEMENT	_____	YES _____	NO _____
HEALTH & SANITATION	_____	YES _____	NO _____
FIRE, BUILDING, ZONING	_____	YES _____	NO _____
OTHER:	_____	YES _____	NO _____

If you have indicated disapproval of the applicant, location or both, please submit a statement of all facts upon which such objections are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



**Washington State
Liquor and Cannabis Board**
PO Box 43098, , Olympia WA 98504-3098, (360) 664-1600

**MAYOR OF FIRCREST
115 RAMSDALL
FIRCREST, WA 98466**



Washington State
Liquor and Cannabis Board
PO Box 43098

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

June 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: 06/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST
(BY ZIP CODE) FOR EXPIRATION DATE OF 20230930

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. RICKY AND STEPHANIE LLC	SHOGUN JAPANESE EXPRESS 2009 MILDRED ST W FIRCREST WA 98466 6133	406311	BEER/WINE REST - BEER/WINE

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Pro Tempore Joe Barretine called the regular meeting to order at 7:01 P.M. and led the Pledge of Allegiance.

At 7:07 P.M., Barretine reported that the Council would take a fifteen-minute recess due to audio issues.

At 7:25 P.M., the Council reconvened into regular session.

City Clerk Burkhart conducted a roll call. Councilmembers David M. Viafore, Shannon Reynolds, Joe Barretine, Hunter T. George, Nikki Bufford, and Jim Andrews were present. Mayor Wittner was absent and excused.

PRESIDING OFFICER’S REPORT

A. Proclamation: Pride Month

Councilmember Bufford read the proclamation Pride Month into the record. **George MOVED to authorize the Mayor Pro Tempore’s signature on the proclamation proclaiming the month of June is Pride Month in the City of Fircrest; seconded by Reynolds.** Barretine invited councilmember comment; Bufford thanked the Council and the community for their support.

Barretine invited public comment.

- John Cummings, 257 Regents Blvd, commented on community support for Pride Month.
- Name inaudible, 1200 Del Monte Ave, commented on conducting greater community outreach on City matters.

Council discussions included the City’s flag policies, community unity, proclamation procedures, and cohesion over divisiveness.

The Motion Carried (5-1), Andrews dissenting.

B. Proclamation: Flag Day 2023

Councilmember Andrews read the proclamation Flag Day 2023 into the record. **Viafore MOVED to authorize the Mayor Pro Tempore’s signature on the proclamation proclaiming June 14, 2023, as Flag Day in the City of Fircrest; seconded by Reynolds.** Barretine invited councilmember comment; none were provided.

Barretine invited public comment.

The following individuals addressed the Council and expressed support for the Proclamation:

- Vince Navarre, 1205 Del Monte Ave
- Bryan Rybolt, 1036 Daniels Drive

The Motion Carried (6-0).

C. Proclamation: US Army Birthday

Councilmember Andrews read the proclamation US Army Birthday into the record. Andrews thanked veterans for their service. **Viafore MOVED to authorize the Mayor Pro Tempore’s signature on the proclamation proclaiming June 14th, 2023, as the 248th birthday of the United States Army in the City of Fircrest; seconded by Reynolds.** Barrentine invited councilmember comment; none were provided. Barrentine invited public comment.

- Vince Navarre, 1205 Del Monte Ave, commented on their regard for the US Army.

The Motion Carried (6-0).

CITY MANAGER COMMENTS

Acting City Manager Jean provided a brief Mildred Street “Prose” Development update and reported on the following items; the upcoming community visioning event, Council goals workshop, S3 Workshield, and the City insurance carrier change.

DEPARTMENT HEAD COMMENTS

- Parks & Recreation Director Grover provided a pool update. Discussions included pool capacity, resident family member access, heat advisories, lifeguard shortages, and L&I requirements.
- City Clerk Burkhart commented on the Council photos and the Planning Commission vacancy.

COUNCILMEMBER COMMENTS

- Andrews commented on Washington State Law regarding flag procedures and raising the POW/MIA flag. There was a brief discussion on displaying flags to adhere to state law.
- Bufford commented on heat and smoke event advisories.
- George commented on community involvement at the community visioning event, and climate resiliency information.
- Reynolds commented on Pierce County Regional County agenda topics involving legislative changes and impacts.
- Viafore commented on Fircrest's development and growth, thanked the Police Department for their dedication and increased visibility, and welcomed back Finance Director Corcoran. Viafore requested a Council update on the Teamsters Local Union NO. 117 Desk Audit MOU. Lastly, Viafore expressed frustration with the Wainwright dead trees and following development regulations.
- Barrentine thanked the meeting attendees.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Barrentine invited public comment.

- Vince Navarre, 1205 Del Monte Ave, commented on community unity.
- Robert Leandro, 1041 Sunrise Lane, commented on religious belief discrimination.
- Brian Rybolt, 1036 Daniels Dr, commented on dense growth and maintaining the Fircrest community “feel”.
- Tim Costello, 515 Farallone Ave, commented on code compliance.

Discussions included code compliance processes, City correspondence, and enforcing Fircrest Municipal Code. Council requested an update.

Reynolds left the meeting at 8:52 P.M. and returned at 9:12 P.M.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

There was no report provided.

B. Environmental, Planning, and Building

There was no report provided.

C. Finance, IT, Facilities

There was no report provided.

D. Other Liaison Reports

None were provided.

CONSENT CALENDAR

Barrentine requested the City Clerk read the Consent Calendar: Approval of Voucher No. 219659 through Voucher Check No. 219740 in the amount of \$372,044.57; Approval of Payroll Check No. 14262 through Payroll Check No. 14263 in the amount of \$8,710.89; Approval of Payroll Check No. 14264 through Payroll Check No. 14269 in the amount of \$59,289.17; Approval of Payroll Check No. 14270 through Payroll Check No. 14270 in the amount of \$173,277.58; Approval of May 23, 2023, Regular Meeting minutes as corrected; and Approval of the Nari Sushi & Steak Liquor License Application. **Bufford MOVED to approve the Consent Calendar as read; seconded by George. The Motion Carried (6-0).**

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Resolution No. 1833: Approval of the 6-year Transportation Improvement Plan

Public Works Director Bemis briefed the Council on the City’s Transportation Improvement Plan, stating that it is a planning document that is used to identify projects and funding. Future grant-eligible projects must be in the TIP to be eligible for funding. **Bufford MOVED to adopt Resolution No. 1833, approving the City of Fircrest’s Six-year Comprehensive Transportation Improvement Program for the period of 2024-2029; seconded by George.** Barrentine invited councilmember comment; none were provided. Barrentine invited public comment; none were provided. **The Motion Carried (5-0), with Reynolds absent.**

B. Resolution No. 1834: Orchard Overlay Engineering Consultant Agreement

Public Works Director Bemis provided an overview of the proposed resolution and highlighted that the agreement is for design and engineering services of the South Orchard Street Grind

and Overlay Project of the two southbound lanes from Regents Blvd to the city limit south of Holly St. **Bufford MOVED to adopt Resolution No. 1834, authorizing the Acting City Manager to execute a Professional Services Agreement with KPG Psomas for design and engineering services of the South Orchard St Grind and Overlay; seconded by George.** Barrentine invited councilmember comment; none were provided. Barrentine invited public comment; none were provided. **The Motion Carried (5-0), with Reynolds absent.**

C. Resolution No. 1835: Pierce County Sheriff Department Agreement

Acting City Manager Jean provided an overview of the proposed resolution and highlighted that the agreement provides an Interim Police Chief to the City of Fircrest through September 26, 2023. **Viafore MOVED to adopt Resolution No. 1835, authorizing the Acting City Manager to execute an agreement with the Pierce County Sheriff’s Department to provide an Interim Police Chief to the City of Fircrest; seconded by Bufford.** Barrentine invited councilmember comment. Viafore requested information on the police vehicle take-home policy. Barrentine invited public comment; none were provided. **The Motion Carried (5-0), with Reynolds absent.**

D. Resolution No. 1836: Fun Days & Community Events Entertainment Agreement

Parks & Recreation Director Grover briefed the Council on the proposed resolution that would allow the City Manager to execute agreements with Fun Days vendors and entertainers. **Viafore MOVED to adopt Resolution No. 1836, authorizing the City Manager to execute agreements with performers and entertainers for entertainment at 2023 Fun Days not to exceed \$21,000; seconded by Bufford.** Barrentine invited councilmember comment; none were provided. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

E. Resolution No. 1837: AHBL Whittier Master Plan Agreement

Grover provided an overview of the proposed resolution and highlighted that the Whittier Park Master Plan will provide direction for future development projects. **Bufford MOVED to adopt Resolution No. 1837 authorizing the City Manager to execute an agreement between AHBL and the City of Fircrest to lead the City through a Whittier Park Master Plan Process; seconded by George.** Barrentine invited councilmember comment; George commented on community involvement. Barrentine invited public comment; none were provided. **The Motion Carried (6-0).**

F. Motion: Display US Army Flag for June

Councilmember Andrews requested to withdraw the motion. There were no noted objections from Council.

CALL FOR FINAL COMMENTS

City Clerk Burkhart thanked former Administrative Services Director Westman for her contributions to the City.

City Attorney Zeinemann commented on the state law regarding the POW/MIA flag.

EXECUTIVE SESSION

JUNE 13, 2023

FIRCREST CITY COUNCIL MEETING MINUTES – REGULAR 5

There was no executive session scheduled.

ADJOURNMENT

George MOVED to adjourn the meeting at Bufford P.M., seconded by 9:22 P.M. The Motion Carried (6-0).

Joe Barrentine, Mayor Pro Tempore

Arlette Burkhardt, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

DATE: June 27, 2023

NEW BUSINESS: Amendment to RWJ Consultants Professional Services Agreement

ITEM: 13A

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. ___ authorizing the City Manager to execute an amendment to the professional services agreement with RWJ Consultants for City management assistance and project coordinator services.

PROPOSAL: The City entered into a professional services agreement with RWJ Consultants for Acting City Manager services until such time as the new City Manager commenced employment. Section 15 of the Agreement provides for the modification of the Agreement. The new City Manager and City Council desire an overlap of services to provide for an orderly transition of governance and assistance with ongoing projects, including the Alliance/Prose Project.

FISCAL IMPACT: Services will be billed per the terms of the original Agreement at \$12,500 per month.

ADVANTAGE: This amendment will provide for the transition of duties between the Acting City Manager and new City Manager, will provide coverage during a previously scheduled vacation, and will allow for continued momentum with the Alliance/Prose mixed use project as needed.

DISADVANTAGES: None.

ALTERNATIVES: None that are viable.

ATTACHMENTS: [Resolution](#)
[Amendment to Professional Services Agreement](#)
[Professional Services Agreement](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AN AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH RWJ
CONSULTANTS FOR CITY MANAGEMENT ASSISTANCE AND
PROJECT COORDINATOR SERVICES.**

WHEREAS, The City of Fircrest entered into a professional services agreement
“Agreement” with RWJ Consultants for Acting City Manager services; and

WHEREAS, the Agreement was in effect until the new City Manager began
employment with the City; and

WHEREAS, Section 15 of the Agreement provides for the modification of the
Agreement; and

WHEREAS, the new City Manager and City Council desire an overlap of services to
provide for an orderly transition of governance and assistance with ongoing projects;
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
amendment to the professional services agreement with RWJ Consultants for city
management assistance and project coordinator services.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 27th day of June 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

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Robert Zeinemann, City Attorney

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AMENDMENT #1
PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN THE CITY OF FIRCREST
AND RWJ CONSULTANTS

THIS AMENDMENT (“Amendment”) is hereby made and entered into this 27th day of June, 2023, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and RWJ Consultants, hereinafter referred to as “Consultant”.

WITNESSETH:

1. Purpose

The purpose of this amendment is to amend the April 13, 2023, Professional Services Agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the April 13, 2023, agreement as amended shall remain in full force and effect. The amendments are as follows:

2. Exhibit A

- a. Section 2 - Scope of Services. The Scope of Services is amended to authorize RWJ Consultants to provide ongoing City management services as a contract Assistant to the City Manager and Project Coordinator as needed for the Alliance/Prose Mixed Use Project for the period of June 16, 2023 through July 15, 2023.

- b. Section 7 - Time Period of Agreement. The Time Period of the Agreement is extended through July 15, 2023.

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

CITY OF FIRCREST

RWJ Consultants

By: _____
City Manager

By: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

City Clerk

PROFESSIONAL SERVICES AGREEMENT FOR ACTING CITY MANAGER SERVICES

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

1. **PURPOSE:** RWJ is retained by the City to perform Acting City Manager services for the City.
2. **SCOPE OF SERVICES:** The scope of services to be performed by RWJ shall be as follows: RWJ has been duly authorized to serve as the City’s Acting City Manager and shall perform the functions and duties specified in Chapter 35A.13 of the Revised Code of Washington, and to perform other legally permissible and proper duties and functions as agreed to by the City and RWJ.
3. **ASSIGNMENT:** Neither party may assign this Agreement or any rights or responsibilities under it, whether during performance or after performance, without first obtaining the other party’s written consent.
4. **INDEPENDENT CONTRACTOR:** RWJ is an independent contractor and is not an agent or employee of the City. Neither RWJ nor persons employed by RWJ shall acquire any rights or status in City employment.
5. **PROVISION OF INFORMATION AND DOCUMENTS:** The City shall provide RWJ with pertinent information and documents to enable RWJ to perform those services described in section 2 above.
6. **NON-WAIVER:** Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provisions.
7. **TIME PERIOD OF AGREEMENT:** Notwithstanding, the date of execution hereof, this Agreement shall be in effect beginning April 12, 2023, and will terminate at such time the Interim City Manager is available to return to work and perform their duties as Interim City Manager for the City or at such time that new City Manager begins employment with the City. The City is currently recruiting a new City Manager and will select from an pre-established slate of candidates that does not include the Acting City Manager.
8. **TERMINATION:** Either party may terminate this Agreement if the other party violates any of the covenants undertaken herein, or any of the duties imposed upon it by the Agreement, this Agreement may be terminated by either party immediately with cause, or without cause upon fourteen (14) days’ written notice, served to the other party by certified mail. In such case, RWJ shall be compensated by the City for all services performed to the date of termination. The City shall not be required to provide fourteen (14) days’ written notice before termination of this Agreement when such termination occurs as provided for in Section 7 herein.
9. **PAYMENT:** RWJ shall be compensated \$12,500 per month. In addition, the City’s Finance Director is authorized to make such reimbursements after receipt of duly executed expense vouchers, receipts, statements, or personal declarations. Authorized vehicle travel within the Scope of Services shall be reimbursed at \$0.65 per mile. RWJ shall submit monthly billings to the City.


10. **PERFORMANCE:** The City reserves the right to withhold a part or all of the monthly payments if, in the judgment of the City, RWJ has not performed or has unsatisfactorily performed any of the services set forth in this Agreement; provided, that the City shall promptly notify RWJ in writing of the specific items of non-performance or unsatisfactory performance. It is further provided that any such payments withheld shall reasonably relate to the estimated value of the work not performed.
11. **LIABILITY AND INSURANCE:** Except for the sole negligence of the City or its employees or officials, RWJ agrees to hold the City and city employees, officials, and volunteers harmless from all liability and damages arising out of all work pursuant to this Agreement. RWJ will obtain and maintain continuously in force at least the following minimum insurance coverage covering all activity under this agreement, and as to which the City shall be named as primary non-contributory additional insured:
- | | |
|-------------------------------------|-----------------------------------|
| a. Workman’s Compensation Coverage | Statutory |
| b. General Liability | \$1,000,000/\$1,000,000 aggregate |
| c. Auto Liability | \$1,000,000 |
| d. Professional Liability Insurance | \$1,000,000/\$1,000,000 aggregate |
- An insurance certificate showing the foregoing will be submitted to the City.
- The insurance minimum limits above do not limit RWJ’s liability to the City or public.
12. **COMPLIANCE WITH LAWS, PERMITS AND LICENSES:** RWJ shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments.
13. **TAXES:** RWJ shall comply with applicable federal, state and local tax laws.
14. **VENUE STIPULATION:** This Agreement shall be governed by and interpreted in accordance with the internal laws of the State of Washington. This Agreement has been and shall be considered as having been made and delivered within the State of Washington both as to interpretation and performance. Any action in law or equity, or judicial proceeding for the enforcement of this Agreement, or any of the provisions contained therein, shall be instituted and maintained only in Pierce County Superior Court, Tacoma, Washington.
15. **EXTRA WORK AND CHANGE ORDERS:** The City and RWJ may agree to modify the scope of services and may agree to the performance of additional services for additional compensation, provided any such modification shall only be allowed by prior authorization from the in writing, as a modification to this Agreement. Such modification shall be attached hereto and made a part hereof.
16. **RECORDS:** RWJ shall maintain records in accordance with any requirements proscribed by the City with respect to matters related to the performance of this Agreement. Except as otherwise authorized by the City, RWJ shall retain the records for a period of six years after receipt of final payment under this Agreement or termination of this Agreement. This Agreement and documents provided to the City by RWJ hereunder are deemed public records subject to disclosure under the Washington State Public Records Act, Chapter 42.56 RCW.

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

18. 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 RWJ.

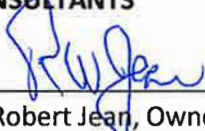
DATED this 13th day of April, 2023

CITY OF FIRCREST

By: 
Brett Wittner, Mayor

Dated: 04/18/2023

RWJ CONSULTANTS

By: 
Robert Jean, Owner

Dated: _____

APPROVED AS TO FORM:

By: 
Robert Zeinemann, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Ordinance Amending Salary Schedule for Non-Union Employees to Reestablish City Clerk Salary Range

ITEM: Item 13B

DATE: June 27, 2023

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Fircrest Municipal Code (“FMC”) 2.44.050 relating to salaries of non-union City employees and amending Section 1 of Ordinance No. 1708; providing for severability; and establishing an effective date.

PROPOSAL: Council is being asked to approve and adopt the attached proposed salary ordinance to re-establish the City Clerk salary range.

FISCAL IMPACT: The attached ordinance establishes a monthly salary range of \$6,414 - \$8,186. This is in line with 2023 current market comparable cities. Funds for this position are included in the 2023 Adopted Budget. However, the City Manager will be reviewing other organizational needs, including planning and human resources, which may have a fiscal impact moving forward.

ADVANTAGE: This Ordinance re-establishes the position of City Clerk that was reclassified to City Clerk/Administrative Services Director as part of the 2022 budget process. Restoring the position to City Clerk will allow them to focus on the more traditional duties associated with this position, such as Council meeting agendas and minutes, public records, risk management, Civil Service, and human resources recordkeeping.

DISADVANTAGES: None.

ALTERNATIVES: Leave the position classified as City Clerk/Administrative Services Director. This presents a hiring challenge as it is uncommon for an individual to have a background in both City planning and City Clerk operations.

HISTORY: During the 2022 budget process, the City Clerk position was reclassified to City Clerk/Administrative Services Director, a Deputy City Clerk (Administrative Assistant) position was added, and the Planning/Building Administrator position was eliminated. The Administrative Services Director absorbed some of the Planning Administrator duties, with the remaining duties being filled with contracted services. The City Clerk has traditionally been a separate position and it is not typical for a City Clerk to also perform planning duties. With the departure of the former Administrative Services Director and the arrival of the new City Manager, the recommendation is to restore this position back to City Clerk. The City Manager will continue to review organizational needs, including City planning and human resources support, and explore short and long-term options to address those.

ATTACHMENTS: [Ordinance](#)
[Job Description \(2020 Job Posting\)](#)

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING FIRCREST MUNICIPAL CODE (“FMC”) 2.44.050
RELATING TO SALARIES OF NON-UNION CITY EMPLOYEES;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City seeks to establish the pay range for the City Clerk position; and

WHEREAS, the City Council has determined it is in the best interests of the City to do so;

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

Section 1. FMC 2.44.050, Amended. Section 1 of Ordinance No. 1708 and FMC Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after July 5, 2023, the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary, which exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Custodian	\$3,334	\$4,258
Office Assistant I	\$3,477	\$4,437
Office Assistant II	\$4,180	\$5,334
Court Clerk I	\$4,180	\$5,334
Police Records Technician/CSO I	\$4,291	\$5,477
Administrative Assistant	\$4,515	\$5,761
Court Clerk II	\$4,681	\$5,975
Permit Coordinator/Code Enforcement Officer	\$4,703	\$6,002
Recreation Program Coordinator	\$4,711	\$6,012
Accountant I	\$4,763	\$6,080
Police Records Technician/CSO II	\$4,805	\$6,132
Accountant II	\$5,590	\$7,134
IT Systems Coordinator	\$5,694	\$7,268
Parks Maintenance Supervisor	\$5,649	\$7,210
Court Administrator-without contracted court	\$6,313	\$8,056
City Clerk	\$6,414	\$8,186
Court Administrator-with contracted court	\$6,944	\$8,864
Parks/Recreation Director	\$7,259	\$9,264
Finance Director	\$8,775	\$11,200
Public Works Director	\$9,427	\$12,032
Police Chief	\$10,447	\$13,333

For payroll purposes and for the computation of hourly rates for regular employees, the monthly salary of said positions shall be multiplied by twelve (12) and then divided by two

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thousand and eighty (2,080) hours and rounded to the nearest one hundredth to determine the corresponding hourly rate of pay for entry into the bi-weekly payroll system.

Section 2. 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 3. 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 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 27th day of June 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

City Attorney

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING FIRCREST MUNICIPAL CODE (“FMC”) 2.44.050
RELATING TO SALARIES OF NON-UNION CITY EMPLOYEES;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City seeks to establish the pay range for the City Clerk position; and

WHEREAS, the City Council has determined it is in the best interests of the City to do so;

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

Section 1. FMC 2.44.050, Amended. Section 1 of Ordinance No. 1708 and FMC Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after July 5, 2023, the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary, which exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Custodian	\$3,334	\$4,258
Office Assistant I	\$3,477	\$4,437
Office Assistant II	\$4,180	\$5,334
Court Clerk I	\$4,180	\$5,334
Police Records Technician/CSO I	\$4,291	\$5,477
Administrative Assistant	\$4,515	\$5,761
Court Clerk II	\$4,681	\$5,975
Permit Coordinator/Code Enforcement Officer	\$4,703	\$6,002
Recreation Program Coordinator	\$4,711	\$6,012
Accountant I	\$4,763	\$6,080
Police Records Technician/CSO II	\$4,805	\$6,132
Accountant II	\$5,590	\$7,134
IT Systems Coordinator	\$5,694	\$7,268
Parks Maintenance Supervisor	\$5,649	\$7,210
Court Administrator-without contracted court	\$6,313	\$8,056
City Clerk	\$5,759 6414	\$81867,349
Court Administrator-with contracted court	\$6,944	\$8,864
Parks/Recreation Director	\$7,259	\$9,264
City Clerk/Admin. Services Director	\$8,375	\$10,689
Finance Director	\$8,775	\$11,200
Public Works Director	\$9,427	\$12,032
Police Chief	\$10,447	\$13,333

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For payroll purposes and for the computation of hourly rates for regular employees, the monthly salary of said positions shall be multiplied by twelve (12) and then divided by two thousand and eighty (2,080) hours and rounded to the nearest one hundredth to determine the corresponding hourly rate of pay for entry into the bi-weekly payroll system.

Section 2. 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 3. 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 4. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 27th day of June 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

City Attorney



EMPLOYMENT OPPORTUNITY Administration

POSITION: City Clerk (Regular Full-Time/Exempt)
DATE OPEN: February 4, 2020
DATE CLOSED: Open until filled. First review: February 11, 2020
SALARY RANGE: \$5,456 to \$6,964 monthly

THE POSITION: The City is seeking a capable City Clerk to perform a variety of clerical, technical and administrative work in the administration of the City government. The City Clerk has the functional role as Public Records Officer, Personnel Officer, Risk Manager, and may be appointed Civil Service Commission Chief Examiner/Secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Acts as Clerk at all Council meetings; prepares and distributes agendas, materials, minutes, and records of meetings.
- Acts as custodian of official City seal and attests by signature ordinances, resolutions and contracts.
- Drafts ordinances and resolutions as needed.
- Prepares reports for Council meetings as requested.
- Maintains official City records.
- Maintains official personnel files.
- Prepares job descriptions, job announcements, and assists in the recruitment and hiring process.
- Prepares amendments and updates for the Policies & Procedures Manual and administrative policies.
- Assists in labor relations, provides support in collective bargaining processes, and negotiations with employee associations.
- Processes State Labor & Industries citations and notices and employees' claims.
- Works with departments in the development and implementation of employee training, wellness, and assistance programs.
- Serves as official contact for City's Drug & Alcohol Testing Program and administers policy and procedures provisions.
- Serves on oral interviewing boards.
- Processes and investigates all claims for damages.
- Prepares claim and lawsuit information for attorneys and insurance claims adjusters.
- Maintains City's insurance files.
- Updates risk management program.
- Prepares insurance application forms and proposals for insurance underwriters.

NONESSENTIAL DUTIES

- Performs other duties as assigned.

May act as Civil Service Commission Chief Examiner/Secretary (if appointed)

- Acts as Chief Examiner/Secretary at all meetings; keeps minutes and other records of the Civil Service Commission.
- Administers provisions of and drafts amendments to Civil Service Rules & Regulations and makes recommendations to Commissioners relative to matters of policy.
- Prepares Civil Service Commission budget.
- Prepares and administers examinations.

DESIRED MINIMUM QUALIFICATIONS

- Graduation from a college or university with a bachelor's degree in public administration, business management, WA State retention and Public Records requirements; municipal experience, or a closely related field, and three (3) years of related experience; or
- Any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of:
 - General office procedures
 - Legal language and procedures
 - Basic bookkeeping practices
 - Robert's Rules of Order
 - Local government records retention
 - Applicable codes from the revised code of Washington (RCW's)
- Ability to:
 - Effectively communicate on a one-to-one basis with the public
 - Maintain effective working relations with employees, other departments, officials and the public
 - Maintain accurate records
 - Type and enter data accurately
 - Work under pressure and/or frequent interruptions
 - Maintain confidentiality of records and information

SPECIAL REQUIREMENTS

- Valid Washington driver's license without record of suspension or revocation in any state, or ability to obtain one by time of hire.
- Attend evening City Council meetings.
- Must be bondable.

TOOLS AND EQUIPMENT USED

Personal computer, Microsoft Office, Adobe Standard, audio recording software, calculator, copier, scanner, fax machine, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of experience, oral interview, reference check, and job related tests might be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

TO APPLY

- A formal application form must be fully completed and submitted to:

**City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
Telephone: (253) 564-8901, Fax: (253) 566-0762
Email: spingel@cityoffircrest.net**

- Resumes and cover letters are encouraged and may be attached to the application form.
- Application packages may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- It is not the City's policy to FAX or Express Mail application forms.

GENERAL INFORMATION FOR APPLICANTS**SELECTION**

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

EMPLOYMENT

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the work place.
- The City of Fircrest is a drug-free workplace.