

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, SEPTEMBER 12, 2023
7:00 P.M.**

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

Pg. #

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Environmental, Planning, and Building
 - C. Finance, IT, Facilities
 - D. Other reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks 2
 - B. Approval of Minutes: [August 21, 2023, Study Session](#) 16
[August 22, 2023 Regular Meeting](#) 17
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Resolution: Fircrest Park Athletic Field Improvement Contract](#) 20
 - B. [Resolution: Centennial Steering Committee](#) 27
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
- 16. ADJOURNMENT**

Join the Zoom *Dial-in Information*: 1-253-215-8782 *Webinar ID*: 846 5985 5658 *Password*: 848037

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
30494	09/06/2023	09/12/2023	7165 Alpha Pyrotechnics	7,000.00	NNO - Fireworks Display
	521 22 49 05 Reimbursable Programs		001 000 521 General Fund	7,000.00	NNO - Fireworks Display
30458	08/31/2023	09/12/2023	10548 Bugarin, Melina	200.00	NNO Face Painting Vendor
	521 22 49 05 Reimbursable Programs		001 000 521 General Fund	200.00	NNO Face Painting Vendor
30484	09/01/2023	09/12/2023	6018 Canon Financial Services Inc	159.81	Police Copier/Fax Rental August 2023
	591 21 70 22 Lease Payments - Police		001 000 591 General Fund	159.81	Police Copier/Fax Rental August 2023
30447	08/30/2023	09/12/2023	1194 Charboneau, Kim	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30492	09/06/2023	09/12/2023	6203 Code Mechanical Inc	1,618.95	HVAC Repair - PW
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	1,618.95	HVAC Repair - PW
30382	08/28/2023	09/12/2023	3555 Code Publishing Co	120.02	Web Update - Ordinances 1708-1710
	511 60 49 03 Codification Costs		001 000 511 General Fund	120.02	Web Update - Ordinances 1708-1710
30371	08/28/2023	09/12/2023	6268 Cole-Parmer Instrument Company	123.75	Tisab Reagent Tablets & Dispensers for Fluoride Testing
	534 80 41 00 Water Testing		425 000 534 Water Fund (de	123.75	Tisab Reagent Tablets & Dispensers for Fluoride Testing
30390	08/28/2023	09/12/2023	7918 Contreras, Alejandra	150.00	Spanish Interpreting (2 hrs) 3A0526158
	512 51 41 03 Prof Srvs - Interpreter - FMC		001 000 512 General Fund	150.00	Spanish Interpreting (2 hrs) 3A0526158
30397	08/29/2023	09/12/2023	7802 Core & Main LP	5,377.62	Water Maintenance Parts, Materials for Meter Exchange Program
	594 34 63 01 Other Improvements - Wate		426 000 594 Water Improven	5,377.62	Water Maintenance Parts, Materials for Meter Exchange Program
30377	08/28/2023	09/12/2023	3589 Databar Inc	2,265.23	Town Topics - Statement Production - August 2023, Postage, Town Topics
	518 10 49 01 Town Topics/Citizen Commu		001 000 518 General Fund	61.19	August 2023 Town Topics Insert
	531 50 42 01 Postage - Storm		415 000 531 Storm Drain	308.94	August 2023 UB Postage
	531 50 49 06 Mailing Service - Storm		415 000 531 Storm Drain	425.74	August 2023 UB Mailing Svc
	534 10 42 01 Postage - Water Admin		425 000 534 Water Fund (de	308.95	August 2023 UB Postage
	534 10 49 06 Mailing Service - Water Adr		425 000 534 Water Fund (de	425.73	August 2023 UB Mailing Svc

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	535 10 42 02	Postage - Sewer Admin	430 000 535 Sewer Fund (de	308.94	August 2023 UB Postage
	535 10 49 05	Mailing Service - Sewer Adr	430 000 535 Sewer Fund (de	425.74	August 2023 UB Mailing Svc
30378	08/28/2023	09/12/2023	3589 Databar Inc	489.94	Town Topics - Separate Mailing - August 2023
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	489.94	Town Topics - Separate Mailing - August 2023
30379	08/28/2023	09/12/2023	3589 Databar Inc	1,455.78	Town Topics - August 2023
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	1,455.78	Town Topics - August 2023
30439	08/30/2023	09/12/2023	3589 Databar Inc	2,473.85	Comprehensive Plan Survey 2024
	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	2,473.85	Comprehensive Plan Survey 2024
			Total Databar Inc	6,684.80	
30419	08/29/2023	09/12/2023	9303 Deal, Robert L.	937.85	Police Background Checks (18.75 Hrs) & Mileage 7/24/23-8/13/23
	521 22 41 00	Prof Svcs - Police	001 000 521 General Fund	937.85	Police Background Checks (18.75 Hrs) & Mileage 7/24/23-8/13/23
30442	08/30/2023	09/12/2023	3594 Dept Of Ecology	3,021.50	Municipal Stormwater Permit Fee - 2nd Half FY24 7/1/2023-6/30/2024
	531 50 49 01	Operation Permit	415 000 531 Storm Drain	3,021.50	Municipal Stormwater Permit Fee - 2nd Half FY24 7/1/2023-6/30/2024
30375	08/28/2023	09/12/2023	365 Dept Of Labor & Industries	119.60	Boiler, Pressure Vessel, Inspections - Pool - 4/19/23
	576 20 48 00	Rep & Maint - Pool	001 000 576 General Fund	119.60	Boiler, Pressure Vessel, Inspections - Pool - 4/19/23
30495	09/06/2023	09/12/2023	5192 Droll, Robert W.	22,000.00	Fircrest Park Athletic Field Improvements - Services thru 08/31/23
	594 76 63 03	Other Improvements - PBCF	301 000 594 Park Bond Capit	22,000.00	Fircrest Park Athletic Field Improvements - Services thru 08/31/23
30391	08/28/2023	09/12/2023	3638 Fircrest Golf Club	1,366.81	Land Rental for Water Tank on Golf Course Property - September 2023
	591 34 70 00	Lease Payments - Water Adr	425 000 591 Water Fund (de	1,366.81	Land Rental for Water Tank on Golf Course Property - September 2023
30438	08/30/2023	09/12/2023	10298 Foley, Meagan M.	225.00	Pro Temp Judge - 8/30/23 (3 hrs) - FMC

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	512 51 41 02	Prof Svcs - Pro Temp Judges	001 000 512 General Fund	225.00	Pro Temp Judge - 8/30/23 (3 hrs) - FMC
30460	08/31/2023	09/12/2023	10298 Foley, Meagan M.	225.00	Pro Temp Judge - 8/31/23 (3 hrs) - RMC
	512 52 41 02	Prof Svcs - Pro Temp Judges	001 000 512 General Fund	225.00	Pro Temp Judge - 8/31/23 (3 hrs) - RMC
Total Foley, Meagan M.				450.00	
30486	09/05/2023	09/12/2023	9338 Fuelman Fleet Program	1,364.97	Gas/Fuel August 2023
	548 65 31 08	Gas - Police	501 000 548 Equipment Rent	573.40	Police 08/2023
	548 65 31 11	Gas - Parks/Rec	501 000 548 Equipment Rent	173.03	Parks 08/2023
	548 65 31 12	Gas - Street	501 000 548 Equipment Rent	385.46	Street 08/2023
	548 65 31 14	Gas - Water/Sewer	501 000 548 Equipment Rent	233.08	W/S 08/2023
30381	08/28/2023	09/12/2023	6216 Gentile, Aaron	67.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year
30461	08/31/2023	09/12/2023	8046 Goncharova, Natalya	130.00	Russian Interpreting (2 hrs) - 08/30/23
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	130.00	Russian Interpreting (2 hrs) - 08/30/23
30402	08/29/2023	09/12/2023	3666 Grainger Inc, Dept 826129041	98.38	Pump Assembly for Gun Cleaning Station
	521 22 35 00	Small Tools & Equip - Police	001 000 521 General Fund	98.38	Pump Assembly for Gun Cleaning Station
30444	08/30/2023	09/12/2023	3666 Grainger Inc, Dept 826129041	191.30	PSB Parking Lot Paint
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	191.30	PSB Parking Lot Paint
30445	08/30/2023	09/12/2023	3666 Grainger Inc, Dept 826129041	88.27	Hose Bib Replacement Parts for Pool Deck
	576 20 31 04	Repair Supplies - Pool	001 000 576 General Fund	88.27	Hose Bib Replacement Parts for Pool Deck
Total Grainger Inc, Dept 826129041				377.95	
30466	09/01/2023	09/12/2023	10305 Gunderson Law Office PLLC	12,000.00	City of Fircrest - August 2023
	515 41 41 03	City Prosecutor	001 000 515 General Fund	12,000.00	City of Fircrest - August 2023
30396	08/29/2023	09/12/2023	6229 Holt Services Inc	8,587.80	Well #7 - Troubleshoot New Motor; Well #8 - Check Valve Replacement
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (dep	8,587.80	Well #7 - Troubleshoot New Motor; Well #8 - Check Valve Replacement

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30434	08/30/2023	09/12/2023	3692 Home Depot Credit Services	35.26	Insect Killer
	576 80 31 02	Oper Supplies - Parks	001 000 576	35.26	Insect Killer
30448	08/30/2023	09/12/2023	3692 Home Depot Credit Services	34.16	Ballast for Light
	518 30 31 04	Oper Supplies - CH	001 000 518	34.16	Ballast for Light
30453	08/31/2023	09/12/2023	3692 Home Depot Credit Services	50.24	City Information Sign Replacement at Police Department
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518	50.24	City Information Sign Replacement at Police Department
30454	08/31/2023	09/12/2023	3692 Home Depot Credit Services	8.75	Latch for Whittier Men's Stall Restroom
	518 30 31 05	Oper Supplies - Parks Struct	001 000 518	8.75	Latch for Whittier Men's Stall Restroom
30455	08/31/2023	09/12/2023	3692 Home Depot Credit Services	27.54	Hole Saw for Repairs
	518 30 35 00	Small Tools & Equip - Facilit	001 000 518	27.54	Hole Saw for Repairs
30456	08/31/2023	09/12/2023	3692 Home Depot Credit Services	145.93	Exhaust Fluid for Trucks, Rags for Projects
	535 50 31 01	Oper Supplies - Sewer Main	430 000 535	145.93	Exhaust Fluid for Trucks, Rags for Projects
Total Home Depot Credit Services				301.88	
30475	09/01/2023	09/12/2023	10550 Howmedica Osteonics Corp, Dba Stryker Sales, LLC	35,050.92	AED's (15)
	594 18 64 01	Machinery & Equipment - Fi	001 000 518	9,346.92	AED's (4) one for each Building- ARPA Funds
	594 21 64 00	Machinery & Equipment - Pi	001 000 521	25,704.00	AED's (11) one for each Police Vehicle - ARPA Funds
30478	09/01/2023	09/12/2023	4131 Humane Society - Tacoma	747.00	September 2023 Boarding Contract
	554 30 41 00	Animal Control	001 000 554	747.00	September 2023 Boarding Contract
30451	08/30/2023	09/12/2023	8122 Jean, Robert W.	6,250.00	Project Coordinator Services - August 2023
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535	6,250.00	Project Coordinator Services - August 2023
30490	09/05/2023	09/12/2023	5428 Jeff Boers	1,207.50	Land Use Consulting (10.5 Hrs) - August 2023
	558 60 41 00	Prof Svcs - Planning	001 000 558	1,207.50	Land Use Consulting (10.5 Hrs) - August 2023
30388	08/28/2023	09/12/2023	1379 Keister, Jerry	78.00	Library Reimbursement - 1 Year (Jeni)
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year (Jeni)

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30470	09/01/2023	09/12/2023	6883 L.N. Curtis & Sons	55.71	Name Patches & Velcro - J Lease
	521 22 49 01	Uniforms/Clothing/Laundry	001 000 521 General Fund	55.71	Name Patches & Velcro - J Lease
30487	09/05/2023	09/12/2023	3776 Lemay Mobile Shredding	552.00	Shredding 08/2023 - CH & Court; Hard Drive Shredding - I/S
	512 51 49 00	Miscellaneous - Court	001 000 512 General Fund	51.00	Shredding 08/2023 - Court
	514 23 49 00	Miscellaneous - Finance	001 000 514 General Fund	51.00	Shredding 08/2023 - CH
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	450.00	Hard Drive Shredding 08/2023
30489	09/05/2023	09/12/2023	3776 Lemay Mobile Shredding	45.00	Shredding 08/2023 - PW
	531 50 49 00	Miscellaneous - Storm	415 000 531 Storm Drain	15.00	Shredding 08/2023 - PW
	534 10 49 00	Miscellaneous - Water Admi	425 000 534 Water Fund (de	15.00	Shredding 08/2023 - PW
	535 10 49 00	Miscellaneous - Sewer Admi	430 000 535 Sewer Fund (de	15.00	Shredding 08/2023 - PW
			Total Lemay Mobile Shredding	597.00	
30440	08/30/2023	09/12/2023	10459 Locke Systems Inc.	4,950.00	IT Managed Services & Onboarding Fees - July 2023
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	450.00	Onboarding Fees for July
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,500.00	IT Managed Services - July 2023
30465	08/31/2023	09/12/2023	10459 Locke Systems Inc.	2,093.22	SAA #1902, ERR #680 - Back up Computer
	594 18 64 00	Machinery & Equipment - I/	001 000 518 General Fund	2,093.22	SAA #1902, ERR #680 - Back up Computer
			Total Locke Systems Inc.	7,043.22	
30435	08/30/2023	09/12/2023	2123 Londgren, Elizabeth	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30374	08/28/2023	09/12/2023	3791 Lowe's Company-#338954	29.67	Supplies for Well #8 Repair
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (de	29.67	Supplies for Well #8 Repair
30457	08/31/2023	09/12/2023	10447 Masko, Dawn	477.80	ICMA Airfare Reimbursement
	513 10 43 00	Travel - Admin	001 000 513 General Fund	477.80	ICMA Airfare Reimbursement
30401	08/29/2023	09/12/2023	6369 McLendon Hardware Inc (Tacoma)	9.90	4" Disposable Mini Paint Roller
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	9.90	4" Disposable Mini Paint Roller

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30479	09/01/2023	09/12/2023	6369 McLendon Hardware Inc (Tacoma)	13.20	Hose Bib Handles
	576 20 31 04	Repair Supplies - Pool	001 000 576 General Fund	13.20	Hose Bib Handles
Total McLendon Hardware Inc (Tacoma)				23.10	
30474	09/01/2023	09/12/2023	3878 National Barricade Co LLC	153.92	Barricades - NNO
	521 22 49 04	CJF Programs	001 000 521 General Fund	153.92	Barricades - NNO
30472	09/01/2023	09/12/2023	10549 Newman, Angelina	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30387	08/28/2023	09/12/2023	3923 Orca Pacific Inc	874.50	Hypochlorite Solution (185 Gal)
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (de)	874.50	Hypochlorite Solution (185 Gal)
30395	08/29/2023	09/12/2023	3923 Orca Pacific Inc	2,454.65	Hypochlorite Solution (450 Gal), Rapid Clear Pool (2 Gal)
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576 General Fund	2,454.65	Hypochlorite Solution (450 Gal), Rapid Clear Pool (2 Gal)
30399	08/29/2023	09/12/2023	3923 Orca Pacific Inc	1,765.92	Hypochlorite Solution (280 Gal); Muriatic Acid (2 Gal)
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576 General Fund	1,765.92	Hypochlorite Solution (280 Gal); Muriatic Acid (2 Gal)
30400	08/29/2023	09/12/2023	3923 Orca Pacific Inc	309.08	Muriatic Acid (2 Gal)
	576 20 31 01	Oper Supplies - Pool Chemi	001 000 576 General Fund	309.08	Muriatic Acid (2 Gal)
Total Orca Pacific Inc				5,404.15	
30386	08/28/2023	09/12/2023	10244 Owen Kari, DBA ASL Professionals	232.68	ASL Services 7/25/23 Council Meeting (2 Hr plus Mileage)
	511 60 41 00	Prof Svcs - Legisl	001 000 511 General Fund	232.68	ASL Services 7/25/23 Council Meeting (2 Hr plus Mileage)
30441	08/30/2023	09/12/2023	10244 Owen Kari, DBA ASL Professionals	476.49	ASL Services 8/8/23 & 8/22/23 Council Meetings (4 Hrs plus Mileage)
	511 60 41 00	Prof Svcs - Legisl	001 000 511 General Fund	476.49	ASL Services 8/8/23 & 8/22/23 Council Meetings (4 Hrs plus Mileage)

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			Total Owen Kari, DBA ASL Professionals	709.17	
30417	08/29/2023	09/12/2023	3958 PC Budget & Finance - Jail	402.66	Jail Services - July 2023
	523 60 40 01	Jail	001 000 523 General Fund	402.66	Jail Services - July 2023
30385	08/28/2023	09/12/2023	8993 Pacific Office Automation - A/R	549.59	Copier Lease - 07/01/23-08/01/23
	591 12 70 00	Lease Payments - Court	001 000 591 General Fund	104.42	Court 07/01/23-08/01/23
	591 18 70 10	Lease Payments - Non-Dept	001 000 591 General Fund	203.44	City Hall 07/01/23-08/01/23
	591 31 70 00	Lease Payments - Storm	415 000 591 Storm Drain	31.92	Storm 07/01/23-08/01/23
	591 34 70 00	Lease Payments - Water Adr	425 000 591 Water Fund (de	31.92	Water 07/01/23-08/01/23
	591 35 70 00	Lease Payments - Sewer	430 000 591 Sewer Fund (de	31.91	Sewer 07/01/23-08/01/23
	591 71 70 00	Lease Payments - Recreation	001 000 591 General Fund	102.65	Rec 07/01/23-08/01/23
	591 76 70 80	Lease Payments - Parks	001 000 591 General Fund	11.41	Parks 07/01/23-08/01/23
	591 95 70 00	Lease Payments - Street	101 000 591 City Street Fund	31.92	Street 07/01/23-08/01/23
30476	09/01/2023	09/12/2023	8993 Pacific Office Automation - A/R	1,327.19	Copier Usage 05/01/23-08/01/23
	512 51 45 00	Oper Rentals - Copier - Cou	001 000 512 General Fund	41.65	Court 05/01/23-08/01/23
	518 10 45 00	Oper Rentals - Copier - Non	001 000 518 General Fund	702.82	City Hall 05/01/23-08/01/23
	531 50 45 00	Oper Rentals - Copier - Stor	415 000 531 Storm Drain	49.32	Storm 05/01/23-08/01/23
	534 10 45 02	Oper Rentals - Copier - Wat	425 000 534 Water Fund (de	49.32	Water 05/01/23-08/01/23
	535 10 45 00	Oper Rentals - Copier - Sew	430 000 535 Sewer Fund (de	49.31	Sewer 05/01/23-08/01/23
	542 30 45 00	Oper Rentals - Copier - Stre	101 000 542 City Street Fund	49.32	Street 05/01/23-08/01/23
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571 General Fund	346.90	Rec 05/01/23-08/01/23
	576 80 45 00	Oper Rentals - Copier - Park	001 000 576 General Fund	38.55	Parks 05/01/23-08/01/23
			Total Pacific Office Automation - A/R	1,876.78	
30418	08/29/2023	09/12/2023	8626 Pacific Office Automation Inc	152.83	Postage Meter Rental - September 2023
	591 18 70 10	Lease Payments - Non-Dept	001 000 591 General Fund	152.83	Postage Meter Rental - September 2023
30493	09/06/2023	09/12/2023	3955 Petrocard Systems Inc	530.55	Gas/Fuel - August 2023
	548 65 31 11	Gas - Parks/Rec	501 000 548 Equipment Rent	51.93	Parks - 08/2023
	548 65 31 12	Gas - Street	501 000 548 Equipment Rent	111.12	Street - 08/2023
	548 65 31 13	Gas - Storm	501 000 548 Equipment Rent	36.58	Storm - 08/2023
	548 65 31 14	Gas - Water/Sewer	501 000 548 Equipment Rent	330.92	W/S - 08/2023
30468	09/01/2023	09/12/2023	3956 Petty Cash-Corcoran	58.38	Petty Cash Reimbursement 09/12/23
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	58.38	Wellness Supplies

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30488	09/05/2023	09/12/2023	3970 Pitney Bowes Global LLC	146.20	Red Ink Cartridge
	518 10 42 01 Postage - Non Dept		001 000 518 General Fund	146.20	Red Ink Cartridge
30452	08/31/2023	09/12/2023	10209 Polly L. MacLean, CSC	221.60	ASL Interpreting 8/8/23 Council Meeting (2 hrs plus mileage)
	511 60 41 00 Prof Svcs - Legislat		001 000 511 General Fund	221.60	ASL Interpreting 8/8/23 Council Meeting (2 hrs plus mileage)
30469	09/01/2023	09/12/2023	4828 Protect Youth Sports	21.90	Background Checks for Parks/Rec & Planning/Building (August 2023)
	518 11 41 00 Prof Svcs - Personnel		001 000 518 General Fund	21.90	Background Checks for Parks/Rec & Planning/Building (August 2023)
30410	08/29/2023	09/12/2023	7614 Prothman	592.01	Police Chief Search - 2nd Round - Reimbursable Expenses
	521 22 41 00 Prof Svcs - Police		001 000 521 General Fund	592.01	Police Chief Search - 2nd Round - Reimbursable Expenses
30436	08/30/2023	09/12/2023	3986 Puget Sound Energy, BOT-01H	77.87	Natural Gas - Rec Center - August 2023
	571 10 47 00 Public Utility Services - Rec		001 000 571 General Fund	77.87	Natural Gas - Rec Center - August 2023
30437	08/30/2023	09/12/2023	3986 Puget Sound Energy, BOT-01H	1,785.58	Natural Gas - Pool/Bathhouse - August 2023
	576 20 47 00 Public Utility Services - Pool		001 000 576 General Fund	1,785.58	Natural Gas - Pool/Bathhouse - August 2023
			Total Puget Sound Energy, BOT-01H	1,863.45	
30398	08/29/2023	09/12/2023	10547 Puget Sound Petroleum, Inc.	2,422.95	Fuel for Generators at Sewer Liftstations
	535 50 31 01 Oper Supplies - Sewer Main		430 000 535 Sewer Fund (dep	2,422.95	Fuel for Generators at Sewer Liftstations
30480	09/01/2023	09/12/2023	10547 Puget Sound Petroleum, Inc.	971.93	Fuel for PW & PSB Generators
	518 30 31 02 Oper Supplies - PSB Bldg		001 000 518 General Fund	693.66	Fuel for PSB Generator
	518 30 31 03 Oper Supplies - PWF		001 000 518 General Fund	278.27	Fuel for PW Generator
			Total Puget Sound Petroleum, Inc.	3,394.88	
30485	09/01/2023	09/12/2023	5710 Rainier Connect, Mashell Telecom	106.95	Internet Access Fee - City Hall - September 2023
	518 81 42 00 Communication/Internet - I/		001 000 518 General Fund	106.95	Internet Access Fee - City Hall - September 2023

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
30372	08/28/2023	09/12/2023	4026 S & B Inc	298.92	Well #8 Meter Calibration
	534 50 48 01	Rep & Maint - Water Maint	425 000 534	298.92	Well #8 Meter Calibration
30389	08/28/2023	09/12/2023	4035 Sarco Supply	49.89	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571	49.89	Janitorial Supplies - Rec Bldg
30411	08/29/2023	09/12/2023	4035 Sarco Supply	682.23	Janitorial Supplies - Pool
	576 20 31 02	Janitorial Supplies - Pool	001 000 576	682.23	Janitorial Supplies - Pool
30412	08/29/2023	09/12/2023	4035 Sarco Supply	333.44	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571	333.44	Janitorial Supplies - Rec Bldg
30413	08/29/2023	09/12/2023	4035 Sarco Supply	370.17	Janitorial Supplies - Public Works
	518 30 31 03	Oper Supplies - PWF	001 000 518	370.17	Janitorial Supplies - Public Works
30414	08/29/2023	09/12/2023	4035 Sarco Supply	177.55	Operating Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518	177.55	Operating Supplies - City Hall
30433	08/30/2023	09/12/2023	4035 Sarco Supply	212.99	Janitorial Supplies - Pool
	576 20 31 02	Janitorial Supplies - Pool	001 000 576	212.99	Janitorial Supplies - Pool
			Total Sarco Supply	1,826.27	
30384	08/28/2023	09/12/2023	8403 Schmidtk, Judy A	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
30491	09/06/2023	09/12/2023	10553 Schoettler, Sue	75.95	Reimbursement for Fun Days Decor (Kiwanis Volunteer)
	573 90 49 01	Community Events	001 000 573	75.95	Reimbursement for Fun Days Decor (Kiwanis Volunteer)
30376	08/28/2023	09/12/2023	6088 Sentinel Pest Control Inc	275.25	Pest Control - Thelma Gilmur Park - 08/2023
	531 50 48 00	Rep & Maint - Storm	415 000 531	68.81	Pest Control - Thelma Gilmur Park - 08/2023
	534 50 48 01	Rep & Maint - Water Maint	425 000 534	68.81	Pest Control - Thelma Gilmur Park - 08/2023
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535	68.81	Pest Control - Thelma Gilmur Park - 08/2023
	542 30 48 01	Rep & Maint - Street Maint	101 000 542	68.82	Pest Control - Thelma Gilmur Park - 08/2023

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30473	09/01/2023	09/12/2023	7308 SiteCrafting Inc	1,394.00	Monthly Hosting - CityofFircrest.net - January - June 2023
	518 81 41 02	Web Design & Maintenance	001 000 518 General Fund	1,394.00	Monthly Hosting - CityofFircrest.net - January - June 2023
30403	08/29/2023	09/12/2023	4084 Staples Business Advantage	22.01	Wireless Headphones
	524 20 35 00	Small Tools & Equip - Buildi	001 000 524 General Fund	11.00	Wireless Headphones
	558 60 35 00	Small Tools & Equip - Plann	001 000 558 General Fund	11.01	Wireless Headphones
30404	08/29/2023	09/12/2023	4084 Staples Business Advantage	142.54	Office Supplies - Central & Rec
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	94.77	Office Supplies - Central
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	47.77	Office Supplies - Rec
30405	08/29/2023	09/12/2023	4084 Staples Business Advantage	3.84	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	3.84	Office Supplies - Central
30406	08/29/2023	09/12/2023	4084 Staples Business Advantage	20.40	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	20.40	Office Supplies - Central
30407	08/29/2023	09/12/2023	4084 Staples Business Advantage	139.50	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	139.50	Office Supplies - Central
30408	08/29/2023	09/12/2023	4084 Staples Business Advantage	93.81	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	93.81	Office Supplies - Central
30409	08/29/2023	09/12/2023	4084 Staples Business Advantage	27.57	Office Supplies - Rec
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	27.57	Office Supplies - Rec
			Total Staples Business Advantage	449.67	
30483	09/01/2023	09/12/2023	4097 Streun, Gregor	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30467	09/01/2023	09/12/2023	9888 T-Mobile (Cell Phone Bill)	1,097.90	City Cell Phones & Air Cards 08/2023
	513 10 42 00	Communication - Admin	001 000 513 General Fund	30.22	City Manager 08/2023
	518 30 42 00	Communication - Fac/Equip	001 000 518 General Fund	90.66	Maint. Lead, 2 Workers 08/2023
	521 22 42 00	Communication - Police	001 000 521 General Fund	583.23	Police Officers, Chief and Air Cards 08/2023
	524 20 42 00	Communication- Building	001 000 524 General Fund	15.11	Admin Svcs Dir. 08/2023

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531 50 42 00	Communication - Storm		415 000 531 Storm Drain	60.44	Public Works Crew, Director, Billing Clerk 08/2023
534 10 42 00	Communication - Water Adr		425 000 534 Water Fund (de	91.59	Public Works Crew, Director, Billing Clerk, PW Water Meter Collector 08/2023
535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (de	60.44	Public Works Crew, Director, Billing Clerk 08/2023
542 30 42 00	Communication - Street Re		101 000 542 City Street Fund	60.44	Public Works Crew, Director, Billing Clerk 08/2023
558 60 42 00	Communication - Planning		001 000 558 General Fund	15.11	Admin Svcs Dir. 08/2023
576 80 42 00	Communication - Parks		001 000 576 General Fund	90.66	P/R Director, Events, Maint. Worker 08/2023
30481 09/01/2023	09/12/2023	4120	Tacoma Daily Index	472.51	August 2023 Publications
511 60 41 01	Advertising - Legisl		001 000 511 General Fund	78.76	Legislative Ordinance 1710, Notice of Special City Council Meeting
576 80 41 01	Advertising - Parks		001 000 576 General Fund	393.75	Call for Bids: Athletic Field Improvements
30482 09/01/2023	09/12/2023	4322	Tacoma, City of - POWER	405.75	Power - Various Locations - August 2023
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (de	405.75	Commons & Alameda L/S - August 2023
30464 08/31/2023	09/12/2023	4139	Tapco Visa Card	4,439.03	44th St. Lift Station - Electric Meter Disconnect/Reconnect
535 50 48 00	Rep & Maint - Sewer Maint		430 000 535 Sewer Fund (de	4,439.03	44th St. Lift Station - Electric Meter Disconnect/Reconnect
30394 08/29/2023	09/12/2023	5934	US Bank, City Hall Account	3,154.15	P-Card Charges thru 08/25/23
512 51 35 00	Small Tools & Equip - Court		001 000 512 General Fund	21.51	Monitor Cable & Power Cord
513 10 43 00	Travel - Admin		001 000 513 General Fund	59.76	Business Lunch - D Masko
513 10 49 01	Reg & Tuition - Admin		001 000 513 General Fund	790.00	2023 ICMA Annual Conference - D Masko
513 10 49 02	Dues/Member/Subscription:		001 000 513 General Fund	158.54	Annual Subscription to Grammarly - D Masko
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	115.00	Excel Training - J Dunbar, Accounting Webinar - M Ryan
517 90 31 01	Oper Supplies - Wellness Pr		001 000 517 General Fund	502.80	Wellness Program - Summer BBQ Supplies
518 10 34 01	Office Supplies - Central		001 000 518 General Fund	10.89	Central Supplies
518 10 42 01	Postage - Non Dept		001 000 518 General Fund	212.30	Postage - Passports
518 10 49 04	Reg & Tuition - Non Dept		001 000 518 General Fund	75.00	Accounting Webinar - S Lee
518 11 41 01	Advertising - Personnel		001 000 518 General Fund	629.00	Government.com Job Posting Subscription
518 81 35 00	Small Tools & Equip - I/S		001 000 518 General Fund	34.76	IS - Misc. Equipment
518 81 41 02	Web Design & Maintenance		001 000 518 General Fund	25.51	GoDaddy Annual Charge for fircrestcommunitycenter.org
521 10 49 00	Miscellaneous - Civil Svc		001 000 521 General Fund	432.14	Snacks & Refreshments for Police Chief Community Panel and Meet & Greet
594 11 64 00	Machinery & Equipment - L		001 000 511 General Fund	86.94	AV System Equipment

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30446	08/30/2023	09/12/2023	8482 US Bank, Police Department Account	1,290.34	P-Card Charges thru 08/25/23
	521 10 49 00	Miscellaneous - Civil Svc	001 000 521 General Fund	207.53	Refreshments, Food & Supplies for Police Chief Panel
	521 22 49 05	Reimbursable Programs	001 000 521 General Fund	1,082.81	NNO Supplies
30380	08/28/2023	09/12/2023	8483 US Bank, Public Works Dept Account	665.57	P-Card Charges thru 08/25/23
	531 50 31 01	Office Supplies - Storm	415 000 531 Storm Drain	4.29	Office Supplies
	531 50 31 02	Oper Supplies - Storm	415 000 531 Storm Drain	169.26	Storage Containers & Display Board for Outreach Booth
	534 10 31 00	Office Supplies - Water Adm	425 000 534 Water Fund (de	4.29	Office Supplies
	535 10 31 00	Office Supplies - Swr Admin	430 000 535 Sewer Fund (de	31.54	Storage Containers & Office Supplies
	542 30 31 01	Office Supplies - Street Reg	101 000 542 City Street Fund	4.28	Office Supplies
	553 10 31 00	Office & Oper Sup - Water C	425 000 553 Water Fund (de	142.03	Storage Containers & Display Board for Outreach Booth
	576 20 35 00	Small Tools & Equip - Pool	001 000 576 General Fund	309.88	New Motor for Pool Cleaner/Vac
30459	08/31/2023	09/12/2023	8484 US Bank, Recreation Dept Account	782.99	P-Card Charges thru 08/25/23
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	46.79	Rec Office Supplies
	571 10 31 01	Oper Supplies - Rec	001 000 571 General Fund	120.08	Rec Operating Supplies
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	180.95	Senior Morning Supplies
	571 10 31 03	Youth Supplies	001 000 571 General Fund	85.68	Summer Camp Supplies
	573 90 49 01	Community Events	001 000 573 General Fund	93.63	Supplies for Community Events
	576 20 31 00	Office Supplies - Pool	001 000 576 General Fund	12.99	Swim Lesson Office Supplies
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	242.87	Supplies for Pool Theme Night
30415	08/29/2023	09/12/2023	4172 Union 76 Royal	142.79	#38454D Gas/Fuel - 08/17/2023
	548 65 31 11	Gas - Parks/Rec	501 000 548 Equipment Rent	142.79	#38454D Gas/Fuel - 08/17/2023
30416	08/29/2023	09/12/2023	4172 Union 76 Royal	25.43	#62853 Gas/Fuel - 08/18/2023
	548 65 31 05	Gas - Non Dept	501 000 548 Equipment Rent	25.43	#62853 Gas/Fuel - 08/18/2023
			Total Union 76 Royal	168.22	
30373	08/28/2023	09/12/2023	4178 University Place Refuse Inc	503.36	Dumping Fees - 08/2023
	531 50 47 01	Dumping Fees - Storm	415 000 531 Storm Drain	204.59	Dumping Fees - Storm 08/2023
	534 80 47 02	Dumping Fees - Water	425 000 534 Water Fund (de	99.59	Dumping Fees - Water 08/2023
	535 80 47 02	Dumping Fees - Sewer	430 000 535 Sewer Fund (de	99.59	Dumping Fees - Sewer 08/2023
	542 30 47 01	Dumping Fees - Street	101 000 542 City Street Fund	99.59	Dumping Fees - Street 08/2023
30449	08/30/2023	09/12/2023	9253 University Place Tire & Auto	303.91	#68054D 2018 Ford 350 Super Duty - Fixed A/C

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	548 65 48 11 O & M - Parks/Rec		501 000 548 Equipment Rent	303.91	#68054D 2018 Ford 350 Super Duty - Fixed A/C
30383	08/28/2023	09/12/2023	4179 Unum Life Insurance Company of America	56.90	Retired Benefits - September 2023
	521 22 20 02 LEOFF I Long Term Care Pre		001 000 521 General Fund	56.90	Retired Benefits - September 2023
30477	09/01/2023	09/12/2023	3645 WEX BANK, Wright Express FSC	2,548.84	Gas/Fuel August 2023
	548 65 31 06 Gas - Facilities		501 000 548 Equipment Rent	75.84	F&E 08/2023
	548 65 31 08 Gas - Police		501 000 548 Equipment Rent	1,610.29	Police 08/2023
	548 65 31 11 Gas - Parks/Rec		501 000 548 Equipment Rent	170.04	Parks 08/2023
	548 65 31 12 Gas - Street		501 000 548 Equipment Rent	630.82	Street 08/2023
	548 65 31 14 Gas - Water/Sewer		501 000 548 Equipment Rent	61.85	W/S 08/2023
30450	08/30/2023	09/12/2023	4231 Water Mgmt Labs Inc	360.00	Coliform & Fluoride Testing - 07/19/23
	534 80 41 00 Water Testing		425 000 534 Water Fund (de	360.00	Coliform & Fluoride Testing - 07/19/23
30463	08/31/2023	09/12/2023	9716 Watermen, Inc	123.78	Lifeguard/Instructor Bathing Suit Re-Order
	576 20 31 03 Oper Supplies - Pool		001 000 576 General Fund	123.78	Lifeguard/Instructor Bathing Suit Re-Order
30462	08/31/2023	09/12/2023	4243 Western Wash Umpire Assn	201.20	Softball Umpire (4 Games)
	571 20 49 09 Youth Baseball		001 000 571 General Fund	201.20	Softball Umpire (4 Games)
30370	08/28/2023	09/12/2023	4246 Whistle Workwear	327.56	Work Pants - J Marzano; Work Shoes - S Marez
	531 50 20 01 Contract Benefits - Storm		415 000 531 Storm Drain	81.89	Work Pants - J Marzano; Work Shoes - S Marez
	534 10 20 01 Contract Benefits - Wtr Adm		425 000 534 Water Fund (de	81.89	Work Pants - J Marzano; Work Shoes - S Marez
	535 10 20 01 Contract Benefits - Sewer Ac		430 000 535 Sewer Fund (de	81.89	Work Pants - J Marzano; Work Shoes - S Marez
	542 30 20 01 Contract Benefits - Street Re		101 000 542 City Street Fund	81.89	Work Pants - J Marzano; Work Shoes - S Marez
30471	09/01/2023	09/12/2023	10035 Zoom Video Communications	1,417.17	Monthly Phone Rental - 08/31/23-09/29/23
	513 10 42 00 Communication - Admin		001 000 513 General Fund	79.64	Meeting Webinar & Recording - 08/31/23-09/29/23
	518 10 42 00 Communication - Non Dept		001 000 518 General Fund	1,005.08	Monthly Phone Service - 08/31/23-09/29/23
	591 18 70 10 Lease Payments - Non-Dept		001 000 591 General Fund	332.45	Monthly Phone Rental - 08/31/23-09/29/23
30443	08/30/2023	09/12/2023	4273 Zumar Industries Inc	421.68	Stencil for PSB Parking Lot, Sign for City Hall Parking Lot
	518 30 31 02 Oper Supplies - PSB Bldg		001 000 518 General Fund	326.45	Stencil for PSB Parking Lot
	518 30 31 04 Oper Supplies - CH		001 000 518 General Fund	95.23	Sign for City Hall Parking Lot

Report Total: 162,806.58

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			Fund		
			001 General Fund	97,877.11	
			101 City Street Fund	396.26	
			301 Park Bond Capital Fund	22,000.00	
			415 Storm Drain	4,441.70	
			425 Water Fund (department)	12,960.57	
			426 Water Improvement Fund	5,377.62	
			430 Sewer Fund (department)	14,836.83	
			501 Equipment Rental Fund	4,916.49	

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

INSURANCE POOL PRESENTATION

City Manager Masko provided a brief update on the City's insurance rates and stated that the City will continue with the Cities Insurance Association of Washington (CIAW). Discussions included climate impacts on rates, cyber and infrastructure liability, past and current claims, and increased rates.

“MURPHY” COSTUME – USAGE RESTRICTIONS

Parks and Recreation Director Grover and Community Events Specialist Schmidtke provided a brief overview of “Murphy,” the City's mascot, and stated that the City has ordered a “Murphy” mascot costume to use during City events. Discussions included the costume cost, “Murphy's” event appearances, and the protection of unauthorized and improper use of the image.

COMPREHENSIVE PLAN DRAFT VISION STATEMENT

Project Coordinator Jean provided a brief update on the City's Comprehensive Plan draft vision statement and stated that there has been a large response on the City's vision from the community. There was a brief discussion on the Comprehensive Plan survey.

FIRCREST PARK MAINTENANCE FACILITY DISCUSSION

Public Works Director Bemis provided a brief update on the Fircrest Park Maintenance Facility and provided alternatives for the facility's restoration or reconstruction. Discussions included fire regulations, storage solutions, restrooms, costs, and property zoning.

MILDRED STREET DEVELOPMENT – “PROSE” PROJECT UPDATE

Project Coordinator Jean provided a brief update on the Mildred Street development and stated that the City is working with Pierce County Planning and Public Works for sewer basin amendment.

CENTENNIAL COMMITTEE FORMATION

City Manager Masko provided a brief summary on the establishment of a Centennial Committee to assist in preparations and logistics for the City's Centennial. Discussions included the committee duration, subcommittees, Council communication, and youth representation.

HOLIDAY TREE COMMITTEE DISCUSSION

City Manager Masko reported that further research is needed before providing Council information on the Holiday Tree committee formation. Discussions included the Alice Peers Park tree health and its use during the Centennial, and the certified Arborist report.

ADJOURNMENT

Councilmember Reynolds MOVED to adjourn the meeting at 6:57 P.M.; seconded by Councilmember Bufford. The Motion Carried (5-0).

Brett L. Wittner, Mayor

Arlette Burkhart, Acting City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

PRESIDING OFFICER’S REPORT

There were no reports.

CITY MANAGER COMMENTS

There were no reports.

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis provided an update on Well House 6 and 7 and stated that there was a vehicle impact to the Well House. The Public Works Department will be keeping track of expenses.
- Interim Police Chief LaTour provided an update on the Well House incident and investigation. There was a brief discussion on the City’s point of contact list and DUI recovery cost log. Lastly, he informed the Council of a candidate’s conditional job offer.

COUNCILMEMBER COMMENTS

- Councilmember Andrews; no comment.
- Councilmember Bufford commented on pest issues at Thelma Gilmur Park and commented on the pedestrian crosswalk safety issues.
- Councilmember George; no comment.
- Councilmember Reynolds; no comment.
- Councilmember Viafore commented on the Parks and Recreation Department P-1s.
- Mayor Wittner; no comment.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Wittner invited public comment; none were provided.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

There was no report.

B. Pierce County Regional Council

Councilmember Reynolds reported that PCRC is currently on recess for the month of August.

C. Public Safety, Courts

There was no report.

D. Street, Water, Sewer, and Storm Drain

Councilmember Bufford reported on the Electron Way crosswalk Request For Qualifications design, the City’s proposed Inflow and Infiltration (I&I) program, Advance Metering

Infrastructure (AMI) installations, and consultant interviews for the Regents Blvd. grind and overlay project.

E. Other Liaison Reports

There were no other reports.

CONSENT CALENDAR

Mayor Wittner requested the Acting City Clerk read the Consent Calendar:

- A. Approval of Check No. 220012 through 220084 in the amount of \$576,479.77
Approval of payroll electronic funds transfer in the amount of \$174,760.28.
- B. Registering no objections to Sammy’s Pizza Liquor License Renewal.
Registering no objections to Pint Defiance Liquor License Renewal.
Registering no objections to OMG Food Mart Liquor License Renewal.
- C. Setting a public hearing on October 24, 2023, at 7:00 P.M. or shortly thereafter to receive comments on the 2024 preliminary budget.
- D. Setting a public hearing on October 24, 2023, at 7:00 P.M. or shortly thereafter to receive comments on the 2024 revenue sources.
- E. Setting a public hearing on November 14, 2023, at 7:00 P.M. or shortly thereafter to receive comments on the 2024 preliminary budget.
- F. Approval of the July 25, 2023, Regular Meeting minutes.
Approval of the August 08, 2023, Regular Meeting minutes.

Councilmember Bufford MOVED to approve the Consent Calendar as read; seconded by Councilmember 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. 1843: Authorizing Execution of Letter of Understanding for Stormwater Agreements

Councilmember George stated that he resides in an eligible Homeowners Association and asked to excuse himself to avoid any potential conflict of interest. Public Works Director Bemis reported on the proposed resolution and highlighted that the City will have the ability to provide Homeowner Associations an annual storm drain fee credit. **Councilmember Bufford MOVED to adopt Resolution No. 1843, authorizing the City Manager to execute a Letter of Understanding with the Fircrest Greens and 11th Tee Homeowners Associations (HOAs) to allow for application for an annual Storm Drain Fee Credit; seconded by Councilmember Viafore.** Mayor Wittner

invited Councilmember comment. There was a brief discussion on the commencement of the fee credits. Mayor Wittner invited public comment; none were provided. **The Motion Carried (5-0), with Councilmember George excused.**

CALL FOR FINAL COMMENTS

There were no final comments.

EXECUTIVE SESSION

There was none scheduled.

ADJOURNMENT

Councilmember Bufford MOVED to adjourn the meeting at 7:30 P.M.; seconded by Councilmember George. The Motion Carried (6-0).

Brett L. Wittner, Mayor

Arlette Burkhart, Acting City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Resolution Awarding Construction Contract for the Fircrest Park Athletic Field Improvement Project

ITEM: 13A

DATE: September 12, 2023

FROM: Jeff Grover, Parks and Recreation Director

RECOMMENDED MOTION: I move to adopt a Resolution awarding the construction contract for the Fircrest Park Athletic Field Improvement Project to KBH Construction.

PROPOSAL: The Council is being asked to award the construction contract for the Fircrest Park Athletic Field Improvement Project to KBH Construction and authorize the City Manager to execute the required documents and give the notice to proceed with construction.

FISCAL IMPACT: KBH Construction provided a total base bid, including alternates, of \$207,730, excluding tax, which was the lowest responsible bid. This project will be funded by a Recreation and Conservation Office (RCO) Youth Athletic Facilities matching grant in the amount of \$158,515. Fircrest will contribute the remaining cost of the project, utilizing funds from the Park Bond Capital Fund. The bids received ranged from a low of \$ 207,730 to a high of \$503,120. The total project cost, including taxes, shall not exceed \$228,710.73, which is \$58,792.31 less than the engineer's estimate.

ADVANTAGES: The 7.8-acre Fircrest Park provides fields that accommodate softball, Little League baseball, tee ball, and soccer. This renovation will transform Fircrest Park into a better multi-sport park with improved field playability and nighttime play options.

DISADVANTAGES: None.

ALTERNATIVES: Do not proceed; lose grant funding.

HISTORY: The Fircrest Park playing fields are highly utilized. They currently have less-than-desirable playing surfaces, grading, field orientation, and spacing. The City received an RCO grant of \$158,515 in 2022 for the Fircrest Park Athletic Field Improvement project and budgeted required matching funds from the Park Bond Capital Fund in the 2023 adopted budget. The project will include improvements related to field lighting, grading, relocation, field orientation, turf establishment, and other miscellaneous amenities. The project also includes locating existing electrical, irrigation, and drainage systems and bringing them up to optimum functionality.

The City contracted with landscape architect Robert Droll for project design, construction bid document preparation, and construction administration services. The bid documents were advertised in the Daily Journal of Commerce as required and the City accepted bids up until 2:00 PM on Thursday, August 24, 2023. The City received bids from four (4) contractors with the lowest bid coming from KBH Construction in the amount of \$207,730 exclusive of taxes. City

staff have conducted the appropriate background checks on KBH Construction and recommend awarding the Fircrest Park Athletic Field Improvement contract to them.

ATTACHMENTS:

Resolution

Bid Tabs

Other Bid Materials

**CITY OF FIRCREST
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AWARDED THE CONSTRUCTION
CONTRACT FOR THE FIRCREST PARK ATHLETIC FIELD
IMPROVEMENT PROJECT TO KBH CONSTRUCTION IN THE
AMOUNT OF \$228,711, INCLUDING TAX, AND AUTHORIZING
THE CITY MANAGER TO EXECUTE THE REQUIRED
DOCUMENTS AND TO GIVE THE NOTICE TO PROCEED TO
COMMENCE CONSTRUCTION OF THE PROJECT.**

WHEREAS, the City of Fircrest applied for and received matching funds for a Recreation and Conservation Office (RCO) grant in 2022 to update the old field lighting and renovate the natural field turf at the south end of Fircrest Park; and

WHEREAS, the City Council has allocated funds in the 2023 budget for this project; and

WHEREAS, KBH Construction provided the lowest responsible bid for this project; and

WHEREAS, the City of Fircrest desires to enter a construction contract with KBH Construction for athletic field improvements at Fircrest Park.

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

Section 1. The Fircrest Park Athletic Field Improvement Project is hereby awarded to KBH Construction in the amount of \$228,711, including tax, and the City Manager is hereby authorized and directed to execute the required documents and give the notice to proceed to commence construction of the project.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof, this 12th day of September 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

BID Due:
2:00 PM, Thursday
August 24, 2023

BID DELIVERY LOCATION
Deliver the required Bid Documents to
Fircrest City Hall, 115 Ramsdell Street, Fircrest WA 98466

**** PLEASE PRINT CLEARLY BELOW ****

TOTAL BASE BID (NOT INCLUDING SALES TAX)	
↓ PRICE WRITTEN-OUT COMPLETELY IN WORDS ↓	↓ PRICE IN NUMBERS ONLY ↓
one hundred forty four thousand nine hundred fifty _____ (U.S.) DOLLARS	\$ 144,950.00 _____

Jamie Kirkpatrick Printed Name of Person Signing Bid Proposal ↑ President	KBH Construction Firm Name (Printed legibly) ↑ 4805 101st Ln SW
Title ↑ (Estimator, Vice-President, Owner, Principal, etc.) KBH10CC933DK 3/13/2025	Physical Street Address ↑ (NO PO Boxes Here) Olympia WA 98512 City ↑ State Zip + PLUS 4
Contractor Registration No. & Expiration Date ↑ 20-843A315	Area Code Phone Number ↑ (360) 413-7888
Taxpayer Identification Number ↑ 602 694 977	Area Code Fax Number ↑ (360) 252-7626
Washington UBI Number ↑ 363671 00 7	Area Code Cellular Phone Number ↑ (360) 239-2176
Employment Security Department Number ↑	jkirkpatrick@kbhconst.com E-Mail Address (Enter N/A if none) ↑
PO Box for US Mail Delivery (if any) ↑	

Fircrest Park Athletic Field Improvements

Unit prices and estimated quantities shall be used to determine the Base Bid. These prices shall also be used to adjust the Contract in the event there is an increase or decrease in the estimated quantities. All costs shall be "in place" costs and complete, excluding State Sales Tax. *In the event of an irregularity, the unit price prevails. The Owner reserves the right to make mathematical corrections of multiplication or addition errors on the bid form.*

Trench Excavation Safety Provisions: If the contract contains any work which requires trenching exceeding a depth of four (4) feet, all costs for adequate trench safety systems shall be identified as a separate bid item in compliance with Chapter 39.04 RCW. The purpose of this provision is to ensure that the bidder agrees to comply with all relevant trench safety requirements of Chapter 49.17 RCW. This bid amount shall be considered part of the total base bid. **Include a lump sum dollar amount (even if the value is \$0.00) to be considered responsive to the bid solicitation.**

Wage Certification. The bidder certifies under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct: within the three-year period immediately preceding the bid solicitation date, the bidder has not been a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

BASE BID ITEMS

BE SURE TO INCLUDE UNIT PRICES IF THE BOX IS NOT SHADED

ITEM NO.	DESCRIPTION	EST QTY	UNIT PRICE	TOTAL AMOUNT
1	Trench Safety Excavation Provisions – Per Lump Sum	1 LS	0.00	0.00
2	Mobilization per WSDOTSS 1-09.7 – per Lump Sum	1 LS	33,450.00	33,450.00
3	Sportsfield Renovation Area A – Per Lump Sum	1 LS	111,500.00	111,500.00
5				
TOTAL BASE BID MUST AGREE WITH PAGE 1 BID AMOUNT →				\$ 144,950.00

ALTERNATE BID ITEMS (ABI)

ITEM NO.	DESCRIPTION	EST QTY	UNIT PRICE	TOTAL AMOUNT
ABI 1	Sportsfield Renovation Area B – Per Lump Sum	1 LS	45,280.00	45,280.00
ABI 2	Sportsfield Renovation Area C – Per Lump Sim	1 LS	17,500.00	17,500.00

The Bidder declares that they have carefully examined the site of the proposed work, the Drawings, Specifications and all of the conditions affecting the work. Therefore, the Bidder proposes to provide all labor, equipment, materials, and permits and to perform all work as required by, and in strict accordance with the Contract Documents for the bid amounts as follows.

The Owner reserves the right to accept or reject all bids and to waive informalities. No withdrawal of bids after bid deadline, or before award of contract, unless award is delayed over thirty (30) days.

Basis of Award

Basis of award shall be the sum total of the Base Bid plus any, all, or none of the Alternate Bid Items as determined by the Owner.

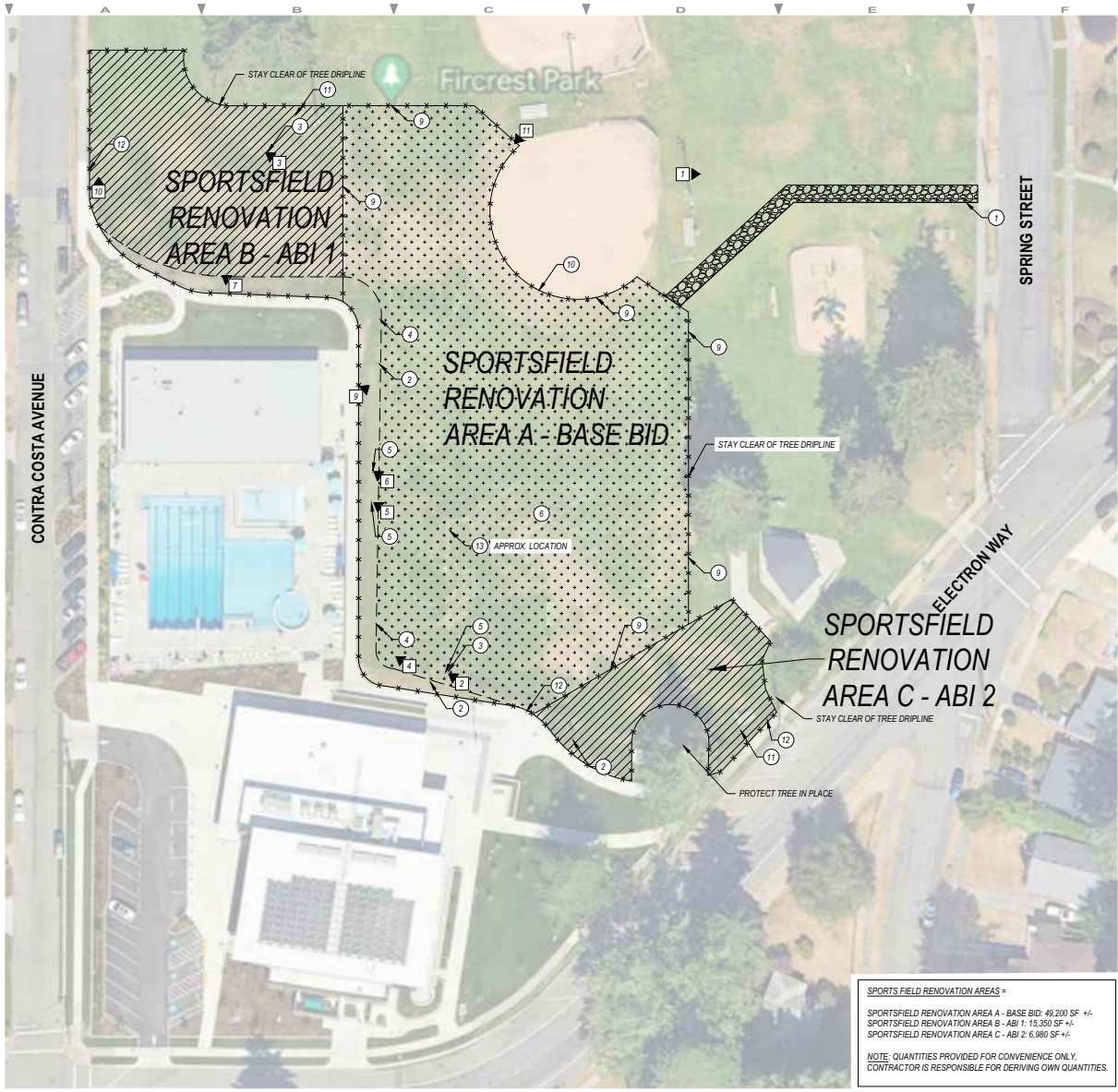
Notice to Proceed and Access to Project Site:

Notice to Proceed will be provided to the Contractor as soon as all contractual matters have been resolved and Contractor shall have access to the Project Site on Wednesday, September 13, 2023.

Substantial and Final Completion Dates:

Bidder agrees to achieve Substantial Completion (including accepted alternate bid items) in accordance with drawings and specifications by end of day, Wednesday, October 25, 2023. Final Completion shall be achieved within 14 calendar days from Substantial Completion which is Wednesday, November 8, 2023.

It is agreed that liquidated damages shall be levied for each and every calendar day by which the completion of the work is delayed beyond the time fixed for Substantial Completion or extension of the contract date.



SPORTS FIELD RENOVATION AREAS =

SPORTS FIELD RENOVATION AREA A - BASE BID: 49,200 SF +/-
 SPORTS FIELD RENOVATION AREA B - ABI 1: 15,350 SF +/-
 SPORTS FIELD RENOVATION AREA C - ABI 2: 6,980 SF +/-

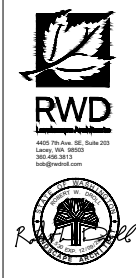
NOTE: QUANTITIES PROVIDED FOR CONVENIENCE ONLY.
 CONTRACTOR IS RESPONSIBLE FOR DERIVING OWN QUANTITIES.

Construction Notes & Legend

- 1 STABILIZED CONSTRUCTION ENTRANCE. CONTRACTOR SHALL RESTORE TURF GRASS BY REMOVING DISPLACED SOD AND SOIL, FINE GRADE, AND BACKFILL WITH TOP SAND, FINE GRADE AND SEED WITH THE SAME SEED MIX AS THE SOD USED FOR THE SPORTSFIELD RENOVATION AREAS.
- 2 LIGHT POLE - PROTECT IN PLACE
- 3 EXISTING CATCH BASIN: INSTALL INLET PROTECTION AND REMOVE ALL GRASS DEBRIS AND MINERAL AGGREGATE FROM GRATE AND FRAME. REMOVE ALL DEBRIS INSIDE CATCH BASIN. CONTRACTOR SHALL REMOVE SOCK AFTER CONSTRUCTION IS COMPLETE. PER DETAIL 11.1.3.
- 4 TOE OF SLOPE - USE EDGE CUTTER TO CUT AND REMOVE EXISTING SOD HERE. SEE DETAIL 21.1.4
- 5 EXISTING IRRIGATION VALVE BOX: REMOVE AND REINSTALL IRRIGATION VALVE BOXES WITH CONCRETE BLOCKS BENEATH ALL FOUR CORNERS OF EACH IRRIGATION VALVE BOX. SET TOP OF VALVE BOX AT FINISHED GRADE.
- 6 IN ADDITION TO THE ABOVE, NATURAL GRASS SPORTS FIELD RENOVATION SHALL BE ACCOMPLISHED THROUGH THE FOLLOWING MAJOR STEPS:
 - A. CONSTRUCT TEMPORARY CONSTRUCTION FENCE.
 - B. ACTIVATE IRRIGATION SYSTEM AND FLAG ALL IRRIGATION HEADS.
 - C. REMOVE NATURAL TURF GRASS VIA FRAZE MOWER TO A DEPTH OF 1.5'.
 - D. MAKE ONE (1) PASS WITH DECOMPACTION EQUIPMENT OVER ENTIRE FIELD. SET BLADES DEPTH AT NO GREATER THAN 8".
 - E. DROP SPREAD 1/2" OF TOP SAND OVER ENTIRE FIELD.
 - F. MAKE THREE (3) PASSES WITH DECOMPACTION EQUIPMENT OVER THE ENTIRE FIELD. SET BLADES DEPTH AT NO GREATER THAN 8".
 - G. DROP SPREAD 1/2" OF TOP SAND OVER ENTIRE FIELD.
 - H. FINE GRADE FIELD, CONDUCT STRING TEST, AND FINE GRADE FIELD.
 - I. SOD ENTIRE FIELD.
- 7 NOT USED
- 8 TRIM & CLEAN-UP PROJECT SITE, STAGING AREA, AND ALL PAVED SURFACES.
- 9 TEMPORARY CONSTRUCTION FENCE PER DETAIL 31.1.3. TEMPORARY CONSTRUCTION FENCE SHALL REMAIN IN PLACE FOR 6 MONTHS FROM THE NOTICE TO PROCEED DATE TO PROTECT SOD.
- 10 REMOVE EXISTING SOD AT INFIELD LINE AND REPLACE PER DETAIL 21.1.4.
 - 1. CONSTRUCT TEMPORARY CONSTRUCTION FENCE
 - 2. ACTIVATE IRRIGATION SYSTEM AND FLAG ALL IRRIGATION HEADS.
 - 3. REMOVE NATURAL TURF GRASS VIA FRAZE MOWER TO A DEPTH OF 1.5'.
 - 4. MAKE ONE (1) PASS WITH DECOMPACTION EQUIPMENT OVER ENTIRE AREA. SET BLADES DEPTH AT NO GREATER THAN 8".
 - 5. DROP SPREAD 1/2" OF TOP SAND OVER ENTIRE AREA.
 - 6. MAKE THREE (3) PASSES WITH DECOMPACTION EQUIPMENT OVER THE ENTIRE AREA. SET BLADES DEPTH AT NO GREATER THAN 8".
 - 7. DROP SPREAD 1/2" TO 1" OF TOP SAND OVER ENTIRE AREA.
 - 8. FINE GRADE AREA
 - 9. SOD ENTIRE AREA.
- 12 REPLACE TURF ALL THE WAY UP TO SIDEWALK WHERE THERE IS NO SLOPE.
- 13 COMMON TRENCH - CONTRACTOR SHALL EXPOSE THE TOP OF ALL DRAINAGE TRENCHES ENCOUNTERED. SEE DETAIL 51.1.4
- 14 REFERENCE PHOTO. SEE SHEET L1.1. SQUARE INDICATES LOCATION OF PHOTO, TRIANGLE INDICATES DIRECTION OF VIEW.

Fircrest Park Athletic Field Improvements

555 COSTA CONTRA AVE
 FIRCREST, WA 98466



Bid Documents

PROJECT NO. 22033

DRAWING _____

DESIGNED BY _____ BD

DRAWN BY _____ SK

CHECKED BY _____ BD

REVISION

DATE	CHANGE

DATE: AUGUST, 2023

Field Renovation Plan

L1.0

Sheet of



FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Resolution Establishing the Fircrest Centennial Celebration Steering Committee

ITEM: 13B

DATE: September 12, 2023

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt a Resolution establishing the Fircrest Centennial Celebration Steering Committee.

PROPOSAL: The City will celebrate its Centennial anniversary of incorporation in 2025. The Council has requested to establish an advisory committee known as the Centennial Steering Committee (“Committee”) to help ensure the celebration is well-organized and successful. The Committee will develop a vision for the City’s centennial celebration. It will also assist with organizing and planning events, activities, and other commemorative projects that will take place in 2025.

The Committee is responsible for creating a plan outlining the goals and objectives of the centennial events and activities and providing budget recommendations and timelines to the City for consideration. Working with City staff, the Committee will help ensure that all aspects of the Centennial Celebration are planned and executed correctly, including marketing, fundraising, promotions, decorations, community outreach, logistics, or other preparations for the City’s centennial.

The Committee will identify and recommend sub-committees and workgroups needed to implement Centennial Celebration planning and activities. These sub-committees and workgroups will allow residents, businesses, and organizations to share their ideas on celebrating Fircrest’s birthday. The Steering Committee and any sub-committees or workgroups should be comprised of a cross-section of stakeholder members who bring various experiences, expertise, and insight to the group. The Council is being asked for their recommendations on committee members and roles.

The Centennial Celebration Steering Committee Charter provides an outline of the primary functions and responsibilities of the Committee and expectations for committee members.

City Council Rules of Procedure allow the creation of Special Ad Hoc Citizen Advisory Committees for specific purposes. These committees sunset at the end of each calendar year unless continued explicitly by the Council thereafter for a specified time period. The attached Resolution will establish the Steering Committee and extend the committee term until the end of 2025 without further Council action to allow them to remain in place up to and throughout the Centennial Celebration.

FISCAL IMPACT: The budgetary impact is currently unknown. The Steering Committee will recommend Centennial Celebration activities, events, and related items to the City Council. The

Committee will also engage in and recommend fundraising activities to help subsidize the Centennial Celebration. A start-up budget for the Centennial Celebration will be discussed as part of the 2024 budget workshops.

ADVANTAGE: Provides an opportunity for Fircrest residents and businesses to participate in the planning efforts for the Centennial Celebration.

DISADVANTAGES: None.

ALTERNATIVES: Do not form the Committee. Planning activities will be done by City staff in addition to their regular responsibilities.

HISTORY: The City of Fircrest will be celebrating its 100th anniversary of incorporation in September 2025. Fircrest has a tradition of honoring its landmark anniversaries. As part of the 75th-anniversary celebration, the City started a community sponsorship program that still exists today and provides funding for beautification projects such as hanging baskets, Fircrest Fun Days fireworks, banners, and flags. The establishment of the Centennial Steering Committee will allow work to begin on celebrating this significant period in City history.

ATTACHMENTS: Centennial Celebration Steering Committee Charter
Resolution

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**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, ESTABLISHING THE FIRCREST
CENTENNIAL CELEBRATION STEERING COMMITTEE.**

WHEREAS, the City of Fircrest was incorporated on September 19, 1925; and

WHEREAS, the 100th anniversary of the City’s incorporation will occur in 2025; and

WHEREAS, a community-wide celebration will allow residents an opportunity to celebrate the City’s history; and

WHEREAS, the City Council desires to create an advisory committee as per the Fircrest City Council Rules of Procedure; and

WHEREAS, the Centennial Celebration Steering Committee will assist with planning and executing the celebration of the City’s centennial; and

WHEREAS, the City has prepared a Centennial Celebration Steering Committee Charter outlining the purpose, primary functions, committee member roles and responsibilities, meeting schedule and process; and

WHEREAS, the City Council Rules of Procedure state that Citizen Advisory Committees shall sunset at the end of each calendar year unless specifically continued by the Council thereafter for a specific time period; and

WHEREAS, the City Council desires that the Centennial Celebration Steering Committee remain an active committee through December 31, 2025, without any further action of the Council.

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

Section 1. That the Centennial Celebration Steering Committee is hereby created, and the proposed charter is adopted to guide the establishment of the Committee.

Section 2. The Centennial Celebration Steering Committee will remain an active committee through December 31, 2025.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 12th day of September 2023.

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APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

Centennial Celebration Steering Committee Charter

Project Name: Centennial Celebration Steering Committee

Prepared By: City of Fircrest

Date: September 12, 2023

A. Purpose of the Steering Committee

Primary Functions

The Centennial Celebration Steering Committee is an advisory committee of the City Council. The primary function of the Committee is to provide input and support to City staff to develop and implement a city-wide plan for the City's Centennial Celebration in 2025. The Committee will plan and coordinate activities in preparation for this significant date.

The Steering Committee will carry out the following functions:

- Provide input and support to City staff to develop a city-wide plan for the 100th anniversary of the City of Fircrest in 2025.
- Provide input and support to City staff to develop communications and outreach plans.
- Assist in planning and delivering Centennial Celebration events, activities, and initiatives.
- Support community outreach activities and act as community liaisons to these efforts.
- Help identify and solicit sponsors and community partnerships to help fund centennial activities.
- Collaborate and determine partnership opportunities between Committee members and the community leading up to and during the anniversary year.
- Provide a structure to celebrate the City's history.
- Identify necessary sub-committees or workgroups needed to carry out Centennial Celebration planning tasks and work with those groups to carry out duties. Examples of sub-committees or work groups include History, Events, and/or Marketing.
- Create opportunities for community participation.
- Track centennial events and projects at regular Centennial Committee meetings to ensure timelines and targets are being met.
- Resolve conflicts and disputes, reconciling differences of opinion and approach.
- Bring Centennial project options and deliverables forward to the City Council for consideration and official action.

Recommendation/Advisory Responsibilities

The Steering Committee provides recommendations for City Council approval and advises the City Council on Centennial Celebration-related items. These responsibilities may include:

- Developing ideas for Centennial events and activities.
- Formulating budget recommendations for the Centennial celebration.
- Bringing necessary recommendations for the Centennial celebration to the City Council for official action.

B. Steering Committee

Membership

The Centennial Celebration Steering Committee will be composed of volunteer community members with a strong interest in commemorating the City’s centennial milestone. Steering Committee members should have relevant experiences, expertise, or insights that will contribute to successfully planning and executing events and activities for the centennial celebration.

The Steering Committee will identify recommended sub-committees and work groups needed to plan and implement the Centennial Celebration. Sub-committee and workgroup members should include a diverse representation of community stakeholders, such as long-time residents, business owners, artists, city officials, historians, event planning professionals, educators, community leaders, civic organizations, and other engaged citizens. Leveraging the passion and talents of community volunteers will allow the City to tap into creative ideas, community connections, and donated time/services to enhance the centennial celebration.

The Steering Committee may consist of, but will not be limited to, the following stakeholder members and roles:

Name/Stakeholder Group	Role
Councilmember David Viafore	Committee Chair
Dawn Masko, City of Fircrest	Project Supervisor
Jeff Grover, City of Fircrest	Project Manager
Councilmember Shannon Reynolds	Council Liaison
Councilmember Nikki Bufford	Council Liaison
Events Coordinator Judy Schmidtke	Staff Support
	Member
	Member
	Member
	Member
	Member

The Mayor shall appoint the Steering Committee Chair. Steering Committee members shall be appointed by the Mayor, with the advice and consent of the City Council. The Mayor and City Council will identify additional Steering Committee members as needed. City of Fircrest staff (Project Supervisor, Project Manager, and Events Coordinator) will support and guide the Committee.

Sub-committees and/or workgroups identified by the Steering Committee will be created as part of the Centennial Celebration planning process. There will be no limit to the number of resident members serving on sub-committees or workgroups. Sub-committee and workgroup members will not require formal appointment by the Mayor.

Role of a Steering Committee Member

Committee members are expected to participate in committee meetings and actively volunteer their time and expertise towards developing and implementing events, projects, promotions, and other activities that create pride among residents and help ensure a once-in-a-lifetime centennial celebration befitting our great community.

Committee work is teamwork. The time commitment and responsibilities may vary depending on the size and scope of the centennial plans. Steering Committee members play an essential role in ensuring a successful celebration!

Committee members are not typically directly responsible for managing project activities but provide support and guidance for those who do. Thus, individually, Committee members should:

- Attend and actively participate in all scheduled and special Steering Committee meetings and any subcommittee meetings they are a member of.
- Be an active participant in delivering the goals and objectives of the Committee.
- Attend the City of Fircrest's and other community organizations' events and initiatives, where appropriate and available.
- Solicit and share feedback from the public on Committee plans and activities.
- Be a resource and provide leadership to City staff in their area of expertise.
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued.
- Foster positive communication regarding the projects' progress and outcomes.
- Report on project progress to the City Council and Fircrest residents.

All members of the Steering Committee and any sub-committees or workgroups are expected to abide by the following principles for participation and partner engagement:

- Be open and respectful;
- Be inclusive and accessible;
- Foster collaborations to spur action; and
- Be responsive to the needs of the community.

C. Steering Committee Meetings

Meeting Schedule and Process

The Steering Committee will meet monthly or as required to keep track of issues and the project's progress.

The Committee Chair facilitates the Steering Committee meetings. The Steering Committee will follow modified Roberts Rules of Order in meetings, motions, discussions, and voting.

The Committee may make decisions regarding the need for additional committee organization, such as a Vice Chair to assist the Chair in the performance of their duties and to facilitate meetings in the absence of the Committee Chair or a Secretary to take notes of the meeting to disseminate to Steering Committee members, the City Council, and the public.