

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, OCTOBER 24, 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**
 - A. Officer Bugarin Introduction & Swearing In Ceremony
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Parks & Recreation
 - B. Pierce County Regional Council
 - C. Public Safety, Courts
 - D. Facilities, Street, Water, Sewer, and Storm Drain
 - E. Other Liaison Reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks 2
 - B. Approval of Minutes: [September 26, 2023, Regular Meeting](#) 15
[October 09, 2023 Special Meeting](#) 20
[October 10, 2023, Regular Meeting](#) 22
- 11. PUBLIC HEARING 7:15 P.M.**
 - A. [To receive comments on the 2024 preliminary budget](#) 25
 - B. [To receive comments on the 2024 preliminary budget revenue sources](#) 26
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Resolution: Kenyon Disend, PLLC Contract Amendment](#) 47
 - B. [Resolution: Approval of the Alliance/ "Prose" Project Memorandum of Understanding](#) 52
 - C. [Resolution: MOU Salary Plan Amendment with Teamsters 117](#) 60
 - D. Claremont Fence Discussion
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
 - A. To Review the Performance of a Public Employee, pursuant to RCW 42.30.110 (g)
- 16. ADJOURNMENT**

Join the Zoom *Dial-in Information: 253-215-8782 Webinar ID: 850 6025 7564 Password: 412467*

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 1

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|-----------------------------------|--------------|------------|----------------------------------------------------|----------|----------------------------------------------------------------------|
| 30727 | 10/10/2023 | 10/24/2023 | 4298 AWC Employee Benefit Trust | 742.50 | 11/2023 Retired Medical |
| | 521 22 20 01 | | LEOFF I Medical Premiums 001 000 521 General Fund | 742.50 | 11/2023 Retired Medical |
| 30802 | 10/16/2023 | 10/24/2023 | 10562 Amazon Capital Services | 43.65 | Network Patch Cable for PW Switch |
| | 518 81 35 00 | | Small Tools & Equip - I/S 001 000 518 General Fund | 43.65 | Network Patch Cable for PW Switch |
| 30805 | 10/17/2023 | 10/24/2023 | 1734 Aown, Mark | 26.92 | 03-00870.1 - 717 SAN JUAN AVE |
| | 343 10 00 00 | | Storm Drain Revenues 415 000 340 Storm Drain | -7.50 | |
| | 343 40 00 00 | | Sale Of Water 425 000 340 Water Fund (dep) | -8.20 | |
| | 343 50 00 00 | | Sewer Revenues 430 000 340 Sewer Fund (dep) | -11.22 | |
| 30715 | 10/10/2023 | 10/24/2023 | 10279 Ault Electric Services, LLC | 1,596.45 | Install (4) GFCI Receptacles at Fircrest Pavilion |
| | 576 80 48 00 | | Rep & Maint - Parks 001 000 576 General Fund | 1,596.45 | Install (4) GFCI Receptacles at Fircrest Pavilion |
| 30755 | 10/13/2023 | 10/24/2023 | 10279 Ault Electric Services, LLC | 601.11 | Replaced (2) Lamps & (1) Ballast on Can Lights that Were Not Working |
| | 518 30 48 02 | | Rep & Maint - City Hall 001 000 518 General Fund | 601.11 | Replaced (2) Lamps & (1) Ballast on Can Lights that were not Working |
| 30782 | 10/13/2023 | 10/24/2023 | 10279 Ault Electric Services, LLC | 3,743.40 | Replace Wire at Whittier Park on Field Lights |
| | 576 80 48 00 | | Rep & Maint - Parks 001 000 576 General Fund | 3,743.40 | Replace Wire at Whittier Park on Field Lights |
| Total Ault Electric Services, LLC | | | | 5,940.96 | |
| 30790 | 10/16/2023 | 10/24/2023 | 4052 Auto Value, NPW Tacoma | 59.56 | #54557D - Wiper Blades, #62854D - Wiper Blades |
| | 548 65 48 12 | | O & M - Street 501 000 548 Equipment Rent | 39.31 | #54557D - Wiper Blades |
| | 548 65 48 13 | | O & M - Storm 501 000 548 Equipment Rent | 10.13 | #62854D - Wiper Blades |
| | 548 65 48 14 | | O & M - Water/Sewer 501 000 548 Equipment Rent | 10.12 | #62854D - Wiper Blades |
| 30800 | 10/16/2023 | 10/24/2023 | 6502 Ballew's Hitch Truck & RV | 821.74 | Install Side Steps & Directional Lights on New Bucket Truck |
| | 594 48 64 12 | | ERR Capital - Street 501 000 548 Equipment Rent | 821.74 | Install Side Steps & Directional Lights on New Bucket Truck |
| 30811 | 10/17/2023 | 10/24/2023 | 2708 Blair, Robert | 318.20 | 06-00430.1 - 1308 PALM DR |
| | 343 40 00 00 | | Sale Of Water 425 000 340 Water Fund (dep) | -318.20 | |
| 30763 | 10/13/2023 | 10/24/2023 | 3572 CED | 54.49 | Parts to fix Lights in Building |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 2

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
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| 518 30 31 03 | Oper Supplies - PWF | | 001 000 518 General Fund | 54.49 | Parts to fix Lights in Building |
| 30758 | 10/13/2023 | 10/24/2023 | 10229 Casey Civil, PLLC | 4,561.25 | P#68 44th St. Lift Station Professional Svcs. thru September 2023 |
| 594 35 63 03 | Project Engineering - Sewer | | 432 000 594 Sewer Improven | 4,561.25 | P#68 44th St. Lift Station Professional Svcs. thru September 2023 |
| 30803 | 10/16/2023 | 10/24/2023 | 3994 CenturyLink | 657.93 | Telecommunications - October 2023 |
| 518 10 42 00 | Communication - Non Dept | | 001 000 518 General Fund | 215.62 | City Hall Alarm & Fax (3) - 10/2023 |
| 521 22 42 00 | Communication - Police | | 001 000 521 General Fund | 229.36 | Police BA/Modem & Fax - 10/2023 |
| 531 50 42 00 | Communication - Storm | | 415 000 531 Storm Drain | 17.97 | PW Alarm - 10/2023 |
| 531 50 42 00 | Communication - Storm | | 415 000 531 Storm Drain | 19.02 | PW Fax - 10/2023 |
| 534 10 42 00 | Communication - Water Adr | | 425 000 534 Water Fund (de | 17.97 | PW Alarm - 10/2023 |
| 534 10 42 00 | Communication - Water Adr | | 425 000 534 Water Fund (de | 32.50 | PW DSL/Telemetry - 10/2023 |
| 534 10 42 00 | Communication - Water Adr | | 425 000 534 Water Fund (de | 19.02 | PW Fax - 10/2023 |
| 535 10 42 01 | Communication - Sewer Adr | | 430 000 535 Sewer Fund (de | 17.97 | PW Alarm - 10/2023 |
| 535 10 42 01 | Communication - Sewer Adr | | 430 000 535 Sewer Fund (de | 32.50 | PW DSL/Telemetry - 10/2023 |
| 535 10 42 01 | Communication - Sewer Adr | | 430 000 535 Sewer Fund (de | 19.02 | PW Fax - 10/2023 |
| 542 30 42 00 | Communication - Street Reç | | 101 000 542 City Street Fund | 17.97 | PW Alarm - 10/2023 |
| 542 30 42 00 | Communication - Street Reç | | 101 000 542 City Street Fund | 19.01 | PW Fax - 10/2023 |
| 30797 | 10/16/2023 | 10/24/2023 | 4313 Chuckals Inc | 101.40 | Office Supplies - Central & Rec |
| 518 10 34 01 | Office Supplies - Central | | 001 000 518 General Fund | 90.65 | Office Supplies - Central |
| 571 10 31 00 | Office Supplies - Rec | | 001 000 571 General Fund | 10.75 | Office Supplies - Rec |
| 30730 | 10/10/2023 | 10/24/2023 | 4324 City Treasurer-Tacoma | 66,240.67 | Fire/EMS - 11/2023 |
| 522 20 40 00 | Tacoma Contract - Fire | | 001 000 522 General Fund | 19,404.00 | Fire - 11/2023 |
| 522 20 41 00 | Tacoma Contract - EMS | | 001 000 522 General Fund | 46,836.67 | EMS - 11/2023 |
| 30751 | 10/13/2023 | 10/24/2023 | 8188 Comcast Business Communications LLC | 551.82 | Internet Access Fee - September 2023 |
| 518 81 42 00 | Communication/Internet - I/ | | 001 000 518 General Fund | 551.82 | Internet Access Fee - September 2023 |
| 30752 | 10/13/2023 | 10/24/2023 | 8188 Comcast Business Communications LLC | 451.87 | Internet Access Fee - October 2023 |
| 518 81 42 00 | Communication/Internet - I/ | | 001 000 518 General Fund | 451.87 | Internet Access Fee - October 2023 |
| Total Comcast Business Communications LLC | | | | 1,003.69 | |
| 30806 | 10/17/2023 | 10/24/2023 | 2176 Cook, Elizabeth R. | 55.20 | 04-02240.0 - 765 MONTEREY LANE |
| 343 10 00 00 | Storm Drain Revenues | | 415 000 340 Storm Drain | 2.35 | |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 3

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|----------------|--------------------------------|------------|-------------------------------------|--------|-----------------------------------------------------------------|
| 343 40 00 00 | Sale Of Water | | 425 000 340 Water Fund (de | -67.83 | |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | 10.28 | |
| 30753 | 10/13/2023 | 10/24/2023 | 3573 Copiers Northwest Inc | 35.91 | Printer Usage 8/28/23-9/28/23 |
| 521 22 45 00 | Oper Rentals - Copier - Polic | | 001 000 521 General Fund | 35.91 | Printer Usage 8/28/23-9/28/23 |
| 30798 | 10/16/2023 | 10/24/2023 | 7268 CustomEnvelope.com | 319.61 | Green Return Envelopes (3000) - PW |
| 531 50 49 03 | Printing & Binding - Storm | | 415 000 531 Storm Drain | 106.54 | Green Return Envelopes (3000) - PW |
| 534 10 49 04 | Printing & Binding - Water / | | 425 000 534 Water Fund (de | 106.54 | Green Return Envelopes (3000) - PW |
| 535 10 49 03 | Printing & Binding - Sewer / | | 430 000 535 Sewer Fund (de | 106.53 | Green Return Envelopes (3000) - PW |
| 30791 | 10/16/2023 | 10/24/2023 | 3588 Daily Journal Of Commerce, Inc | 349.25 | P#68 - Advertisement for 44th Street Sewer Lift Station Upgrade |
| 594 35 63 01 | Other Improvements - Sewe | | 432 000 594 Sewer Improven | 349.25 | P#68 - Advertisement for 44th Street Sewer Lift Station Upgrade |
| 30807 | 10/17/2023 | 10/24/2023 | 1887 Dale, Alvina | 71.58 | 03-02310.0 - 425 ALAMEDA AVE |
| 343 10 00 00 | Storm Drain Revenues | | 415 000 340 Storm Drain | -50.97 | |
| 343 40 00 00 | Sale Of Water | | 425 000 340 Water Fund (de | -36.04 | |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | 15.43 | |
| 30810 | 10/17/2023 | 10/24/2023 | 6242 Dana, Isaac D | 69.71 | 02-00540.0 - 129 DEL MONTE AVE |
| 343 10 00 00 | Storm Drain Revenues | | 415 000 340 Storm Drain | -16.99 | |
| 343 40 00 00 | Sale Of Water | | 425 000 340 Water Fund (de | -18.56 | |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | -34.16 | |
| 30814 | 10/17/2023 | 10/24/2023 | 4310 Dept Of Revenue-EXCISE TAX | 677.41 | September 2023 Excise Taxes |
| 531 50 44 00 | Excise Tax - Storm | | 415 000 531 Storm Drain | 8.96 | September 2023 Excise Taxes |
| 534 10 44 00 | Excise Tax - Water | | 425 000 534 Water Fund (de | 24.88 | September 2023 Excise Taxes |
| 534 10 44 00 | Excise Tax - Water | | 425 000 534 Water Fund (de | 21.74 | September 2023 Excise Taxes |
| 535 10 44 00 | Excise Tax - Sewer | | 430 000 535 Sewer Fund (de | 30.04 | September 2023 Excise Taxes |
| 571 20 43 00 | Excise Tax - Participation Fec | | 001 000 571 General Fund | 114.41 | September 2023 Excise Taxes |
| 576 20 31 03 | Oper Supplies - Pool | | 001 000 576 General Fund | 12.50 | September 2023 Excise Taxes |
| 576 20 43 00 | Excise Tax - Pool Revenue | | 001 000 576 General Fund | 462.59 | September 2023 Excise Taxes |
| 589 30 00 00 | Retail Sales Tax | | 655 000 580 Agency Fund/Bc | 2.29 | September 2023 Excise Taxes |
| 30756 | 10/13/2023 | 10/24/2023 | 8532 Dog Waste Depot | 351.98 | Dog Waste Bags (2 Cases) |
| 576 80 31 02 | Oper Supplies - Parks | | 001 000 576 General Fund | 351.98 | Dog Waste Bags (2 Cases) |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 4

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|------------------------------|--------------|----------------------------------|--------------------------------------------|-----------|-----------------------------------------------------|
| 30742 | 10/12/2023 | 10/24/2023 | 9254 Doyle Printing Company | 533.99 | 5,000 - #10 Window Envelopes (Inside Security Tint) |
| | 518 10 34 02 | Printing & Binding - Central | 001 000 518 | 533.99 | 5,000 - #10 Window Envelopes (Inside Security Tint) |
| 30770 | 10/13/2023 | 10/24/2023 | 9254 Doyle Printing Company | 55.05 | Business Cards - R. Schaub (250) |
| | 521 22 31 00 | Office & Oper Sup - Police | 001 000 521 | 55.05 | Business Cards - R. Schaub (250) |
| Total Doyle Printing Company | | | | 589.04 | |
| 30809 | 10/16/2023 | 10/24/2023 | 4318 Fircrest City of - Interfund (Treasur | 11,456.08 | October 2023 Interfund |
| | 518 30 47 00 | Public Utility Services - City I | 001 000 518 | 650.89 | October 2023 Interfund |
| | 531 50 47 02 | Public Utility Services - Bldg | 415 000 531 | 97.02 | October 2023 Interfund |
| | 531 50 47 02 | Public Utility Services - Bldg | 415 000 531 | 1.09 | October 2023 Interfund |
| | 534 10 47 00 | Utility Services/Building - W. | 425 000 534 | 445.62 | October 2023 Interfund |
| | 534 80 47 01 | Utility Services/Pumping | 425 000 534 | 481.66 | October 2023 Interfund |
| | 534 80 47 03 | Public Utility Services - Mete | 425 000 534 | 2.54 | October 2023 Interfund |
| | 535 10 47 00 | Utility Services/Building - Se | 430 000 535 | 234.32 | October 2023 Interfund |
| | 535 80 47 04 | Public Utility Services - Mete | 430 000 535 | 2.54 | October 2023 Interfund |
| | 542 30 47 02 | Electricity & Gas/Bldg - Stre | 101 000 542 | 97.02 | October 2023 Interfund |
| | 542 30 47 02 | Electricity & Gas/Bldg - Stre | 101 000 542 | 1.09 | October 2023 Interfund |
| | 542 80 47 00 | Public Utility Services - St Be | 101 000 542 | 506.80 | October 2023 Interfund |
| | 548 65 47 00 | Utility Services/Building - Sh | 501 000 548 | 34.50 | October 2023 Interfund |
| | 571 10 47 00 | Public Utility Services - Rec | 001 000 571 | 282.52 | October 2023 Interfund |
| | 576 20 47 00 | Public Utility Services - Pool | 001 000 576 | 1,039.18 | October 2023 Interfund |
| | 576 80 47 00 | Public Utility Services - Park | 001 000 576 | 7,579.29 | October 2023 Interfund |
| 30799 | 10/16/2023 | 10/24/2023 | 3638 Fircrest Golf Club | 38.98 | Business Lunch - D Masko & Judge Foley |
| | 513 10 49 00 | Miscellaneous - Admin | 001 000 513 | 38.98 | Business Lunch - D Masko & Judge Foley |
| 30717 | 10/10/2023 | 10/24/2023 | 3642 Flags A' Flying LLC | 89.29 | US Flag for Rec Center 5x8 |
| | 518 30 31 01 | Oper Supplies - Rec Bldg | 001 000 518 | 89.29 | US Flag for Rec Center 5x8 |
| 30728 | 10/10/2023 | 10/24/2023 | 10298 Foley, Meagan M. | 225.00 | Pro Temp Judge - 10/11/23 (3 hrs) - FMC |
| | 512 51 41 02 | Prof Srvs - Pro Temp Judges | 001 000 512 | 225.00 | Pro Temp Judge - 10/11/23 (3 hrs) - FMC |
| 30729 | 10/10/2023 | 10/24/2023 | 10298 Foley, Meagan M. | 300.00 | Pro Temp Judge - 10/4/23 (4 hrs) - FMC |
| | 512 51 41 02 | Prof Srvs - Pro Temp Judges | 001 000 512 | 300.00 | Pro Temp Judge - 10/4/23 (4 hrs) - FMC |
| 30750 | 10/13/2023 | 10/24/2023 | 10298 Foley, Meagan M. | 225.00 | Pro Temp Judge - 10/5/23 (3 hrs) - RMC |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 5

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|-----------------------------|------------|---------------------------------|-----------|----------------------------------------------------------|
| 512 52 41 02 | Prof Svcs - Pro Temp Judges | | 001 000 512 General Fund | 225.00 | Pro Temp Judge - 10/5/23 (3 hrs) - RMC |
| | | | | 750.00 | |
| 30804 | 10/17/2023 | 10/24/2023 | 2138 Gleason, Christine | 295.89 | 04-01870.1 - 540 MONTEREY LANE |
| 343 10 00 00 | Storm Drain Revenues | | 415 000 340 Storm Drain | -67.13 | |
| 343 40 00 00 | Sale Of Water | | 425 000 340 Water Fund (de | -73.41 | |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | -155.35 | |
| 30714 | 10/09/2023 | 10/24/2023 | 1335 Gosnell TTEE, June Evelyn | 4.93 | 02-00510.0 - 115 DEL MONTE AVE |
| 343 10 00 00 | Storm Drain Revenues | | 415 000 340 Storm Drain | -1.09 | |
| 343 40 00 00 | Sale Of Water | | 425 000 340 Water Fund (de | -1.20 | |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | -2.64 | |
| 30734 | 10/12/2023 | 10/24/2023 | 3668 Gray Lumber Company Inc | 84.60 | #54557 Replaced Side Rails on Dump Bed for Dump Truck |
| 548 65 48 12 | O & M - Street | | 501 000 548 Equipment Rent | 84.60 | #54557 Replaced Side Rails on Dump Bed for Dump Truck |
| 30778 | 10/13/2023 | 10/24/2023 | 9273 Hanberg, Sean | 78.00 | Library Reimbursement - 1 Year (Kathleen) |
| 572 21 49 00 | Library Services | | 001 000 572 General Fund | 78.00 | Library Reimbursement - 1 Year (Kathleen) |
| 30796 | 10/16/2023 | 10/24/2023 | 7383 Holden Polygraph LLC | 700.00 | Polygraph Pre-Employment Testing - M Bugarin, R Schaub |
| 521 10 41 00 | Prof Svcs - Civil Svc | | 001 000 521 General Fund | 700.00 | Polygraph Pre-Employment Testing - M Bugarin, R Schaub |
| 30765 | 10/13/2023 | 10/24/2023 | 3692 Home Depot Credit Services | 52.75 | Light Bulbs (6) |
| 518 30 31 04 | Oper Supplies - CH | | 001 000 518 General Fund | 52.75 | Light Bulbs (6) |
| 30812 | 10/17/2023 | 10/24/2023 | 1496 Jonker, Maria C | 2,232.00 | 02-02050.5 - 412 COLUMBIA AVE |
| 343 10 00 00 | Storm Drain Revenues | | 415 000 340 Storm Drain | -494.77 | |
| 343 40 00 00 | Sale Of Water | | 425 000 340 Water Fund (de | -541.16 | |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | -1,196.07 | |
| 30732 | 10/10/2023 | 10/24/2023 | 9817 Kenyon Disend | 4,295.50 | Attorney Services & Teamsters Grievance - September 2023 |
| 515 41 41 01 | City Attorney | | 001 000 515 General Fund | 4,073.50 | Attorney Services - September 2023 |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 6

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|---------------------|---------------------------|------------|--------------------------------------|----------|-----------------------------------------------------------------------------|
| 518 11 41 00 | Prof Svcs - Personnel | | 001 000 518 General Fund | 222.00 | Attorney Services & Teamsters Grievance - September 2023 |
| 30733 | 10/10/2023 | 10/24/2023 | 9817 Kenyon Disend | 790.50 | Attorney Services - September 2023 |
| 518 11 41 00 | Prof Svcs - Personnel | | 001 000 518 General Fund | 790.50 | Attorney Services - September 2023 |
| 30759 | 10/13/2023 | 10/24/2023 | 9817 Kenyon Disend | 1,326.00 | Attorney Services - September 2023 - Land Use |
| 515 41 41 02 | Special Legal Counsel | | 001 000 515 General Fund | 1,326.00 | Attorney Services - September 2023 - Land Use |
| Total Kenyon Disend | | | | 6,412.00 | |
| 30713 | 10/09/2023 | 10/24/2023 | 1628 Kutschia, Ludowika | 89.99 | 02-03320.1 - 1157 GARDEN CIRCLE |
| 343 40 00 00 | Sale Of Water | | 425 000 340 Water Fund (de | -28.03 | |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | -61.96 | |
| 30779 | 10/13/2023 | 10/24/2023 | 7337 Larsen, Roman A | 78.00 | Library Reimbursement - 1 Year (Nicole) |
| 572 21 49 00 | Library Services | | 001 000 572 General Fund | 78.00 | Library Reimbursement - 1 Year (Nicole) |
| 30744 | 10/13/2023 | 10/24/2023 | 10264 Larson, Shari | 781.39 | Gentle Yoga & Chair Yoga Classes (9/1/23-9/30/23) |
| 571 20 49 06 | Instructor Fees | | 001 000 571 General Fund | 781.39 | Gentle Yoga & Chair Yoga Classes (9/1/23-9/30/23) |
| 30745 | 10/13/2023 | 10/24/2023 | 156 LeCompte, Karen | 78.00 | Library Reimbursement - 1 Year |
| 572 21 49 00 | Library Services | | 001 000 572 General Fund | 78.00 | Library Reimbursement - 1 Year |
| 30768 | 10/13/2023 | 10/24/2023 | 6939 Leavitt Group NW | 112.08 | Notary Bond - Errors & Omissions - K Rosario |
| 518 10 49 02 | Notary | | 001 000 518 General Fund | 112.08 | Notary Bond - Errors & Omissions - K Rosario |
| 30712 | 10/09/2023 | 10/24/2023 | 2843 Lunceford Trust, Gerald & Peggy | 100.64 | 06-01690.2 - 1429 EVERGREEN DR |
| 343 10 00 00 | Storm Drain Revenues | | 415 000 340 Storm Drain | -22.31 | |
| 343 40 00 00 | Sale Of Water | | 425 000 340 Water Fund (de | -24.40 | |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | -53.93 | |
| 30783 | 10/13/2023 | 10/24/2023 | 9002 McDonald & Sons Ventures LLC | 4,343.43 | Install New Electrical Meter Base & Main Disconnect at 44th St. Liftstation |
| 535 50 48 00 | Rep & Maint - Sewer Maint | | 430 000 535 Sewer Fund (de | 4,343.43 | Install New Electrical Meter Base & Main Disconnect at 44th St. Liftstation |
| 30726 | 10/10/2023 | 10/24/2023 | 6369 McLendon Hardware Inc (Tacoma) | 42.98 | Clips for Lights on Building |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 7

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo | | |
|----------------|--------------|------------|-------------------------------|-----------------------------------------|------------------|-----------|---------------------------------------------------------------|
| | 518 30 31 01 | | Oper Supplies - Rec Bldg | 001 000 518 | General Fund | 42.98 | Clips for Lights on Building |
| 30746 | 10/13/2023 | 10/24/2023 | 10265 | Mirande, Therese | | 230.81 | Gentle Yoga Classes, Chair Yoga & Yin Yoga Series (September) |
| | 571 20 49 06 | | Instructor Fees | 001 000 571 | General Fund | 230.81 | Gentle Yoga Classes, Chair Yoga & Yin Yoga Series (September) |
| 30794 | 10/16/2023 | 10/24/2023 | 2845 | Moline, Margaret | | 78.00 | Library Reimbursement - 1 Year |
| | 572 21 49 00 | | Library Services | 001 000 572 | General Fund | 78.00 | Library Reimbursement - 1 Year |
| 30780 | 10/13/2023 | 10/24/2023 | 1952 | Morasch, Lynn | | 78.00 | Library Reimbursement - 1 Year |
| | 572 21 49 00 | | Library Services | 001 000 572 | General Fund | 78.00 | Library Reimbursement - 1 Year |
| 30788 | 10/16/2023 | 10/24/2023 | 5766 | Multicare Cntr of Occupational Medicine | | 131.00 | DOT Exams - 09/21/23 - Marez |
| | 531 50 20 01 | | Contract Benefits - Storm | 415 000 531 | Storm Drain | 32.75 | DOT Exams - 09/21/23 - Marez |
| | 534 10 20 01 | | Contract Benefits - Wtr Adm | 425 000 534 | Water Fund (dep | 32.75 | DOT Exams - 09/21/23 - Marez |
| | 535 10 20 01 | | Contract Benefits - Sewer Ac | 430 000 535 | Sewer Fund (dep | 32.75 | DOT Exams - 09/21/23 - Marez |
| | 542 30 20 01 | | Contract Benefits - Street Re | 101 000 542 | City Street Fund | 32.75 | DOT Exams - 09/21/23 - Marez |
| 30789 | 10/16/2023 | 10/24/2023 | 10590 | NW Court Consultants | | 47,520.00 | P#75 Tennis Court Resurfacing & Striping |
| | 594 76 62 03 | | Buildings & Structures - PBC | 301 000 594 | Park Bond Capit | 47,520.00 | P#75 Tennis Court Resurfacing & Striping |
| 30735 | 10/12/2023 | 10/24/2023 | 2491 | Neufeld, Brian | | 78.00 | Library Reimbursement - 1 Year (Kristin) |
| | 572 21 49 00 | | Library Services | 001 000 572 | General Fund | 78.00 | Library Reimbursement - 1 Year (Kristin) |
| 30801 | 10/16/2023 | 10/24/2023 | 8993 | Pacific Office Automation - A/R | | 414.86 | Copier Usage - 08/01/23-09/01/23 |
| | 518 10 45 00 | | Oper Rentals - Copier - Non | 001 000 518 | General Fund | 304.28 | City Hall 08/01/23-09/01/23 |
| | 531 50 45 00 | | Oper Rentals - Copier - Stor | 415 000 531 | Storm Drain | 10.30 | Storm 08/01/23-09/01/23 |
| | 534 10 45 02 | | Oper Rentals - Copier - Wat | 425 000 534 | Water Fund (dep | 10.30 | Water 08/01/23-09/01/23 |
| | 535 10 45 00 | | Oper Rentals - Copier - Sew | 430 000 535 | Sewer Fund (dep | 10.29 | Sewer 08/01/23-09/01/23 |
| | 542 30 45 00 | | Oper Rentals - Copier - Stre | 101 000 542 | City Street Fund | 10.30 | Street 08/01/23-09/01/23 |
| | 571 10 45 01 | | Oper Rentals - Copier - Rec | 001 000 571 | General Fund | 62.45 | Rec 08/01/23-09/01/23 |
| | 576 80 45 00 | | Oper Rentals - Copier - Park | 001 000 576 | General Fund | 6.94 | Parks 08/01/23-09/01/23 |
| 30813 | 10/17/2023 | 10/24/2023 | 3955 | Petrocard Systems Inc | | 227.12 | Gas/Fuel - October 2023 |
| | 548 65 31 13 | | Gas - Storm | 501 000 548 | Equipment Rent | 113.56 | Storm - 10/2023 |
| | 548 65 31 14 | | Gas - Water/Sewer | 501 000 548 | Equipment Rent | 113.56 | W/S - 10/2023 |
| 30748 | 10/13/2023 | 10/24/2023 | 3986 | Puget Sound Energy, BOT-01H | | 51.06 | Natural Gas - PW - September 2023 |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 8

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|-----------------------------------|--------------------------------|------------------------------|------------------|--------|-------------------------------------------------------------------------|
| 531 50 47 02 | Public Utility Services - Bldg | 415 000 531 | Storm Drain | 12.76 | Natural Gas - PW - September 2023 |
| 534 10 47 00 | Utility Services/Building - W. | 425 000 534 | Water Fund (de | 12.76 | Natural Gas - PW - September 2023 |
| 535 10 47 00 | Utility Services/Building - Se | 430 000 535 | Sewer Fund (de | 12.77 | Natural Gas - PW - September 2023 |
| 542 30 47 02 | Electricity & Gas/Bldg - Stre | 101 000 542 | City Street Fund | 12.77 | Natural Gas - PW - September 2023 |
| 30749 | 10/13/2023 10/24/2023 3986 | Puget Sound Energy, BOT-01H | | 48.32 | Natural Gas - City Hall September 2023 |
| 518 30 47 00 | Public Utility Services - City | 001 000 518 | General Fund | 48.32 | Natural Gas - City Hall September 2023 |
| Total Puget Sound Energy, BOT-01H | | | | 99.38 | |
| 30737 | 10/12/2023 10/24/2023 4683 | Puyallup, City of | | 161.84 | Jail Services - September 2023 |
| 523 60 40 01 | Jail | 001 000 523 | General Fund | 161.84 | Jail Services - September 2023 |
| 30736 | 10/12/2023 10/24/2023 4754 | Reitz, Sheila | | 78.00 | Library Reimbursement - 1 Year |
| 572 21 49 00 | Library Services | 001 000 572 | General Fund | 78.00 | Library Reimbursement - 1 Year |
| 30769 | 10/13/2023 10/24/2023 6823 | Robblee's Total Security Inc | | 68.47 | 44th St. Lift Station Locks for New Panel |
| 535 50 31 01 | Oper Supplies - Sewer Main | 430 000 535 | Sewer Fund (de | 68.47 | 44th St. Lift Station Locks for New Panel |
| 30731 | 10/10/2023 10/24/2023 337 | Roberts, Christopher | | 25.00 | Gym Fees Reimbursement - September 2023 |
| 521 22 20 00 | Personnel Benefits - Police | 001 000 521 | General Fund | 25.00 | Gym Fees Reimbursement - September 2023 |
| 30747 | 10/13/2023 10/24/2023 10398 | Rubke, Patricia | | 308.00 | Barre Classes (Beginning Barre, Barre HIIT, Barre) 09/01/23-09/30/23 |
| 571 20 49 06 | Instructor Fees | 001 000 571 | General Fund | 308.00 | Barre Classes (Beginning Barre, Barre HIIT, Barre) 09/01/23-09/30/23 |
| 30716 | 10/10/2023 10/24/2023 4035 | Sarco Supply | | 88.07 | Janitorial Supplies - Rec Bldg |
| 571 10 31 04 | Janitorial Supplies - Rec Bldg | 001 000 571 | General Fund | 88.07 | Janitorial Supplies - Rec Bldg |
| 30760 | 10/13/2023 10/24/2023 4035 | Sarco Supply | | 128.80 | Janitorial Supplies - Public Works |
| 518 30 31 03 | Oper Supplies - PWF | 001 000 518 | General Fund | 128.80 | Janitorial Supplies - Public Works |
| 30761 | 10/13/2023 10/24/2023 4035 | Sarco Supply | | 64.46 | Operating Supplies - City Hall |
| 518 30 31 04 | Oper Supplies - CH | 001 000 518 | General Fund | 64.46 | Operating Supplies - City Hall |
| 30762 | 10/13/2023 10/24/2023 4035 | Sarco Supply | | 64.46 | Janitorial Supplies - Pool |
| 576 20 31 02 | Janitorial Supplies - Pool | 001 000 576 | General Fund | 64.46 | Janitorial Supplies - Pool |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 9

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|--------------|------------------------------|----------------------------------|-----------|--------------------------------------------------------------|
| | | | Total Sarco Supply | 345.79 | |
| 30754 | 10/13/2023 | 10/24/2023 | 6088 Sentinel Pest Control Inc | 120.23 | Pest Control - City Hall - 10/2023 |
| | 518 30 48 02 | Rep & Maint - City Hall | 001 000 518 General Fund | 120.23 | Pest Control - City Hall - 10/2023 |
| 30771 | 10/13/2023 | 10/24/2023 | 4056 Sherwin-Williams Company | 314.92 | Solvent for Cleaning Street Painting Machines |
| | 542 30 31 02 | Oper Supplies - Street Reg | 101 000 542 City Street Fund | 314.92 | Solvent for Cleaning Street Painting Machines |
| 30776 | 10/13/2023 | 10/24/2023 | 7308 SiteCrafting Inc | 897.00 | Monthly Hosting - CityofFircrest.net - July - September 2023 |
| | 518 81 41 02 | Web Design & Maintenance | 001 000 518 General Fund | 897.00 | Monthly Hosting - CityofFircrest.net - July - September 2023 |
| 30777 | 10/13/2023 | 10/24/2023 | 7749 Sound Uniform Solutions Inc | 33.09 | Uniform Alterations - J Roberts |
| | 521 22 49 01 | Uniforms/Clothing/Laundry | 001 000 521 General Fund | 33.09 | Uniform Alterations - J Roberts |
| 30795 | 10/16/2023 | 10/24/2023 | 5304 South Sound 911 | 32,742.50 | 4th Qtr 2023 - SouthSound 911 Contract Services |
| | 521 22 41 02 | Dispatching - Lesa | 001 000 521 General Fund | 21,685.00 | LE Communications Services 4th Qtr 2023 |
| | 521 22 41 04 | Records | 001 000 521 General Fund | 3,007.50 | Records/Permitting Services 4th Qtr 2023 |
| | 521 22 41 05 | IT Charges | 001 000 521 General Fund | 8,050.00 | RMS & IT Support Services 4th Qtr 2023 |
| 30773 | 10/13/2023 | 10/24/2023 | 4084 Staples Business Advantage | 559.23 | Office Supplies - Admin, Central, Planning & Building |
| | 513 10 35 00 | Small Tools & Equip - Admin | 001 000 513 General Fund | 213.37 | File Cabinet - D. Masko |
| | 518 10 34 01 | Office Supplies - Central | 001 000 518 General Fund | 42.00 | Office Supplies - Central |
| | 518 10 35 00 | Small Tools & Equip - Non I | 001 000 518 General Fund | 151.93 | Office Chair - S. Lee |
| | 524 20 35 00 | Small Tools & Equip - Buildi | 001 000 524 General Fund | 75.96 | Office Chair - M. Newman |
| | 558 60 35 00 | Small Tools & Equip - Plann | 001 000 558 General Fund | 75.97 | Office Chair - M. Newman |
| 30774 | 10/13/2023 | 10/24/2023 | 4084 Staples Business Advantage | 73.24 | Office Supplies - Police |
| | 521 22 31 00 | Office & Oper Sup - Police | 001 000 521 General Fund | 73.24 | Office Supplies - Police |
| 30775 | 10/13/2023 | 10/24/2023 | 4084 Staples Business Advantage | 37.97 | Adjustable Desk Lamp |
| | 524 20 35 00 | Small Tools & Equip - Buildi | 001 000 524 General Fund | 18.98 | Adjustable Desk Lamp |
| | 558 60 35 00 | Small Tools & Equip - Plann | 001 000 558 General Fund | 18.99 | Adjustable Desk Lamp |
| | | | Total Staples Business Advantage | 670.44 | |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 10

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|------------------------------|--------------|-------------------------|------------------------------------|--------|----------------------------------------------------------------------------------------------------------------------------|
| 30718 | 10/10/2023 | 10/24/2023 | 4110 Superior Linen Service | 52.42 | Linen Service 09/20/23 - Pool |
| | 576 20 49 02 | Miscellaneous - Pool | 001 000 576 General Fund | 52.42 | Linen Service 09/20/23 - Pool |
| 30719 | 10/10/2023 | 10/24/2023 | 4110 Superior Linen Service | 49.12 | Linen Service 09/08/23 - Public Works |
| | 518 30 48 03 | Rep & Maint - PW | 001 000 518 General Fund | 49.12 | Linen Service 09/08/23 - Public Works |
| 30720 | 10/10/2023 | 10/24/2023 | 4110 Superior Linen Service | 49.12 | Linen Service 09/22/23 - Public Works |
| | 518 30 48 03 | Rep & Maint - PW | 001 000 518 General Fund | 49.12 | Linen Service 09/22/23 - Public Works |
| 30721 | 10/10/2023 | 10/24/2023 | 4110 Superior Linen Service | 81.41 | Linen Service 09/08/23 - City Hall |
| | 518 30 48 02 | Rep & Maint - City Hall | 001 000 518 General Fund | 81.41 | Linen Service 09/08/23 - City Hall |
| 30722 | 10/10/2023 | 10/24/2023 | 4110 Superior Linen Service | 81.41 | Linen Service 09/22/23 - City Hall |
| | 518 30 48 02 | Rep & Maint - City Hall | 001 000 518 General Fund | 81.41 | Linen Service 09/22/23 - City Hall |
| 30723 | 10/10/2023 | 10/24/2023 | 4110 Superior Linen Service | 124.77 | Linen Service 09/06/23 - Rec Center |
| | 518 30 48 01 | Rep & Maint - Rec Bldg | 001 000 518 General Fund | 124.77 | Linen Service 09/06/23 - Rec Center |
| 30724 | 10/10/2023 | 10/24/2023 | 4110 Superior Linen Service | 124.77 | Linen Service 09/20/23 - Rec Center |
| | 518 30 48 01 | Rep & Maint - Rec Bldg | 001 000 518 General Fund | 124.77 | Linen Service 09/20/23 - Rec Center |
| 30725 | 10/10/2023 | 10/24/2023 | 4110 Superior Linen Service | 52.42 | Linen Service 09/06/23 - Pool |
| | 576 20 49 02 | Miscellaneous - Pool | 001 000 576 General Fund | 52.42 | Linen Service 09/06/23 - Pool |
| Total Superior Linen Service | | | | 615.44 | |
| 30738 | 10/12/2023 | 10/24/2023 | 4328 Systems for Public Safety Inc | 273.03 | #66367D 2018 Ford Interceptor - Replace Seatbelt |
| | 548 65 48 08 | O & M - Police | 501 000 548 Equipment Rent | 273.03 | #66367D 2018 Ford Interceptor - Replace Seatbelt |
| 30739 | 10/12/2023 | 10/24/2023 | 4328 Systems for Public Safety Inc | 819.56 | #60943D - 2016 Ford Interceptor - LOF, Install Seat Cover, Perform 48,000 Service, 2-Stage Fuel/Induction Cleaning Service |
| | 548 65 48 08 | O & M - Police | 501 000 548 Equipment Rent | 819.56 | #60943D - 2016 Ford Interceptor - LOF, Install Seat Cover, Perform 48,000 Service, 2-Stage Fuel/Induction Cleaning Service |
| 30740 | 10/12/2023 | 10/24/2023 | 4328 Systems for Public Safety Inc | 309.23 | #66367D 2018 Ford Interceptor - Replace Battery |
| | 548 65 48 08 | O & M - Police | 501 000 548 Equipment Rent | 309.23 | #66367D 2018 Ford Interceptor - Replace Battery |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 11

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|-------------------------------------|--------------|----------------------------------|------------------------------------|-----------|-------------------------------------------------------------------------------------------|
| 30741 | 10/12/2023 | 10/24/2023 | 4328 Systems for Public Safety Inc | 129.46 | #71535D - 2021 Ford Interceptor - LOF, Mechanical & Emergency Equipment Safety Inspection |
| | 548 65 48 08 | O & M - Police | 501 000 548 Equipment Rent | 129.46 | #71535D - 2021 Ford Interceptor - LOF, Mechanical & Emergency Equipment Safety Inspection |
| Total Systems for Public Safety Inc | | | | 1,531.28 | |
| 30772 | 10/13/2023 | 10/24/2023 | 4120 Tacoma Daily Index | 35.63 | September 2023 Publications |
| | 511 60 41 01 | Advertising - Legisl | 001 000 511 General Fund | 35.63 | Notice of Special City Council Meeting |
| 30781 | 10/13/2023 | 10/24/2023 | 4133 Tacoma Rubber Stamp | 45.21 | Nameplate - M. Newman & E. Lane |
| | 558 60 31 00 | Office & Oper Sup - Plannin | 001 000 558 General Fund | 45.21 | Nameplate - M. Newman & E. Lane |
| 30787 | 10/16/2023 | 10/24/2023 | 4133 Tacoma Rubber Stamp | 48.47 | Nametags - A. Kropelnicki & M. Newman |
| | 558 60 49 00 | Miscellaneous - Planning | 001 000 558 General Fund | 32.31 | Nametags - M. Newman (2) |
| | 571 10 49 00 | Miscellaneous - Rec | 001 000 571 General Fund | 16.16 | Nametags - A. Kropelnicki |
| Total Tacoma Rubber Stamp | | | | 93.68 | |
| 30785 | 10/13/2023 | 10/24/2023 | 4322 Tacoma, City of - POWER | 10,484.74 | Power - Various Locations - September 2023 |
| | 518 30 47 00 | Public Utility Services - City I | 001 000 518 General Fund | 644.72 | City Hall Power 09/2023 |
| | 531 50 47 02 | Public Utility Services - Bldg | 415 000 531 Storm Drain | 78.26 | PW Power 09/2023 |
| | 534 10 47 00 | Utility Services/Building - W. | 425 000 534 Water Fund (de | 78.26 | PW Power 09/2023 |
| | 534 80 47 01 | Utility Services/Pumping | 425 000 534 Water Fund (de | 6,039.04 | PW, Well #4, #6, #7, #8 & #9, Golf Course Tank 09/2023 |
| | 535 10 47 00 | Utility Services/Building - Se | 430 000 535 Sewer Fund (de | 78.26 | PW Power 09/2023 |
| | 535 80 47 01 | Utility Services/Pumping | 430 000 535 Sewer Fund (de | 1,038.78 | Pumps/LS Power 09/2023 |
| | 542 30 47 02 | Electricity & Gas/Bldg - Stre | 101 000 542 City Street Fund | 78.26 | PW Power 09/2023 |
| | 542 30 47 03 | Electricity/Traffic Lights | 101 000 542 City Street Fund | 41.92 | Traffic Control 09/2023 |
| | 542 63 47 00 | Electricity/Street Lights | 101 000 542 City Street Fund | 1,274.61 | Street Lights 09/2023 |
| | 548 65 47 00 | Utility Services/Building - Sh | 501 000 548 Equipment Rent | 33.84 | F&E Garage Power 09/2023 |
| | 571 10 47 00 | Public Utility Services - Rec | 001 000 571 General Fund | 1,013.22 | Rec Center Power 09/2023 |
| | 576 80 47 00 | Public Utility Services - Park: | 001 000 576 General Fund | 85.57 | Parks Power - 09/2023 |
| 30784 | 10/13/2023 | 10/24/2023 | 4139 Tapco Visa Card | 2,031.80 | Charges thru 10/15/23 |
| | 513 10 31 00 | Office & Oper Sup - Admin | 001 000 513 General Fund | 331.80 | Box.com Annual License Fee (8/5/23-8/4/24) |
| | 518 10 49 00 | Miscellaneous - Non Dept | 001 000 518 General Fund | 50.00 | Annual Fee - Tapco |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 12

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|------------------------------|------------|---------------------------------------|----------|-------------------------------------------------------------|
| 524 20 31 00 | Office & Oper Sup - Building | | 001 000 524 General Fund | 660.00 | Box.com Annual License Fee (8/5/23-8/4/24) |
| 542 30 31 02 | Oper Supplies - Street Reg | | 101 000 542 City Street Fund | 660.00 | Box.com Annual License Fee (8/5/23-8/4/24) |
| 558 60 31 00 | Office & Oper Sup - Plannin | | 001 000 558 General Fund | 330.00 | Box.com Annual License Fee (8/5/23-8/4/24) |
| 30743 | 10/13/2023 | 10/24/2023 | 10212 Triple Impact Coaching LLC | 1,102.50 | Basketball Clinic - Wednesday Workouts 09/06/23-09/27/23 |
| 571 20 49 06 | Instructor Fees | | 001 000 571 General Fund | 1,102.50 | Basketball Clinic - Wednesday Workouts 09/06/23-09/27/23 |
| 30808 | 10/16/2023 | 10/24/2023 | 8484 US Bank, Recreation Dept Account | 914.14 | P-Card Charges thru 10/15/23 |
| 571 10 31 02 | Senior Program Supplies | | 001 000 571 General Fund | 196.25 | Senior Morning Supplies |
| 571 10 41 00 | Senior Trips | | 001 000 571 General Fund | 23.25 | Senior Trip Supplies |
| 573 90 49 01 | Community Events | | 001 000 573 General Fund | 694.64 | Community Event Supplies |
| 30815 | 10/17/2023 | 10/24/2023 | 4172 Union 76 Royal | 56.83 | #71536 Gas/Fuel - 08/16/2023 (Card Not Working) |
| 548 65 31 08 | Gas - Police | | 501 000 548 Equipment Rent | 56.83 | #71536 Gas/Fuel - 08/16/2023 (Card Not Working) |
| 30816 | 10/17/2023 | 10/24/2023 | 4172 Union 76 Royal | 54.21 | #60452 Gas/Fuel - 08/09/2023 (Card Not Working) |
| 548 65 31 08 | Gas - Police | | 501 000 548 Equipment Rent | 54.21 | #60452 Gas/Fuel - 08/09/2023 (Card Not Working) |
| | | | Total Union 76 Royal | 111.04 | |
| 30766 | 10/13/2023 | 10/24/2023 | 9253 University Place Tire & Auto | 81.88 | #55697D - LOF & Reset Maintenance Light |
| 548 65 31 06 | Gas - Facilities | | 501 000 548 Equipment Rent | 81.88 | #55697D - LOF & Reset Maintenance Light |
| 30711 | 10/09/2023 | 10/24/2023 | 10335 Viafore, David | 3.47 | 11-00260.4 - 1301 CONTRA COSTA AVE |
| 343 50 00 00 | Sewer Revenues | | 430 000 340 Sewer Fund (de | -3.47 | |
| 30786 | 10/13/2023 | 10/24/2023 | 10040 WECI | 1,393.87 | Alameda St L/S Pump Repair - Parts, Labor and Travel |
| 535 50 48 00 | Rep & Maint - Sewer Maint | | 430 000 535 Sewer Fund (de | 1,393.87 | Alameda St L/S Pump Repair - Parts, Labor and Travel |
| 30764 | 10/13/2023 | 10/24/2023 | 4231 Water Mgmt Labs Inc | 105.00 | Coliform Testing - September 2023 - Well #7 Start Up |
| 534 80 41 00 | Water Testing | | 425 000 534 Water Fund (de | 105.00 | Coliform Testing - September 2023 - Well #7 Start Up |
| 30767 | 10/13/2023 | 10/24/2023 | 4231 Water Mgmt Labs Inc | 42.00 | Fluoride Testing - 08/22/2023 |
| 534 80 41 00 | Water Testing | | 425 000 534 Water Fund (de | 42.00 | Fluoride Testing - 08/22/2023 |

ACCOUNTS PAYABLE

City Of Fircrest

Time: 11:34:38 Date: 10/19/2023

As Of: 10/24/2023

Page: 13

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|--------------|------------|-------------------------------|------------|--------------------------------------------------|
| | | | Total Water Mgmt Labs Inc | 147.00 | |
| 30793 | 10/16/2023 | 10/24/2023 | 10380 Yi, Grace Yoon | 239.30 | Korean Interpreting (2 hrs & mileage) - 10/04/23 |
| | 512 51 41 03 | | Prof Srvs - Interpreter - FMC | | |
| | | | 001 000 512 General Fund | 239.30 | Korean Interpreting (2 hrs & mileage) - 10/04/23 |
| Report Total: | | | | 214,321.90 | |

| Fund | |
|-----------------------------|------------|
| 001 General Fund | 137,288.81 |
| 101 City Street Fund | 3,067.42 |
| 301 Park Bond Capital Fund | 47,520.00 |
| 415 Storm Drain | 1,043.08 |
| 425 Water Fund (department) | 8,589.61 |
| 430 Sewer Fund (department) | 8,914.63 |
| 432 Sewer Improvement Fund | 4,910.50 |
| 501 Equipment Rental Fund | 2,985.56 |
| 655 Agency Fund/Bdg Permit | 2.29 |

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 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**A. Police Chief Schaub Introduction & Swearing In Ceremony**

City Manager Masko introduced Police Chief Schaub and stated that he has over 28 years of law enforcement experience and knowledge. Police Chief Schaub stated that he is excited at the opportunity and briefed the Council on his community policing principles. Mayor Wittner swore in Ronald Schaub as the Fircrest Police Chief.

B. Centennial Committee Appointments

Mayor Wittner briefed the Council on the Centennial Committee formation and stated that the Steering Committee members are appointed by the Mayor and confirmed by the Council.

Councilmember Bufford MOVED to confirm the Mayor’s appointments to the City of Fircrest Centennial Celebration Steering Committee as follows: Councilmember David Viafore as the Committee Chair, Councilmember Shannon Reynolds, Councilmember Nikki Bufford, City Manager Dawn Masko, Parks & Recreation Director Jeff Grover, and Events Coordinator Judy Schmidtke; seconded by Councilmember Viafore. Mayor Wittner invited Councilmember comment; none were provided. Mayor Wittner invited public comment; none were provided.

The Motion Carried (6-0).**CITY MANAGER COMMENTS**

City Manager Masko reported on the Centennial Committee's responsibilities, the Municipal Court’s new case management system, and the Pierce County City Manager’s meeting.

A. Council Photo Discussion

Acting City Clerk Burkhart reported on the Council group photo and asked for Council feedback on setting a date. Council discussions included the necessity for a group photo, November dates, photo placement, and logistics.

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis provided an update on the City’s heating, ventilation, and air conditioning (HVAC) system, Masko Park beautification, the Eldorado Ave/ Farallone Ave backyard sewer main pipe bursting project, and stated that the department is monitoring sanitary sewer flows.
- Community Development Director Newman reported on the City’s 2030 target growth cycles, reviewed the Mildred Street “Prose” Development documents, and continues to work on grants to comply with recent state-mandated laws. There was a brief discussion on identifying zoning districts and building blocks for population growth.
- Project Coordinator Bob Jean commented on the City’s proposed Inflow and Infiltration (I&I) program, highlighting that the program will help reduce waste overflows and stated that Alliance Residential has voluntarily contributed funds to the project.

- Parks and Recreation Director Grover provided an update on the Fircrest Park improvement project, upcoming City events, and the October 7, 2023, Whittier Park work party collaboration with Pierce County Conservation District. There was a brief discussion on Haunted Trails volunteers.

COUNCILMEMBER COMMENTS

- Councilmember Andrews; no comment.
- Councilmember Bufford thanked City Manager Masko for the City Manager's weekly updates, commented on providing stormwater management outreach, and provided feedback on the Comprehensive Plan community workshop.
- Councilmember George welcomed Police Chief Schaub, congratulated the Centennial Committee members, welcomed Community Development Director Newman, and commented on climate model policies.
- Councilmember Reynolds reported on a follow-up comment from the Comprehensive Plan community workshop event and stated that it provided good ideas for the City.
- Councilmember Viafore thanked staff for the Comprehensive Plan community workshop, commented on the facilities liaison, and welcomed Police Chief Schaub and Community Development Director Newman.
- Mayor Wittner welcomed the Police Chief and thanked the meeting attendees.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

- Vince Navarre, 1205 Del Monte Ave, thanked Mayor Wittner for helping him.
- Former Councilmember, Jerry Foss, 1101 Paradise Parkway, commented on the Mildred Street “Prose” Development and the status of remediation.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

There was no report.

B. Pierce County Regional Council

Councilmember Reynolds reported on several agenda items including aviation system capacity discussions, Pierce County emergency planning, South Sound military partnership, and budget presentation. Councilmember Reynolds stated that PCRC will have a December recess and officer elections will occur in November.

C. Public Safety, Courts

Councilmember Viafore reported on Judge Miller’s transition plan and the Fircrest Municipal Court bailiff issue. Councilmember Viafore commented that City staff is working on providing the Council with a proposal for the judge’s transition.

D. Street, Water, Sewer, and Storm Drain

Councilmember Bufford provided an update on the Emerson Street stormwater project, the Emerson Street sidewalk extension project, and the Claremont Well house repair/replacement status.

E. Other Liaison Reports

Councilmember Andrews commented on the Pierce Transit Liaison reports. Councilmember Reynolds provided a brief update on the Pierce Transit board to include labor negotiations, bus rapid transit, and electrical vehicle options.

CONSENT CALENDAR

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

- A. Approval of Check No. 220154 through 220219 in the amount of \$189,145.78
Approval of payroll electronic funds transfer in the amount of \$139,164.48
- B. Approval of the September 12, 2023, Regular Meeting minutes.

Councilmember Bufford MOVED to approve the Consent Calendar as read; seconded by Councilmember Viafore. Councilmember Andrews requested to remove item 10B. Approval of the September 12, 2023, Regular Meeting minutes.

The Motion to Approve the Consent Calendar Carried (6-0) as amended.

Councilmember Andrews stated he would contact City staff for clarity.

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS**A. Resolution No. 1846: Pierce County Department of Assigned Counsel**

City Manager Masko provided an overview of the proposed resolution and highlighted that the agreement extends the contract through December 31, 2025, and updates the compensation.

Councilmember Bufford MOVED to adopt Resolution No. 1846, authorizing the City Manager to execute an agreement for Public Defense Services with Pierce County for indigent legal defense services; seconded by Councilmember Viafore. Mayor Wittner invited Councilmember comment. There was a brief discussion on the 2024 budget. Mayor Wittner invited public comment; none were provided.

The Motion Carried (6-0).**B. Resolution No. 1847: Memorandum of Understanding: Fircrest Parks & Recreation Foundation**

City Manager Masko provided an overview of the proposed resolution and highlighted that the grants from the Fircrest Parks & Recreation Foundation will help expand the recreational

programs and activities. **Councilmember Bufford MOVED to adopt Resolution No. 1847, authorizing the City Manager to execute a Memorandum of Understanding Between the City of Fircrest and the Fircrest Parks and Recreation Foundation; seconded by Viafore.** Mayor Wittner invited Councilmember comment. There was a brief discussion on the effort and time invested to formalize the relationship between the City and the Foundation. Mayor Wittner invited public comment.

- Andrew Imholt, 1009 Crestwood Lane, thanked the City Council and City Manager Masko for formally establishing the relationship.

The Motion Carried (6-0).

C. Resolution No. 1848: Leavitt Group Insurance Broker Contract Amendment

City Manager Masko reported on the proposed resolution and highlighted that the Cities Insurance Association of Washington (CIAW) requires the City to designate a servicing representative. City Manager Masko stated that if the City did not designate a servicing representative, then the City would be billed 10% of the annual cost for insurance by CIAW. **Councilmember Bufford MOVED to adopt Resolution No. 1848, authorizing the City Manager to execute Amendment #12 to the agreement with Leavitt Group NW for insurance broker services; seconded by Councilmember Andrews.** Mayor Wittner invited Councilmember comment. There was a brief discussion about the City's insurance representative. Mayor Wittner invited public comment; none were provided.

The Motion Carried (4-2) with Councilmember Viafore and Councilmember Reynolds dissenting.

D. 2024 Preliminary Budget Presentation

Finance Director Colleen presented the 2024 proposed budget to the Council and stated that hard copies are available at City Hall. She highlighted the 2024 budget session schedule and impacts on the budget to include a Consumer Price Index of 4.5%, a Tacoma Fire contract increase, a 1% property tax increase, and ARPA funds.

Mayor Wittner asked the Council if there were any other new business items.

Councilmember Viafore invoked Fircrest City Council Rule 18. Rules of Order and introduced the motion to suspension of temporary sign enforcement for Council consideration. **Councilmember Viafore MOVED to suspend the enforcement of the Temporary Signs Ordinance No. 22.26.021 effective September 26, 2023, for 45 days; seconded by Councilmember Reynolds.** Mayor Wittner invited Councilmember comment. Council discussions included restrictions on rights and potential litigation, sign code updates, staff impacts, the appearance of selective enforcement, City code concern complaints, fine enforcement, free speech, and the intent of the adopted sign code. Mayor Wittner invited public comment.

- Vince Navarre, 1205 Del Monte Ave, expressed concern about the sign code enforcement suspension and commented on the appearance of fairness.
- Nancy Atwood, 1204 Farallone Ave, commented on the sign's appearance and proximity and code violations.

There was a brief discussion on public discussions, elected official commitments to constituents, and temporary sign restrictions.

Councilmember Reynolds requested a roll call vote: Councilmember Andrews- No; Councilmember Bufford – No; Councilmember George – No; Councilmember Reynolds – No; Councilmember Viafore - Yes; Mayor Wittner – No.

Upon a roll call vote, **The Motion Failed (5-1) with Councilmember Viafore dissenting.**

CALL FOR FINAL COMMENTS

There were no final comments.

EXECUTIVE SESSION

At 8:48 P.M., Mayor Wittner reported that the Council would take a seven-minute recess and convene into two executive sessions, not to exceed sixty (60) minutes to discuss Potential Litigation, pursuant to RCW 42.30.110(1)(i) and Property Acquisition pursuant to RCW 42.30.110(1)(b). City Attorney Zeinemann and City Manager Masko were invited to the executive sessions.

ADJOURNMENT

Councilmember Bufford MOVED to adjourn the meeting at 9:28 P.M.; seconded by Councilmember Andrews. The Motion Carried (6-0).

Brett L. Wittner, Mayor

Arlette Burkhardt, Acting City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

AGENDA MODIFICATIONS

There were none.

PRELIMINARY 2024 BUDGET

Finance Director Corcoran presented the Preliminary 2024 Budget General Fund overview, which included personnel changes, capital projects, and transfers. Finance Director Corcoran highlighted that the preliminary budget reflects a 4.5 percent cost of living adjustment increase for all employees based on the Consumer Price Index (CPI). 2023 Personnel changes include the addition of a Community Development Director and City Clerk, and the deletion of the Administrative Services Director. The 2024 proposed budget does not include , but staff is recommending the request for an additional Recreational Specialist and a part-time Accountant II.

There was a brief discussion on the benefits and cost breakdown for the personnel changes.

Finance Director Corcoran briefed the Council on City staff’s recommended uses for the American Rescue Plan Act (ARPA) funds. Council discussions included on going costs associated with ARPA purchases, the City’s heating, ventilation, and air conditioning (HVAC) system, and the police vehicle dash cameras. There was a Council consensus to have a special meeting for an ARPA funds discussion and have staff provide additional information for ongoing costs on suggested ARPA purchases.

Councilmember Barrentine left the Council Chambers at 6:41 P.M. and returned to the meeting at 6:43 P.M.

Finance Director Corcoran presented the Equipment Repair and Replacement (ERR) Fund overview and highlighted the replacement of three police vehicles and 14 computers.

Finance Director Corcoran highlighted the 2024 capital projects including the City’s time and temperature sign upgrade project, City Hall alarm system upgrade, and dash cameras and patrol rifle noise suppressions.

Councilmember George joined the meeting at 6:57 P.M.

Discussions included the Council Chamber’s audio-visual equipment upgrade, police vehicles, and the alarm system in the ERR fund. There was a discussion held on the lower business district light standards.

Finance Director Corcoran highlighted General Fund revenue changes, stating the property tax line, retail sales tax, and other tax revenues increased. Pool and recreation revenue increases are

based on the pool season usage analysis. Lastly, the investment interest increases are based on the current market and cumulative reserve loan.

She highlighted major general fund expenditure changes. Administration changes include a decrease in professional services due to City Manager recruitment and an Acting City Manager contract in 2023. Non-departmental changes include a transfer out of ARPA funds to Water Capital. Police changes include a decrease in professional services due to the Police Chief recruitment and Interim Police Chief contract. There was an increase in Fire and Emergency Management Systems of 4.5 percent due to an increase in CPI. Recreation changes include an increase in instructor-based expenses and an increase in donations.

Discussions included the Mildred Street development revenue, assessment of the public safety building, service levels from the Building Official, City’s centennial funding, community events, and police vehicles.

Finance Director Corcoran highlighted the Park Bond Debt Service Fund and Park Bond Capital Fund changes. There was a brief discussion on the Fircrest Park maintenance facility.

Finance Director Corcoran stated that the 2024 Real Estate Excise Tax Fund included revenue for REET-I and REET-II estimated at \$150,000 each and a transfer to Street Fund for capital projects.

The Cumulative Reserve Fund will receive its last loan payments and the interest will go into the General Fund.

ADJOURNMENT

Councilmember Bufford MOVED to adjourn the meeting at 7:56 P.M., seconded by Councilmember Barrentine. The Motion Carried (7-0).

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 Shannon Reynolds, Joe Barrentine, Hunter T. George, Nikki Bufford, and Jim Andrews were present. Councilmember David M. Viafore was absent and excused.

PRESIDING OFFICER’S REPORT

A. Police Chief Schaub Pinning Ceremony

City Manager Masko reported on the Police Chief’s ceremonial badge pinning.

B. Appointment of Streets, Facilities, & Equipment Council Liaison

Mayor Wittner appointed Councilmember Bufford as the Streets, Facilities, & Equipment Council liaison. There were no objections noted from the Council.

CITY MANAGER COMMENTS

City Manager Masko reported on the International City/County Management Association (ICMA) conference and thanked the Council for their support. City Manager Masko also reported on the upcoming budget sessions, the Maintenance Worker I position, and the Council photo date.

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis reported on the Claremont Street Well House damage, the Emerson Street sidewalk project, the Regents Blvd overlay project, and a city building energy audit.
- Parks and Recreation Director Grover provided a status update on the Fircrest Park Improvement project and reported on important dates. There was a brief discussion on community engagement and outreach.
- Police Chief Schaub reported on various departmental items to include police vehicle lead times, rifle suppression lifespan, the Fircrest Civil Service Rules, and provided an update on staffing. There was a brief discussion on the Fircrest Police Department non-emergency number.
- Community Development Director Newman reported on the Mildred Street development “Prose”, the comprehensive plan update, and a permit fee schedule update.

COUNCILMEMBER COMMENTS

- Councilmember Andrews; no comment.
- Councilmember Bufford; no comment.
- Councilmember George; no comment.
- Councilmember Reynolds; no comment.
- Councilmember Barrentine; no comment.
- Mayor Wittner commented on the Wainwright Intermediate School tree issue.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Wittner invited public comment. There were no public comments.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

Councilmember Andrews provided kudos to City Manager Masko and reported that the administration is dealing with personnel issues.

B. Environmental, Planning, and Building

Councilmember George provided kudos to Community Development Director Newman.

C. Finance, IT, Facilities

Councilmember Reynolds reported that the Finance department is working on the 2024 budget.

D. Other Liaison Reports

Councilmember George reported on the South Sound Housing Affordability Partners’ (SSHAP) executive board meeting.

CONSENT CALENDAR

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

- A. Approval of Check No. 220220 through 220285 in the amount of \$120,771.59
Approval of Check No. 14290 through 14298 in the amount of \$8,882.42
Approval of Check No. 14299 through 14305 in the amount of \$59,463.14
Approval of payroll electronic funds transfer in the amount of \$143,798.77

B. Registering no objections to Rollin’ 253 Liquor License Application

C. Approval of the September 18, 2023, Special Meeting minutes

Councilmember Bufford MOVED to approve the Consent Calendar as read; seconded by Councilmember Barrentine.

The Motion Carried (6-0).

PUBLIC HEARING

There was none scheduled.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

A. End of Pool Season Summary

Parks and Recreation Director Grover provided an update on the Fircrest pool 2023 end-of-season to include pool revenue, cost recovery, program offerings, and pool party room rentals. Council discussions included staffing salaries and wages, lifeguard retention, parking issues, and extending the pool season.

B. Alliance/ Prose Project Memorandum of Understanding Discussion

Project Coordinator Bob Jean reported on the proposed Memorandum of Understanding (MOU) between the City and Alliance and highlighted that the MOU provides for a voluntary contribution

towards the City’s Inflow and Infiltration (I&I) program. Mayor Wittner invited Councilmember comment; none were provided.

C. Comprehensive Plan Vision Statement Discussion

Project Coordinator Bob Jean reported that the discussion will be brought back to the Council at a later date.

D. Resolution No. 1849: KBH Change Order

Parks and Recreation Director Grover provided an overview of the proposed resolution and highlighted that the change order will include the removal of unexpected buried objects around the perimeter of the pool house. **Councilmember Bufford MOVED to adopt Resolution No. 1849, authorizing the City Manager to execute a contract change order for additional construction services for the Fircrest Park Athletic Fields Improvement project with KBH Construction Co.; seconded by Councilmember Reynolds.** Mayor Wittner invited Councilmember comment. There was a brief discussion on conducting due diligence. Mayor Wittner invited public comment; none were provided.

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

CALL FOR FINAL COMMENTS

There were no final comments.

EXECUTIVE SESSION

There was none scheduled.

ADJOURNMENT

Councilmember Barrentine MOVED to adjourn the meeting at 7:59 P.M., seconded by Councilmember Bufford. The Motion Carried (6-0).

Brett L. Wittner, Mayor

Arlette Burkhart, Acting City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2024 Public Hearing-Preliminary Expenditures
ITEM: 11A
DATE: October 24, 2023
FROM: Colleen Corcoran, Finance Director

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: To receive public input on 2024 Preliminary Expenditures

FISCAL IMPACT:

| | |
|------------------------------|-------------------|
| General | 11,977,925 |
| Street | 2,315,346 |
| Park Bond Debt Service | 602,303 |
| Park Bond Capital | 3,225,655 |
| Storm Drain..... | 1,046,742 |
| Storm Drain Capital | 823,178 |
| Water | 1,342,337 |
| Water Capital | 517,988 |
| Sewer..... | 3,939,150 |
| Sewer Capital..... | 1,489,792 |
| Equipment Replacement | 2,499,012 |
| Police Investigation | 13,551 |
| Real Estate Excise Tax | 3,161,372 |
| Cumulative Reserve..... | 2,750,000 |
| TOTAL..... | 35,704,351 |

ADVANTAGE: Allows citizens to comment on 2024 Preliminary Expenditures.

DISADVANTAGE: None.

ALTERNATIVES: None.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2024 Public Hearing-Preliminary Revenue
ITEM: 11B
DATE: October 24, 2023
FROM: Colleen Corcoran, Finance Director

RECOMMENDED MOTION: None. Public Hearing Only.

PROPOSAL: To receive public input on 2024 Preliminary Revenues

FISCAL IMPACT:

| | |
|------------------------------|-------------------|
| General | 11,977,925 |
| Street | 2,315,346 |
| Park Bond Debt Service | 602,303 |
| Park Bond Capital | 3,225,655 |
| Storm Drain..... | 1,046,742 |
| Storm Drain Capital | 823,178 |
| Water | 1,342,337 |
| Water Capital | 517,988 |
| Sewer | 3,939,150 |
| Sewer Capital | 1,489,792 |
| Equipment Replacement | 2,499,012 |
| Police Investigation | 13,551 |
| Real Estate Excise Tax | 3,161,372 |
| Cumulative Reserve..... | 2,750,000 |
| TOTAL..... | 35,704,351 |

ADVANTAGE: Allows citizens to comment on 2024 Preliminary Revenues.

DISADVANTAGE: None.

ALTERNATIVES: None.

Attachment(s): 2024 Preliminary Revenues

GENERAL FUND REVENUE

| BARS | Description | 2021 Actual | 2022 Actual | 2023 Budget | 2024 Budget |
|--------------|--------------------------------------|------------------|------------------|------------------|------------------|
| 308-51-00-01 | Assigned BFB - Light | 557,005 | 528,647 | 502,126 | 449,446 |
| 308-51-00-02 | Assigned BFB - 44th Alameda | 661,838 | 618,529 | 568,395 | 498,395 |
| 308-31-00-01 | Restricted BFB - ARPA | 0 | 473,948 | 800,393 | 320,669 |
| 308-91-00-01 | Reserved for Cash Flow | 1,400,000 | 1,400,000 | 1,400,000 | 1,925,000 |
| 308-91-00-01 | Unassigned BFB - General | 1,581,595 | 1,739,401 | 2,290,833 | 1,371,210 |
| | Total Fund Balance | 4,200,438 | 4,760,526 | 5,561,747 | 4,564,720 |
| 311-10-00-00 | General Property Taxes | 1,605,399 | 1,632,421 | 1,699,415 | 1,717,295 |
| 311-10-01-00 | EMS Taxes | 537,960 | 555,560 | 562,040 | 568,017 |
| 313-11-00-00 | Retail Sales & Use Tax | 775,139 | 775,647 | 775,000 | 785,000 |
| 313-17-00-00 | Zoo Tax | 87,889 | 96,323 | 90,000 | 95,000 |
| 313-71-00-00 | Local Criminal Justice Tax | 159,046 | 172,801 | 165,000 | 175,000 |
| 316-40-00-00 | Water Utility Tax | 84,878 | 84,170 | 89,600 | 89,600 |
| 316-41-00-00 | Sewer Utility Tax | 164,247 | 165,447 | 167,015 | 167,015 |
| 316-42-00-01 | Storm Drain Utility Tax | 30,353 | 30,401 | 31,584 | 31,584 |
| 316-43-00-00 | Gas Utility Tax | 108,776 | 122,015 | 120,000 | 150,000 |
| 316-45-00-00 | Garbage/Solid Waste Tax | 123,081 | 132,958 | 138,000 | 147,000 |
| 316-46-00-00 | Television Cable Tax | 135,596 | 150,139 | 135,000 | 150,000 |
| 316-47-00-00 | Telephone/Telegraph Tax | 79,051 | 58,681 | 60,000 | 60,000 |
| | Total Taxes | 3,891,414 | 3,976,561 | 4,032,654 | 4,135,511 |
| 321-91-00-01 | Non-Comp Charge/Electric | 291,649 | 228,446 | 320,000 | 330,000 |
| 321-91-00-02 | Franchise Fee Water | 7,404 | 7,277 | 7,500 | 7,500 |
| 321-91-00-03 | Franchise Fee Cable TV | 113,219 | 124,993 | 125,000 | 125,000 |
| 321-99-00-00 | Business Licenses & Permits | 61,411 | 58,739 | 62,000 | 62,000 |
| 322-10-00-00 | Building Permit | 39,796 | 36,248 | 30,000 | 35,000 |
| 322-10-00-01 | Mechanical Permit | 7,835 | 9,273 | 8,000 | 8,000 |
| 322-10-00-02 | Plumbing Permit | 3,220 | 5,250 | 5,000 | 5,000 |
| 322-10-00-05 | Sign Permit | 950 | 600 | 500 | 500 |
| 322-10-00-06 | Investigation Fee | 864 | 1,661 | 1,000 | 1,000 |
| 322-10-00-07 | Fire Protection Permit | 1,000 | 450 | 500 | 500 |
| 322-90-00-00 | Other Licenses & Permits (Alarm) | 355 | 175 | 500 | 500 |
| | Total Licenses & Permits | 527,704 | 473,112 | 560,000 | 575,000 |
| 332-92-10-00 | ARPA Grant | 954,920 | 504,920 | 0 | 0 |
| 333-20-60-00 | Reimb - St of WA (Fed Passthru) | 4,443 | 7,443 | 27,000 | 8,000 |
| 334-00-30-00 | State Grant From Secretary of State | 0 | 12,352 | 0 | 0 |
| 334-01-20-00 | State Grant From AOC | 850 | 0 | 0 | 0 |
| 334-04-20-00 | State Grant From Dept of Commerce | 0 | 0 | 62,500 | 62,500 |
| 336-00-98-00 | City Assistance | 167,275 | 139,076 | 170,000 | 150,000 |
| 336-06-21-00 | CJ Population | 2,258 | 2,473 | 2,600 | 2,750 |
| 336-06-26-00 | CJ Special Programs | 35,132 | 8,768 | 9,165 | 9,770 |
| 336-06-42-00 | Marijuana Excise Tax | 8,925 | 11,653 | 10,000 | 13,000 |
| 336-06-51-00 | DUI-Cities | 1,124 | 824 | 1,000 | 1,000 |
| 336-06-94-00 | Liquor Excise Tax | 48,081 | 50,870 | 49,495 | 52,310 |
| 336-06-95-00 | Liquor Board Profits | 42,917 | 44,642 | 55,195 | 54,625 |
| 336-06-95-01 | Liquor Board Profits - Public Safety | 10,729 | 11,160 | 11,000 | 11,000 |

| | | | | | |
|--------------|-----------------------------------------------|------------------|------------------|------------------|------------------|
| | Total Intergovernmental Revenues | 1,276,655 | 794,180 | 397,955 | 364,955 |
| 341-43-00-00 | Interdepartmental Service Chg | 675,145 | 755,019 | 755,622 | 768,164 |
| 341-49-00-00 | Ruston Court Contract | 238,360 | 242,000 | 254,100 | 265,535 |
| 341-99-00-00 | Passport Fees | 34,160 | 52,290 | 50,000 | 54,000 |
| 342-40-00-00 | Special Inspection Fees | 0 | 200 | 0 | 0 |
| 345-81-00-01 | Planning Permit | 7,977 | 26,054 | 13,000 | 26,000 |
| 345-81-00-02 | Site Development Permit | 204 | 1,654 | 2,000 | 3,000 |
| 345-83-00-00 | Plan Checking | 20,917 | 16,890 | 18,000 | 25,000 |
| 347-30-00-00 | Swimming Pool Fees | 111,516 | 165,709 | 150,000 | 185,000 |
| 347-30-00-02 | Swim Team Fees | 7,635 | 7,025 | 7,000 | 7,000 |
| 347-30-00-04 | Recreation Fees | 2,212 | 30,448 | 20,000 | 35,000 |
| 347-30-00-10 | Participation Fees-Adult | 0 | 1,630 | 4,500 | 4,000 |
| 347-60-00-12 | Participation Fees-Youth | 31,460 | 44,630 | 40,800 | 45,000 |
| 347-60-00-09 | Instructor Based Revenue | 2,420 | 36,008 | 45,000 | 45,000 |
| 347-60-00-10 | Swimming Instruction Fees | 54,999 | 47,532 | 64,000 | 55,000 |
| 347-60-00-11 | Instructor Based Revenue - Pool | 0 | 0 | 1,500 | 500 |
| | Total Charges for Goods & Services | 1,187,005 | 1,427,089 | 1,425,522 | 1,518,199 |
| 353-10-00-01 | Municipal Court | 224,687 | 178,929 | 200,000 | 200,000 |
| 356-50-00-00 | Investigative Fund Assessments | 1,908 | 1,565 | 2,000 | 2,000 |
| 356-50-04-00 | DUI Invest Fund Assessments | 2,197 | 1,497 | 1,800 | 1,800 |
| | Total Fines & Forfeits | 228,792 | 181,991 | 203,800 | 203,800 |
| 361-11-00-01 | Investment Interest - General | 7,424 | 98,053 | 192,418 | 335,000 |
| 361-40-00-01 | Sales Interest | 514 | 830 | 500 | 4,000 |
| 361-40-00-03 | Int On Gen Property Taxes | 149 | 2,028 | 500 | 5,000 |
| 361-40-00-04 | Int On EMS Property Taxes | 31 | 416 | 100 | 1,000 |
| 361-40-00-04 | Interest Payment from PCBF | 0 | 11,500 | 0 | 0 |
| 362-40-00-00 | Rental Revenue - Space & Facility | 2,000 | 38,296 | 60,000 | 80,000 |
| 362-40-00-01 | Rental Revenue - Soccer Field | 0 | 10,983 | 5,200 | 5,200 |
| 362-40-00-02 | Rental Revenue - Cancellation Fees | 0 | 40 | 0 | 0 |
| 362.40.00.03 | Rental Rvenue - Recreation Equipment | 0 | 0 | 0 | 2,000 |
| 362-50-00-01 | Land Rental - Gen Fund Property | 77,830 | 82,730 | 90,595 | 94,675 |
| 362-50-00-02 | Land Rental - ERR Garage | 4,300 | 4,570 | 5,000 | 5,225 |
| 362-50-00-03 | Rental Revenue - Time/Temp Sign | 2,640 | 2,640 | 2,640 | 2,640 |
| 362-50-00-04 | Rental Revenue - Pool | 5,430 | 7,969 | 15,000 | 8,000 |
| 362-50-00-07 | Rental Revenue - Pool Party Room | 6,283 | 11,876 | 5,000 | 16,000 |
| 367-00-00-02 | Donations - Parks | 39,548 | 36,490 | 25,000 | 40,000 |
| 367-00-00-03 | Donations - Police | 8,564 | 14,800 | 9,000 | 10,000 |
| 367-00-00-10 | Donations - Fireworks | 1,140 | 1,270 | 1,000 | 2,000 |
| 367-00-00-11 | Private Grants | 0 | 15,168 | 0 | 0 |
| 369-10-00-00 | Sale of Surplus - General | 692 | 0 | 0 | 0 |
| 369-40-00-00 | Judgements and Settlements | 0 | 50 | 0 | 0 |
| 369-81-00-00 | Cash Over/Short | 22 | (70) | 0 | 0 |
| 369-81-00-01 | Cash Over/Short - Pool | (51) | 0 | 0 | 0 |
| 369-91-00-01 | Other Misc Revenue - General | 299 | 2,942 | 500 | 5,000 |
| | Total Misc Revenue | 156,816 | 342,581 | 412,453 | 615,740 |
| | Total Operating Revenue | 7,268,385 | 7,195,514 | 7,032,384 | 7,413,205 |

| | | | | | |
|------------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| 382-10-00-00 | Refundable Deposits | 4,412 | 14,969 | 0 | 0 |
| 382-10-00-01 | Permit Deposits | (7,400) | 2,102 | 0 | 0 |
| 382-10-00-02 | Rec Household Credit | 0 | 250 | 0 | 0 |
| 398-10-00-01 | Insurance Recovery Non Capital | 0 | 9,989 | 0 | 0 |
| TOTAL RESOURCES | | 11,465,835 | 11,983,350 | 12,594,131 | 11,977,925 |

General Fund Revenue Sources

This summary describes each of the major General Fund revenue sources in the 2024 budget.

Beginning Fund Balance

The Beginning Fund Balance is the estimate of the amount of cash and investments on hand in the General Fund at the beginning of each year. The City continues to maintain its target General Fund reserve.

Taxes

General Property Taxes include anticipated revenue from new construction provided by the Pierce County Assessor-Treasurer’s office. The 1% inflationary increase for general property taxes allowed by state law is included in the budget assumptions for tax year 2024.

EMS Taxes fund emergency medical services. The current EMS levy was passed by voters in 2020. 2024 is the 4th year of the six-year levy.

Retail Sales & Use Taxes are collected from customers of businesses operating within Fircrest city limits. The State collects and distributes sales tax on the sale of most consumer goods (except most food products), some services, and construction. The amount of sales tax fluctuates annually due to changes in the economy, the buying habits of consumers, and the level of construction taking place in the City.

Zoo/Trek Authority Sales Tax was established in 2001 to support the Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park, and local parks in Pierce County. The City receives a portion of this sales tax to help fund our park system.

Criminal Justice Sales Tax is levied by Pierce County to support criminal justice programs. The State collects this tax and distributes a portion to cities and towns based on population. The revenue must be used exclusively for criminal justice purposes.

Utility Taxes are imposed by the City on the gross income of various utility services provided within the boundaries of the City. A listing of utility tax rates is included in the back of the budget document. These rates vary from 3% to 8.5%.

Licenses & Permits

Non-Competition Charge is the amount that the City collects as a non-compete fee from Tacoma Public Utilities and is based on Tacoma's gross electric revenues for electrical services located in Fircrest for the preceding year times six percent (6%).

Cable TV Franchise Fees are received from the two cable companies that provide services to the City of Fircrest. The fees are levied at a rate of 5% of gross revenues on private utilities for the right to use public properties.

Business Licenses & Permits are received from businesses operating within Fircrest city limits. The City has partnered with the Washington State Department of Revenue (DOR) to provide one source for business licenses and renewals.

Development Fees are charged for building permits, mechanical permits, plumbing permits, and sign permits. Fees imposed for permits are based on project valuation for new and remodeling construction activity in Fircrest.

Intergovernmental Revenue

Intergovernmental revenues consist of federal, state, and local grants as well as State Shared revenues. State Shared revenues consist of taxes collected by other jurisdictions, which the City receives a portion of based primarily on a per capita basis. The City's population, as determined by the Office of Financial Management for state-shared revenue distributions, is 7,235.

Federal Pass-thru Grants are grants from the federal government that are distributed through a state agency. This line item includes \$8,000 for Police reimbursable overtime.

State Grants are grants received from Washington State. This line item includes \$62,500 for the second half of a Department of Commerce grant for the Comprehensive Plan Update.

City-County Assistance is received from the Department of Revenue and provides ongoing assistance to low tax-base cities and counties. The distribution is based on per capita sales tax revenues and property tax-assessed values.

Criminal Justice Shared Revenues are distributed based partially on crime rates as well as on a per capita basis. These funds are required to be spent on some combination of innovative law enforcement programs, domestic violence prevention programs, and/or child abuse prevention programs.

Marijuana Excise Tax is distributed to cities, towns, and counties based on a complex formula with a "per capita share" to cities, towns, and counties that allow the siting of producers, processors, and retailers.

Liquor Excise Tax is collected by the State, with 35% of collections being distributed to counties, cities, and towns based on populations (less a permanent transfer to the state general fund).

Liquor Board Profits are collected by the State in the form of license fees from distributors and retailers. The City must devote at least 2% of its liquor profits distribution to support an approved alcohol or drug addiction program, as well as enhanced public safety programs.

Charges for Good and Services

Interdepartmental Service Charges are for services performed by the General Fund for Street, Storm Drain, Water, and Sewer Funds. The charges are determined on a percentage basis of operating expenditure budgeted.

Ruston Court Contract is revenue received from the City of Ruston for court-contracted services performed by the City of Fircrest Municipal Court.

Passport Fees are the City's share of revenue for processing passport applications.

Development-related Charges are fees assessed for planning and building activities, including planning permits, site development permits, and plan checking fees for new construction and land use activity in Fircrest.

Swimming Pool Fees include fees from admissions, lessons, and the swim team.

Participation Fees are charged to participants in team activities such as baseball, basketball, pickleball, etc.

Instructor-based Revenue is collected from participants registering for classes in which the city will pay a percentage to the instructor. There is an offsetting expenditure in the Recreation Department budget.

Fines & Forfeits

Fines, forfeits, and penalties are revenue received from the Fircrest Municipal Court for traffic violations, traffic and parking infractions, misdemeanors, and DWI violations.

Miscellaneous Revenue

Investment Interest is interest earnings received from City bank accounts and investments, primarily from the Local Government Investment Pool (LGIP).

Rental Revenue is received for rentals of the Parks and Recreation facilities, including fields, the pool, and the pool party room.

Land Rental Revenue is revenue from Public Works for the land on which the Public Works building is constructed and from ERR for the land on which the ERR building is constructed.

Park Donations are used to offset the cost of community programs.

Police Donations are offsetting revenues related to expenditures that will be incurred only if donations are received.

Other Miscellaneous Revenue consists of alarm permits, NSF fees, refund expenses from prior years, etc.

Other Financing Sources

Other financing sources are one-time funding sources or non-recurring in nature. Examples include insurance recoveries, restitution, and interfund transfers. Non-revenues include refundable deposits and permit deposits.

CITY STREET FUND REVENUE

| | | 2021 | 2022 | 2023 | 2024 |
|--------------|-----------------------------------------|----------------|----------------|------------------|------------------|
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-91-01-01 | Unassigned BFB-Street | 236,306 | 277,164 | 425,495 | 358,090 |
| | Total Fund Balance | 236,306 | 277,164 | 425,495 | 358,090 |
| 322-40-00-00 | ROW Road Permits | 8,201 | 13,505 | 10,000 | 10,000 |
| | Total Licenses & Permits | 8,201 | 13,505 | 10,000 | 10,000 |
| 333-20-20-05 | Other Grants | 0 | 0 | 135,000 | - |
| 334-03-81-00 | Wa St TIB Grant | 0 | 0 | 678,471 | 1,234,914 |
| 336-00-71-00 | Multimodal Transportation | 9,211 | 9,477 | 9,380 | 9,260 |
| 336-00-87-00 | Motor Vehicle Fuel Tax | 130,861 | 135,078 | 139,540 | 131,970 |
| | Total Intergovernmental Revenues | 140,072 | 144,554 | 962,391 | 1,376,144 |
| 361-11-00-01 | Investment Interest | 367 | 7,467 | 4,800 | 20,000 |
| 367-00-00-08 | Beautification Donations | 11,920 | 11,600 | 10,000 | 12,000 |
| 369-91-01-01 | Miscellaneous Revenue | | 15 | 100 | 100 |
| 369-94-01-01 | Reimbursements | 0 | 0 | 0 | - |
| | Total Miscellaneous Revenue | 12,287 | 19,082 | 14,900 | 32,100 |
| | Total Operating Revenues | 160,560 | 177,141 | 987,291 | 1,418,244 |
| 398-10-01-01 | Insurance Recovery | 0 | 2,527 | 0 | 0 |
| | Total Non Revenue | 0 | 2,527 | 0 | 0 |
| 397-00-00-02 | Transfer In for Street Beautification | 10,000 | 10,000 | 10,000 | 10,000 |
| 397-00-00-03 | Transfer from Property Tax | 240,810 | 244,863 | 254,912 | 257,594 |
| 397-00-00-04 | Transfer from Light-St Maint | 28,358 | 26,521 | 52,680 | 51,205 |
| 397-00-00-06 | Transfer from REET 1-Capital | 25,400 | 84,470 | 100,000 | 220,213 |
| 397-00-01-51 | Transfer from Cumulative Reserve | 0 | 150,000 | 0 | - |
| | Total Other Financing Sources | 304,568 | 515,854 | 417,592 | 539,012 |
| | TOTAL RESOURCES | 701,434 | 972,686 | 1,830,378 | 2,315,346 |

REVENUE NARRATIVE

A grant from the Transportation Improvements Board (TIB) will be used for the South Orchard Street grind and overlay project.

A grant from the Federal Highway Administration will be used for the Emerson sidewalk project.

A grant from Department of Commerce will be used for the lighted crosswalk at Contra Costa and Electron Way.

RCW 47.30.050 requires 0.42% of MVFT funds to be spent on pedestrian trails. The estimated amount of \$555 will be used to pay for miscellaneous trail upkeep including salaries and wages.

Donations received in 2024 will be used for baskets, banners, flags, flowers, and other beautification projects throughout the city.

Transfer In of \$10,000 is to cover a portion of the Street Beautification Budget.

Transfer from Property Tax is figured at 15% of General Fund Property Tax received.

Transfer from Light-St Maint. is to cover the Street Light Maintenance Operating Budget.

Transfer from REET 1- \$100,000 for minor street repairs, \$44,827 city share of Emerson sidewalk project, and \$75,386 for city share of Orchard Street overlay project.

| <u>PARK BOND DEBT SERVICE FUND - 201</u> | | | | | |
|-------------------------------------------------|-------------------------------|----------------|----------------|----------------|----------------|
| | | 2021 | 2022 | 2023 | 2024 |
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-31-02-01 | Restricted BFB-Park Bond Fund | 105,673 | 120,060 | 135,816 | 148,762 |
| | Total Fund Balance | 105,673 | 120,060 | 135,816 | 148,762 |
| 311-10-02-01 | Bond Property Taxes | 588,075 | 431,800 | 441,046 | 452,941 |
| | Total Taxes | 588,075 | 431,800 | 441,046 | 452,941 |
| 361-11-02-01 | Investment Interest | 12 | 156 | 100 | 600 |
| | Total Misc Revenue | 12 | 156 | 100 | 600 |
| 397-00-00-15 | Transfer-In from Park Capital | 0 | 0 | 0 | - |
| | Total Non Revenue | 0 | 0 | 0 | - |
| | TOTAL RESOURCES | 693,760 | 552,016 | 576,962 | 602,303 |

DEPARTMENT: Park Bond Capital
DIVISION: N/A
PROGRAM: N/A

PROGRAM DESCRIPTION

Function: The Park Bond Capital Fund is used to account for capital outlay expenses related to the park bond project.

TOTAL PROGRAM OBJECT BUDGET

| | Program Object | 2021 Actual | 2022 Actual | 2023 Budget | 2024 Budget |
|----|----------------|------------------|------------------|------------------|----------------|
| 60 | Capital Outlay | 7,585,090 | 1,072,006 | 705,520 | 200,000 |
| 0 | Transfers Out | 0 | 774,346 | 774,346 | 774,347 |
| | Total | 7,585,090 | 1,846,353 | 1,479,866 | 974,347 |

DETAIL BUDGET

| | | 2023 Budget | In(de)crease | 2024 Budget |
|--|------------------------------------|------------------|------------------|----------------|
| | Capital | | | |
| | Building & Structures | 200,000 | 0 | 200,000 |
| | Other Improvements | 505,520 | (505,520) | 0 |
| | Machinery & Equipment | 0 | 0 | 0 |
| | TOTAL CAPITAL OUTLAY | 705,520 | (505,520) | 200,000 |
| | Transfers & Other Cost Allocations | | | |
| | Transfer Out | 774,346 | 1 | 774,347 |
| | Total | 1,479,866 | (505,519) | 974,347 |

CAPITAL NARRATIVE

Capital consists of the following projects:

- \$200,000 for Fircrest Park Maintenance Facility improvement.

The transfer is for the third and final payment for the repayment of the 3-year 2021 interfund loan from Cumulative Reserve Fund. The transfer consists of \$770,494 for principal to the Cumulative Reserve Fund and \$3,853 to the General Fund for interest.

STORM DRAIN FUND REVENUES

| | | 2021 | 2022 | 2023 | 2024 |
|--------------|-----------------------------------------|----------------|----------------|----------------|------------------|
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-51-04-15 | Reserved for Cash Flow | 289,226 | 116,000 | 116,000 | 118,000 |
| 308-51-04-15 | Assigned BFB-Storm | 0 | 227,914 | 253,106 | 275,242 |
| | Total Fund Balance | 289,226 | 343,914 | 369,106 | 393,242 |
| | | | | | |
| 334-03-10-00 | Dept of Ecology NPDES Grant | 42,456 | 0 | 50,000 | 75,000 |
| | Total Intergovernmental Revenues | 42,456 | 0 | 50,000 | 75,000 |
| | | | | | |
| 343-10-00-00 | Storm Drain Fees & Charges | 518,699 | 514,788 | 526,400 | 526,400 |
| 343-10-00-01 | Setup Fees | 588 | 405 | 500 | 500 |
| 343-10-00-02 | Penalties | 215 | 4,784 | 6,500 | 6,500 |
| | Total Goods & Services | 519,502 | 519,977 | 533,400 | 533,400 |
| | | | | | |
| 361-11-04-15 | Investment Interest | 932 | 15,809 | 6,400 | 45,000 |
| 369-91-04-15 | Miscellaneous Revenue | 0 | 29 | 100 | 100 |
| | Total Miscellaneous Revenue | 932 | 15,839 | 6,500 | 45,100 |
| | | | | | |
| | Total Operating Revenues | 562,890 | 535,816 | 589,900 | 653,500 |
| | | | | | |
| | TOTAL RESOURCES | 852,116 | 879,729 | 959,006 | 1,046,742 |

| STORM DRAIN CAPITAL FUND - 416 | | | | | |
|---------------------------------------|----------------------------------------|----------------|----------------|------------------|----------------|
| | | 2021 | 2022 | 2023 | 2024 |
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-51-04-16 | Assigned BFB-Storm Capital | 567,641 | 613,795 | 681,075 | 741,278 |
| | Total Fund Balance | 567,641 | 613,795 | 681,075 | 741,278 |
| 334-03-10-01 | Department of Ecology Grant | - | - | 690,479 | |
| 337-00-00-01 | Pierce County Flood District | - | - | 93,263 | |
| | Total Intergovernmental Revenue | - | - | 783,742 | - |
| 397-00-00-10 | Transfer In from Storm Fund | 81,900 | 81,900 | 81,900 | 81,900 |
| | Total Transfers In Revenue | 81,900 | 81,900 | 81,900 | 81,900 |
| | TOTAL RESOURCES | 649,541 | 695,695 | 1,546,717 | 823,178 |

WATER FUND REVENUE

| BARS | Description | 2021 Actual | 2022 Actual | 2023 Budget | 2024 Budget |
|--------------|---------------------------------------------|------------------|------------------|------------------|------------------|
| 308-51-04-25 | Assigned BFB-Water | 296,083 | 274,278 | 244,152 | 119,387 |
| | Total Fund Balance | 296,083 | 274,278 | 244,152 | 119,387 |
| 343-40-00-00 | Sale of Water | 1,077,001 | 1,086,364 | 1,120,000 | 1,120,000 |
| 343-40-00-01 | Service Connections | 0 | 7,371 | 1,800 | 1,800 |
| 343-40-00-02 | Setup Fees | 1,638 | 1,118 | 1,500 | 1,500 |
| 343-40-00-03 | Penalties | 237 | 9,387 | 12,000 | 12,000 |
| 343-40-00-04 | Backflow | 270 | 225 | 300 | 300 |
| | Total Charges for Goods and Services | 1,079,146 | 1,104,465 | 1,135,600 | 1,135,600 |
| 361-11-04-25 | Investment Interest | 499 | 13,144 | 6,800 | 17,500 |
| 362-50-00-05 | Rent City Property/High Tank | 63,686 | 64,623 | 32,350 | 32,350 |
| 362-50-00-06 | Rent City Property/Golf Tank | 37,853 | 36,714 | 37,000 | 37,000 |
| 369-91-04-25 | Other Misc. Revenue | 180 | 1,816 | 500 | 500 |
| | Total Misc. Revenues | 102,218 | 116,297 | 76,650 | 87,350 |
| 397-00-01-52 | Transfer-In from Cumulative Reserve | 0 | 11,513 | 0 | - |
| | Total Capital Contributions | 0 | 11,513 | 0 | - |
| | TOTAL RESOURCES | 1,477,446 | 1,506,553 | 1,456,402 | 1,342,337 |

| WATER CAPITAL FUND - 426 | | | | | |
|---------------------------------|--------------------------------------|----------------|------------------|----------------|----------------|
| | | 2021 | 2022 | 2023 | 2024 |
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-31-04-26 | Restricted BFB - Water ARPA | 0 | 14,962 | 644 | - |
| 308-51-04-26 | Assigned BFB - Water Capital | 337,324 | 250,246 | 214,668 | 313,988 |
| | Total Fund Balance | 337,324 | 265,207 | 215,312 | 313,988 |
| 332-92-10-02 | ARPA Funds | 0 | 450,000 | 0 | 0 |
| 333-11-00-00 | Indirect Dept of Commerce | 0 | 149,283 | 0 | 0 |
| 334-04-20-02 | State Grant from Dept of Commerce | 75,253 | 0 | 0 | 0 |
| | Total State Grants | 75,253 | 599,283 | 0 | 0 |
| 368-10-04-26 | Capital Contributions/Tap Fees | 0 | 8,800 | 4,000 | 4,000 |
| | Total Capital Contributions | 0 | 8,800 | 4,000 | 4,000 |
| 397-00-00-11 | Transfer In from Water Fund | 108,160 | 108,160 | 200,000 | 200,000 |
| 397-00-00-13 | Transfer In from REET 2 | 0 | 0 | 0 | 0 |
| 397-00-00-14 | Transfer In from General Fund (ARPA) | 350,000 | 93,000 | 290,000 | 0 |
| | Total Transfer In | 458,160 | 201,160 | 490,000 | 200,000 |
| | TOTAL RESOURCES | 870,737 | 1,074,450 | 709,312 | 517,988 |

SEWER FUND REVENUE

| BARS | Description | 2021 Actual | 2022 Actual | 2023 Budget | 2024 Budget |
|--------------|---------------------------------------------|------------------|------------------|------------------|------------------|
| 308-51-04-30 | Reserved for Cash Flow | 565,500 | 565,500 | 565,500 | 743,000 |
| 308-51-04-30 | Assigned BFB-Sewer | 471,220 | 617,764 | 820,711 | 261,366 |
| | Total Fund Balance | 1,036,720 | 1,183,264 | 1,386,211 | 1,004,366 |
| 343-50-00-00 | Sewer Revenues | 2,729,023 | 2,773,554 | 2,783,584 | 2,783,584 |
| 343-50-00-01 | Service Connections | 0 | 700 | 1,100 | 1,100 |
| 343-50-00-02 | Setup Fees | 658 | 458 | 600 | 600 |
| 343-50-00-03 | Penalties | 934 | 18,456 | 24,000 | 24,000 |
| | Total Charges for Goods and Services | 2,730,615 | 2,793,168 | 2,809,284 | 2,809,284 |
| 361-11-04-30 | Investment Interest | 2,986 | 44,219 | 23,600 | 125,000 |
| 369-90-04-30 | Other Misc. Revenue | 0 | (146) | 500 | 500 |
| 397-00-01-53 | Transfer-In from Cumulative Reserve | 0 | 369,250 | 0 | - |
| | Total Misc. Revenues | 2,986 | 413,323 | 24,100 | 125,500 |
| | TOTAL RESOURCES | 3,770,321 | 4,389,755 | 4,219,595 | 3,939,150 |

| SEWER CAPITAL FUND - 432 | | | | | |
|---------------------------------|--------------------------------|------------------|------------------|------------------|------------------|
| | | 2021 | 2022 | 2023 | 2024 |
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-51-04-32 | Assigned BFB-Sewer Capital | 1,525,172 | 1,286,460 | 1,351,997 | 1,255,792 |
| | Total Fund Balance | 1,525,172 | 1,286,460 | 1,351,997 | 1,255,792 |
| 379-00-04-32 | Capital Contributions/Tap Fees | 0 | 10,000 | 4,000 | 4,000 |
| 397-00-00-12 | Transfer In | 230,000 | 230,000 | 230,000 | 230,000 |
| | Total Revenue | 230,000 | 240,000 | 234,000 | 234,000 |
| | TOTAL RESOURCES | 1,755,172 | 1,526,460 | 1,585,997 | 1,489,792 |

ERR FUND REVENUE

| BARS | Description | 2021 Actual | 2022 Actual | 2023 Budget | 2024 Budget |
|--------------|-----------------------------------------------|------------------|------------------|------------------|------------------|
| 308-51-05-01 | Assigned BFB-ERR | 1,440,668 | 1,658,403 | 1,908,856 | 1,983,001 |
| | Total Beginning Fund Balance | 1,440,668 | 1,658,403 | 1,908,856 | 1,983,001 |
| 348-30-00-00 | General Fund Replacement | 107,822 | 112,105 | 111,805 | 105,362 |
| 348-30-01-00 | City Street Fund Replacement | 38,374 | 32,494 | 32,494 | 48,581 |
| 348-30-03-00 | Water/Sewer Fund Replacement | 65,014 | 58,029 | 58,029 | 65,865 |
| 348-30-04-00 | Storm Sewer Replacement | 48,305 | 46,546 | 46,546 | 47,755 |
| 348-30-08-00 | General Fund O & M | 74,877 | 73,677 | 82,800 | 90,865 |
| 348-30-09-00 | City Street Fund O & M | 15,977 | 16,578 | 21,500 | 22,135 |
| 348-30-11-00 | Water/Sewer Fund O & M | 16,693 | 13,723 | 23,200 | 26,195 |
| 348-30-12-00 | Storm Sewer O & M | 9,124 | 13,831 | 14,800 | 16,350 |
| | Total Charges for Goods & Services | 376,186 | 366,983 | 391,174 | 423,108 |
| 361-11-05-01 | Investment Interest | 1,548 | 28,461 | 12,000 | 88,000 |
| 362-40-05-01 | Rental Revenue | 4,030 | 4,285 | 4,692 | 4,903 |
| 369-10-00-05 | Sale of Scrap | 10,977 | 0 | 0 | - |
| 369-91-05-01 | Other Miscellaneous Revenue | 0 | 0 | 0 | - |
| | Total Misc. Revenues | 16,555 | 32,746 | 16,692 | 92,903 |
| 398-10-05-01 | Insurance Recovery | 0 | 0 | 0 | - |
| | Total Other Revenues | 0 | 0 | 0 | - |
| | Total Operating Revenue | 392,741 | 399,730 | 407,866 | 516,011 |
| | TOTAL RESOURCES | 1,833,409 | 2,058,133 | 2,316,722 | 2,499,012 |

| POLICE INVESTIGATION FUND - 105 | | | | | |
|----------------------------------------|-------------------------------------|---------------|---------------|---------------|---------------|
| | | 2021 | 2022 | 2023 | 2024 |
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-31-01-05 | Restricted BFB-Police Investigation | 12,398 | 12,410 | 12,701 | 12,951 |
| | Total Beginning Fund Balance | 12,398 | 12,410 | 12,701 | 12,951 |
| | | | | | |
| 357-50-00-00 | Investigative Confiscations | 0 | 0 | 0 | 0 |
| | Total Fines & Forfeits | 0 | 0 | 0 | 0 |
| | | | | | |
| 361-11-01-05 | Investment Interest | 12 | 196 | 250 | 600 |
| 369-30-01-05 | Forfeited Funds | 0 | 95 | 0 | - |
| | Total Misc. Revenues | 12 | 291 | 250 | 600 |
| | | | | | |
| | TOTAL RESOURCES | 12,410 | 12,701 | 12,951 | 13,551 |

| REET FUND FUND - 310 | | | | | |
|-----------------------------|-------------------------------------|------------------|------------------|------------------|------------------|
| | | 2021 | 2022 | 2023 | 2024 |
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-31-03-11 | Restricted BFB-REET (1st 1/4) | 389,798 | 612,446 | 706,962 | 789,262 |
| 308-31-03-12 | Restricted BFB-REET (2nd 1/4) | 1,307,682 | 1,556,612 | 1,753,095 | 1,956,295 |
| | Total Beginning Fund Balance | 1,697,481 | 2,169,058 | 2,460,057 | 2,745,557 |
| 318-34-00-00 | Capital Improvement 1 | 247,530 | 168,716 | 168,000 | 150,000 |
| 318-35-00-00 | Growth Management 1 | 247,529 | 168,716 | 168,000 | 150,000 |
| | Total Taxes | 495,059 | 337,431 | 336,000 | 300,000 |
| 361-11-03-11 | Investment Interest (1st 1/4) | 518 | 10,270 | 14,300 | 18,000 |
| 361-11-03-12 | Investment Interest (2nd 1/4) | 1,400 | 27,767 | 35,200 | 97,815 |
| | Total Misc Revenue | 1,918 | 38,037 | 49,500 | 115,815 |
| | TOTAL RESOURCES | 2,194,458 | 2,544,526 | 2,845,557 | 3,161,372 |

CUMULATIVE RESERVE – FUND 150

| | | 2021 | 2022 | 2023 | 2024 |
|--------------|-------------------------------|------------------|------------------|------------------|------------------|
| BARS | Description | Actual | Actual | Budget | Budget |
| 308-41-01-50 | Committed BFB C.R. - General | 3,250,000 | 450,000 | 1,212,846 | 1,979,506 |
| 308-41-01-51 | Committed BFB C.R. - Street | 150,000 | 150,000 | 0 | - |
| 308-41-01-53 | Committed BFB C.R. - Water | 11,513 | 369,250 | 0 | - |
| 308-41-01-52 | Committed BFB C.R. - Sewer | 369,250 | 11,513 | 0 | - |
| | Total Fund Balance | 3,780,763 | 980,763 | 1,212,846 | 1,979,506 |
| | | | | | |
| 397-10-00-05 | Transfer In from General Fund | 500,000 | 0 | 0 | - |
| 381-20-00-01 | Loan Payment from Cap Bond Fd | 0 | 762,846 | 766,660 | 770,494 |
| | Total Non-Revenues | 500,000 | 762,846 | 766,660 | 770,494 |
| | | | | | |
| | TOTAL RESOURCES | 4,280,763 | 1,743,609 | 1,979,506 | 2,750,000 |

BUDGET NARRATIVE

The Cumulative Reserve Fund accounts for principal only. Interest earnings are accrued back to participating funds.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Resolution Amending Contract with Kenyon Disend, PLLC for City Attorney Services

ITEM: 13A

DATE: October 24, 2023

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment #2 to the Professional Services Agreement with Kenyon Disend, PLLC, for City Attorney services.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute the second amendment to the Professional Services Agreement with Kenyon Disend, PLLC, to extend the date of the agreement to December 31, 2024, and amend the hourly rate schedule.

FISCAL IMPACT: The 2024 rate for the City Attorney Robert Zeinemann will be \$265 per hour, up from \$255 per hour in 2023.

ADVANTAGE: Extending this agreement will provide continuity of City Attorney services for 2024. Kenyon Disend attorneys have worked with the City of Fircrest since August 2021 and are knowledgeable on current City topics and land use projects.

DISADVANTAGES: None identified.

ALTERNATIVES: Do not approve the Kenyon Disend professional services agreement amendment and issue a Request for Qualifications for City Attorney services.

HISTORY: The City contracted with Kenyon Disend, PLLC for City Attorney services in August 2021, following the retirement of the former long-time attorney. The Professional Services Agreement includes the option of subsequent renewals. The First Amendment was executed in November 2022, extending the term through December 31, 2023.

ATTACHMENTS: Resolution
Contract Amendment #2
Kenyon Disend, PLLC - 2024 Hourly Rate Schedule

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

3 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**
4 **FIRCREST, WASHINGTON AUTHORIZING THE CITY**
5 **MANAGER TO EXECUTE AMENDMENT #2 TO THE**
6 **AGREEMENT WITH KENYON DISEND, PLLC FOR CITY**
7 **ATTORNEY SERVICES.**

8 **WHEREAS**, the City of Fircrest has contracted with Kenyon Disend, PLLC, to provide
9 City Attorney services; and

10 **WHEREAS**, the firm of Kenyon Disend, PLLC has provided such services since August
11 2021; and

12 **WHEREAS**, the City of Fircrest desires to maintain continuity of City Attorney services.

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

15 **Section 1.** The City Manager is hereby authorized and directed to execute Amendment
16 #2 to the agreement with Kenyon Disend, PLLC for City Attorney services, extending
17 the term of the agreement through December 31, 2024, and updating the hourly rate
18 schedule.

19 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**
20 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 24th day of October
21 2023.

22 **APPROVED:**

23 _____
24 Brett L. Wittner, Mayor

25 **ATTEST:**

26 _____
27 Arlette Burkhardt, Acting City Clerk

28 **APPROVED AS TO FORM:**

29 _____
30 Robert Zeinemann, City Attorney

**AMENDMENT #2
PROFESSIONAL SERVICES AGREEMENT
BY AND BETWEEN THE CITY OF FIRCREST
AND KENYON DISEND, PLLC**

This amendment is hereby made and entered into this 24th day of October, 2023, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and Kenyon Disend, PLLC, hereinafter referred to as “Consultant”, to be effective January 1, 2024.

- A. The City and Consultant entered into a Professional Services Agreement dated August 25, 2021, for City Attorney services to be provided by Kenyon Disend, PLLC.
- B. On November 22, 2022, the parties entered into a First Amendment to extend the term and to update the hourly rate schedule for City Attorney services effective January 1, 2023.
- C. The parties now desire to enter into this Second Amendment to extend the term and to update the hourly rate schedule for City Attorney services effective January 1, 2024.

NOW, THEREFORE, the parties agree to the following terms and conditions:

- 1. **Term of Agreement.** Section 6 of the Agreement shall be amended to read as follows:
This Agreement shall be effective from January 1, 2024, through December 31, 2024. Either party may terminate this Agreement upon thirty (30) day’s written notice to the other party.
- 2. **Payment.** Section 7 of the Agreement shall be amended per Exhibit A – 2024 Hourly Rate Schedule for City Attorney Services and incorporated by this reference.
- 3. **Full Force and Effect.** This amendment is limited to the amendments as set forth herein. All remaining provisions of the August 25, 2021 Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed in three counterparts, each of which shall be deemed as originals, as of the day and year first above written.

CITY OF FIRCREST

KENYON DISEND, PLLC

By: _____
Dawn Masko, City Manager

By: _____

APPROVED AS TO FORM:

By: _____
Robert Zeinemann, City Attorney

ATTEST:

By: _____
Arlette Burkhart, Acting City Clerk

KENYON
DISEND

October 10, 2023

Dawn Masko
City Manager
City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466

Sent via e-mail to: dmasko@cityoffircrest.net

Re: 2024 Hourly Rates

Dear Dawn:

In conjunction with the City's budget process, each fall we typically review our firm's rate and fee structure for use in the following calendar year. For 2024, we have made modest increases to our hourly rates based on the Seattle-Area CPI. Our 2024 Hourly Rate Schedule for City Attorney Services is enclosed for your review.

It remains our pleasure to serve as your City Attorney. As always, please do not hesitate to contact us if you have any questions or comments regarding this or any other matter. Thank you.

Very truly yours,

KENYON DISEND, PLLC



Robert Zeinemann

Enclosure
cc: Hillary J. Evans

KENYON DISEND, PLLC
2024 HOURLY RATE SCHEDULE FOR CITY ATTORNEY SERVICES

ATTORNEYS:

| | |
|---------------------|----------|
| Michael R. Kenyon | \$420.00 |
| Lisa M. Marshall | \$350.00 |
| Hillary J. Evans | \$280.00 |
| Robert D. Zeinemann | \$265.00 |
| Kendra S. Rosenberg | \$265.00 |
| Alexandra L. Kenyon | \$220.00 |

PARALEGALS:

| | |
|----------------------|----------|
| Margaret C. Starkey | \$175.00 |
| Terry T. Curran | \$150.00 |
| Antoinette M. Mattox | \$150.00 |

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Alliance-Prose MOU Approval

ITEM: 13B

DATE: October 24, 2023

FROM: Bob Jean, Project Coordinator

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute a Memorandum of Understanding with Alliance Residential regarding the Infiltration and Inflow reduction program and sewer availability.

PROPOSAL: The City of Fircrest and the Alliance-Prose Project developers have been working collaboratively to develop an agreement addressing the sewer availability for the Alliance Prose mixed use project and help in reducing the City's existing Infiltration and inflow (I&I) to Tacoma's wastewater treatment plant. This MOU is a voluntary contribution of \$180,000 to Fircrest in phases to help reduce I&I and maintain sewer flow capacity within the limits of Fircrest's sewer agreements with Tacoma.

The MOU is above and beyond the standard conditions of development and project related fees and charges. In return for the Alliance-Prose Project's financial contributions, the City has agreed to undertake various intergovernmental coordination and actions necessary for Project applications to proceed. The City has also obtained at no cost a public sewer line rights-of-way (including construction area) to enable the Project access to the City's sewer system.

The Project is a high-quality mixed use commercial and residential project adding to the City's housing mix and considerable long-term financial benefits to the community as a whole. The Project itself will help meet almost one-third of the City's State-mandated future population growth obligations. This in turn may help protect existing neighborhoods from further infill development. The City has not provided any tax incentives or other financial considerations for the Project. If, for any reason, the Project is sold or transferred to a different developer, the conditions of the MOU transfer to the new developer. The Alliance team agrees to notify the City of its next steps not later than December 15, 2023.

FISCAL IMPACT: The Alliance-Prose Project will make phased payments as the Project advances totaling \$180,000 towards Infiltration and Inflow reduction and sewer availability. Any City funds expended in this effort are related to existing City obligations for I&I reductions, but reimbursable in this MOU. The Project's capital contributions are above and beyond the City's ongoing I&I reduction program.

ADVANTAGE: The Project's voluntary \$180,000 contribution towards I&I reduction would otherwise remain an obligation of the City and the existing sewer customers. I&I reduction is also better for the environment, due to reduced wastewater overflows, and better for customers by holding down the City's share of treatment plant and pump station flow cost billings.

DISADVANTAGES: None identified.

ALTERNATIVES: Deny the MOU and proceed with I&I reductions as City-only costs.

ATTACHMENTS: Resolution
Alliance Resident “Prose” Project development MOU

**CITY OF FIRCREST
RESOLUTION NO. ____**

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**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON AUTHORIZING THE CITY
MANAGER TO EXECUTE A MEMORANDUM OF
UNDERSTANDING WITH ALLIANCE RESIDENTAL
REGARDING THE INFILTRATION AND INFLOW
REDUCTION PROGRAM AND SEWER AVAILABILITY.**

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WHEREAS, the City and Alliance Realty Partners, LCC, the Alliance Prose Project developers, have reached a voluntary agreement whereby the Alliance will contribute \$180,000 above and beyond other Prose Project related conditions of development and related fees towards sewer availability and Infiltration and Inflow (I&I) reduction;

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WHEREAS, sufficient reductions in I&I would allow the City to meet its obligations under its sewer agreements with the City of Tacoma;

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WHEREAS, absent this MOU and its financial contributions, existing I&I reduction costs would remain the City's full cost obligation and the financial costs to sewer customers; and,

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WHEREAS, I&I reduction is good for the environment by reducing pumping energy costs and wastewater plant overflows into the Puget Sound Bay.

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

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Section 1. The City Manager is hereby authorized and directed to execute a Memorandum of Understanding with Alliance Realty Partners, LLC regarding the Infiltration and Inflow reduction program and sewer availability.

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**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 24th day of October
2023.

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APPROVED:

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Brett L. Wittner, Mayor

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ATTEST:

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Arlette Burkhart, Acting City Clerk

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APPROVED AS TO FORM:

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Robert Zeinemann, City Attorney

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PROSE PROJECT MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is made and entered into by the City of Fircrest (“City”) and Alliance Realty Partners, LLC (“Developer”), and their successors and assigns (collectively the “Parties”) which desire that the Developer’s Prose Project, located at 2119 Mildred Street West in Fircrest, Washington (“Project”), continues to move forward in a timely manner for the Parties mutual benefit.

WHEREAS, the number of City staff available to conduct Project Coordination, including intergovernmental coordination, is severely limited, and the amount of such coordination required by the City for the Prose Project is substantially beyond the City’s usual permit related fees for Planning and Building reviews and services; and

WHEREAS, the City’s base capacity for sanitary sewer flow has constraints pursuant to the City’s sewer service agreement with the City of Tacoma; and

WHEREAS, sanitary sewer availability to the Prose Project is contingent on additional reductions to Infiltration and Inflow (“I&I”) into the City’s sanitary sewer system that comply with the City’s sewer service agreement with the City of Tacoma; and

WHEREAS, certain monetary contributions and guarantees to the City by the Developer to cover the City’s costs related to the Prose Project are necessary for issuance of Prose Project sewer availability commitments by the City prior to land purchase closing for the Prose Project by the Developer; and

WHEREAS, the City’s Planning and Building Department’s review of the Prose Project pursuant to the City’s Form Based Code and the conditions and requirements in Fircrest Hearings Examiner’s Finding of Fact, Conclusions of Law and Final Decision issued March 14, 2023, are ongoing.

NOW THEREFORE, in consideration of the understandings, covenants, assurances, and mutual promises in this MOU, the Parties mutually agree to the following terms:

1. City’s Commitments. The City promises to undertake the following actions:

- A. Issue a Sewer Availability letter for the Prose Project upon signing of this MOU by the Parties;
- B. Support, issue, and legally defend the Sewer Availability letter for the Project;
- C. Ongoing Project and Intergovernmental Coordination for the Project will be provided by a dedicated City of Fircrest Project Coordinator consultant at \$6,250/month for 5 months or by other means as determined by the City;
- D. Provide the necessary sewer line construction right-of-way for the sanitary sewer connection to the southeast of the Prose Project.
- E. Seek to amend the Sewer Basin designation in which the Prose Project is located from Pierce County to the City of Tacoma;
- F. Initiate a Scope of Work Request for Proposal for an I&I Study of the City that identifies priority improvements and ongoing maintenance needs to the City’s sanitary sewer system;

G. Initiate in the City a community education and information program, and subsequent testing for gutter downspout connections to side yard/back yard sanitary sewer lines, and subsequent inspection/disconnections program;

H. Provide for pipe-bursting and other City sanitary sewer system improvements to reduce I&I beyond the City's present ongoing actions through use of the additional financial support provided to the City as agreed and promised by the Developer herein;

I. Provide the Developer with relevant updates regarding the negotiations between the City of Tacoma, Pierce County, and the City regarding sewer service for the Project. Provide the Developer with relevant communications between the City, the City of Tacoma, and Pierce County regarding sewer service for the Project, including progress regarding the I & I study and implementation. Provide the Developer with any information that may indicate there may be a problem in the negotiations or the I & I study that could prevent the Project from obtaining sewer service;

J. Diligently review and issue the various permits necessary to construct the Project to the extent required pursuant to the City codes and Washington state statutes, without unreasonable delays.

2. Developer's Commitments. The Developer promises to undertake the following actions:

A. The Developer will provide payments according to the following schedule to assist in funding costs associated with the Ongoing Project, Intergovernmental Coordination, and I & I Study for the Project. Developer must give City the notice of intent to proceed to trigger the payments to the City according to the following schedule, which may be modified to be delayed by the City for good cause shown:

i. Developer provides the City with a notice of intent to proceed with the Project no later than December 15, 2023;

ii. Developer provides a reimbursement payment of \$15,000 to the City on or before January 15, 2024 to cover a portion of the costs associated with the Ongoing Project and Intergovernmental Coordination for the Project;

iii. Developer provides a reimbursement payment of \$15,000 to the City on or before July 31, 2024 to cover a portion of the costs associated with the Ongoing Project and Intergovernmental Coordination for the Project, contingent on the issuance of a site development permit for the Project;

iv. Developer provides payment of \$50,000 to the City on or before July 31, 2024 to be used by the City for an sanitary sewer system I&I study, contingent on the issuance a site development permit for the Project;

v. Developer provides payment of \$50,000 to the City on or before January 31, 2025 to be used for capital improvements to the City's sanitary sewer system that reduce I&I, contingent on the issuance of one or more building permits for the Prose Project;

vi. Developer provides payment of \$50,000 to the City on or before January 31, 2026 to be used for capital improvements to the City's sanitary sewer system that reduce I&I, contingent on the issuance of one or more building permits for the Prose Project;

vii. Planning and building-related fees and services shall be paid by the Developer as required under the Fircrest Municipal Code, written City policies, and preliminary site plan application approval under the Findings of Fact, Conclusions of Law and Final Decision, File No. 22-01, issued by the City Hearing Examiner on March 14, 2023;

B. If the Developer intends not to continue with permitting/construction of the Project, it must give the City notice of such decision in writing (the "Termination Notice"). The Termination Notice shall terminate this MOU and all future payments according to the schedule in this Subsection 2.A of the MOU are canceled. Following issuance of the Termination Notice, Developer is not entitled to any refunds of payments related to the Ongoing Project, Intergovernmental Coordination, or I&I study/work previously paid to the City.

3. Force Majeure. The performance of this MOU by either party is subject to acts of God, war, government regulation or advisory, disasters, fire, accidents or other casualty, strikes or threat of strikes, civil disorder, acts and/or threats of terrorism, or curtailment of transportation services or facilities, or similar causes beyond the control of either party making it illegal or impossible to meet the commitments and promises made herein. Either party may terminate or suspend its obligations under this MOU if such obligations are prevented by any of the above events to the extent such events are beyond the reasonable control of the party whose reasonable performance is prevented.

4. Prevailing Party Attorneys' Fees. In any legal action to enforce the terms of this MOU or declare rights hereunder, the prevailing party in such action shall be entitled to recover its reasonable attorneys' fees, costs and third-party expenses incurred in prosecuting or defending such legal action and enforcing any judgment, ruling, order or award granted thereby.

5. Jurisdiction and Venue. Pierce County Superior Court shall have jurisdiction over any litigation arising under this MOU, and the venue for any such litigation shall be the Pierce County Superior Court in Tacoma, Washington.

6. Successors and Assigns. This MOU is effective on the successors and assigns in interest of the Developer and the City. The Parties successors and assigns shall be entitled to the benefits of, and subject to the commitments and obligations created by, this MOU.

7. Modification or Amendment. This MOU may be amended or modified only by the agreement of the City and the Developer or their successors in interest and no such amendment or modification will be effective unless it is in writing and signed by both Parties.

8. Counterparts. This MOU may be executed in a number of identical counterparts with the same effect as if the signatures to each counterpart were upon a single instrument, and all such counterparts together will be deemed an original of this MOU.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding effective as of this ___ day of October 2023.

CITY OF FIRCREST

ALLIANCE REALTY PARTNERS, LLC

Dawn Masko
City Manager



Jeremiah Jolicoeur
Vice President

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Memorandum of Understanding with Teamsters Local Union No. 117 regarding a Public Works Coordinator Position.

ITEM: 13C

DATE: October 24, 2023

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute a Memorandum of Understanding with Teamsters Local Union No. 17 regarding creating a Public Works Coordinator position and reclassifying the Utility Billing Clerk position.

PROPOSAL: The Council is being asked to authorize the City Manager to execute a Memorandum of Understanding (MOU) with Teamsters Local Union No. 117 regarding creating a Public Works Coordinator position and reclassifying the current Utility Billing Clerk position.

FISCAL IMPACT: The new Public Works Coordinator position salary range is \$4,922 - \$6,361 per month. The current Utility Billing Clerk salary range is \$4,719 - \$6,023 monthly. The reclassification will result in an approximately \$4,000 annual salary increase. Additionally, retroactive wages are anticipated to be roughly \$3,900.

ADVANTAGE: The adoption of the Resolution and execution of the MOU will bring closure to the process that started during negotiations of the current Collective Bargaining Agreement.

DISADVANTAGES: None identified.

ALTERNATIVES: Do not approve the MOU and direct the Administration to continue negotiations with the Teamsters on this outstanding item.

HISTORY: On January 4, 2022, the Washington Public Employment Relations Commission certified Teamsters Union No. 117 as the exclusive bargaining representative for Public Works employees. While negotiating the Collective Bargaining Agreement (CBA), the parties agreed on all items except for the Utility Billing Clerk position. The parties agreed to move forward with ratification of the CBA and enter into an MOU regarding a desk audit and potential reclassification of the Utility Billing Clerk instead of holding up the entire contract while waiting for the desk audit.

The desk audit was to be completed by March 31, 2023. The City ultimately contracted with Compensation Consultants in June 2023 to conduct the audit. Compensation Consultants completed the audit in mid-July 2023. They concluded that the scope of job duties warranted the reclassification of the Utility Billing Clerk to a Public Works Office Coordinator position. The MOU is the culmination of bargaining this new position and salary impacts with the Teamsters.

ATTACHMENTS: Resolution
Memorandum of Understanding – Desk Audit for Utility Billing Clerk
Memorandum of Understanding – Public Works Office Coordinator
Job Description – Public Works Office Coordinator

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ATTEST:

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Arlette Burkhart, Acting City Clerk

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APPROVED AS TO FORM:

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Robert Zeinemann, City Attorney

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MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

CITY OF FIRCREST
("City" or "Employer")

AND

TEAMSTERS LOCAL UNION NO. 117
("Union")

This Memorandum of Understanding ("MOU") is entered into by and between the City of Fircrest ("Employer") and Teamsters Local Union No. 117 ("Union"), collectively the "parties."

On January 4, 2022, the Washington Public Employment Relations Commission certified the Union as the exclusive bargaining representative for certain Public Works employees. *See City of Fircrest*, Decision 13456 (PECB, 2022). The parties have reached a tentative agreement for their 2022-2024 Collective Bargaining Agreement (CBA), which is presently subject to ratification.

During the course of negotiations over the CBA, the parties mutually agreed to enter into this separate MOU concerning a process for conducting a desk audit and potential reclassification of Vicky Walston, who presently is classified as a Utility Billing Clerk.

IN CONSIDERATION OF the mutual covenants and promises contained herein, the parties agree, as follows:

1. Following the full execution of the CBA, the parties will jointly perform and complete a desk audit for the Utility Billing Clerk by March 31, 2023.
2. Based upon the findings, the parties will enter into negotiations over the proper classification and compensation for the position.
3. A wage adjustment may increase or decrease the current compensation for the position based on the desk audit results.
4. During the classification and compensation negotiations, the parties will consider the median of base wages of the following jurisdictions for similar position(s):
 - a. Buckley
 - b. DuPont
 - c. Edgewood
 - d. Gig Harbor
 - e. Milton
 - f. Orting
 - g. Steilacoom
 - h. Sumner
 - i. Yelm
 - j. Fircrest

5. Negotiations will cover any impacts to wages, including the effective date of any resulting wage adjustment.
6. Miscellaneous. This MOU represents the entire agreement between the parties concerning the subject matter herein. If any of the provisions of this MOU are held to be invalid or unenforceable, the remaining provisions will nevertheless continue to be valid and enforceable. The provisions of this MOU will not be construed against either party.
7. Effective Date. This MOU is effective upon full execution.

IN WITNESS WHEREOF, the parties have executed this MOU as their free and voluntary act on the date set forth below.

Signed this 12 day of October 2022:

CITY OF FIRCREST

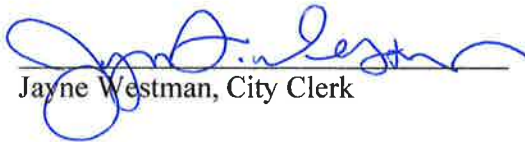
TEAMSTERS LOCAL UNION NO. 117



Colleen Corcoran, Interim City Manager

John Scearcy, Secretary Treasurer

ATTEST:



Jayne Westman, City Clerk

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
CITY OF FIRCREST, WASHINGTON
(“City” or “Employer”)
AND
TEAMSTERS LOCAL UNION NO. 117
(“Union”)

This Memorandum of Understanding (“MOU”) is entered into by and between the City of Fircrest (“Employer”) and Teamsters Local Union No. 117 (“Union”), referred to herein collectively as the “Parties.”

WHEREAS, the Employer and the Union negotiated a Collective Bargaining Agreement (CBA) for the period of October 11, 2022 through December 31, 2024; and

WHEREAS, the Employer and the Union executed an MOU on October 12, 2022, concerning a process for conducting a desk audit and potential reclassification of the Utility Billing Clerk position; and

WHEREAS, the Employer contracted with Compensation Connections to perform the desk audit; and

WHEREAS, the desk audit concluded that the Utility Billing Clerk position had evolved into a position with broader responsibilities and should be reclassified to a Public Works Office Coordinator position; and

WHEREAS, the parties met on September 5, 2023, and September 27, 2023, to discuss the desk audit results, review comparative salary data, and bargain compensation.

NOW, THEREFORE, the Employer and the Union agree to the following:

1. The position of Public Works Office Coordinator is hereby created.
2. The salary range for the Public Works Office Coordinator shall be added to Appendix A – Wage Table.

| 2022 Salary Schedule | | | | | | | | | | | | | | | | | | |
|---------------------------------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|
| CLASSIFICATION | STEP A | | | STEP B | | | STEP C | | | STEP D | | | STEP E | | | STEP F | | |
| | Hourly | Monthly | Annual | Hourly | Monthly | Annual | Hourly | Monthly | Annual | Hourly | Monthly | Annual | Hourly | Monthly | Annual | Hourly | Monthly | Annual |
| Public Works Office Coordinator | \$ 25.93 | \$ 4,495 | \$ 53,940 | \$ 27.30 | \$ 4,732 | \$ 56,779 | \$ 28.73 | \$ 4,981 | \$ 59,767 | \$ 30.25 | \$ 5,243 | \$ 62,913 | \$ 31.84 | \$ 5,519 | \$ 66,224 | \$ 33.51 | \$ 5,809 | \$ 69,710 |

| 2023 Salary Schedule (9.5%) | | | | | | | | | | | | | | | | | | |
|---------------------------------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|----------|----------|-----------|
| CLASSIFICATION | STEP A | | | STEP B | | | STEP C | | | STEP D | | | STEP E | | | STEP F | | |
| | Hourly | Monthly | Annual | Hourly | Monthly | Annual | Hourly | Monthly | Annual | Hourly | Monthly | Annual | Hourly | Monthly | Annual | Hourly | Monthly | Annual |
| Public Works Office Coordinator | \$ 28.40 | \$ 4,922 | \$ 59,064 | \$ 29.89 | \$ 5,181 | \$ 62,173 | \$ 31.46 | \$ 5,454 | \$ 65,445 | \$ 33.12 | \$ 5,741 | \$ 68,890 | \$ 34.86 | \$ 6,043 | \$ 72,515 | \$ 36.70 | \$ 6,361 | \$ 76,332 |

3. Vicky Walston will be reclassified from Utility Billing Clerk to Public Works Office Coordinator, effective October 11, 2022, and shall be entitled to retroactive pay from that date.
4. All other provisions of the October 11, 2022, through December 31, 2024, Collective Bargaining Agreement between the City of Fircrest and Teamsters Local Union No. 117 remain in effect.

IN WITNESS WHEREOF, the parties have executed this MOU as their free and voluntary act on the date set forth below.

CITY OF FIRCREST, WASHINGTON

TEAMSTERS LOCAL UNION NO. 117

Dawn Masko, City Manager

John Scearcy, Secretary-Treasurer

Date

Date

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: Public Works Office Coordinator
Department: Public Works
Division: Administration
Representation: Teamsters Local 117
Salary: \$4,984 - \$6,361 per month, DOQ
Overtime Eligible

POSITION SUMMARY:

The Public Works Office Coordinator provides administrative support to the Public Works Director and coordinates the varied functions and activities of the Public Works Department, including Utility Billing. The incumbent must exercise considerable discretion with confidential information and interpreting and administering policies and procedures. Must have strong organizational skills.

ESSENTIAL FUNCTIONS include but are not limited to:

Utility Billing Lead:

- Prepare, process, verify, and transmit billing files to mailing vendors and online Bill Pay management.
- Provide administrative support for establishing, updating, and implementing processes, policies, and procedures.
- Audit, verify, and approve all utility billing transactions.
- Audit and complete month-end reconciliation reports and spreadsheets of all utility billing and cash receipt entries, new accounts, new homeowner Westside Disposal notices, and utility and business tax invoices for payment monthly.
- Perform collection procedures on delinquent utility accounts, including foreclosure notices, bankruptcy, and filing and releasing utility liens with the Pierce County Auditor's office.
- Provide database administration functions for the utility billing and meter reading software and hardware.
- Lead the implementation of new utility billing and meter reading software.
- Assist the Public Works Director with Fircrest Municipal Code (FMC) changes relating to utility billing processes, procedures, rates, and fees to be codified.
- Monitor compliance with all utility billing procedures and functions, ensuring they meet state, federal, and other regulatory guidelines.
- Provide guidance and train staff on procedure updates, changes, and implementation.
- Provide administrative support and guidance with online utility billing functions by troubleshooting issues and assisting with user setup.
- Assist the Billing Assistant with daily operations and provide backup coverage as needed.
- Assist in preparing budget and operations analysis reports as assigned.
- As the Water Conservation and Pollution Prevention Outreach Coordinator, ensure guidelines are followed and procedures are in place to meet and/or exceed guidelines.

Office Coordination:

- Provide specialized administrative support to the Public Works Director in establishing, updating, and implementing policies, procedures, programs, plans, and existing guidelines to meet changing conditions and goals.
- Direct, train, oversee and delegate duties and assignments within the department's front office and utility billing duties.
- Recommend and arrange training of assigned Public Works personnel to complete required Continuing Education Units (CEUs) and ensure department goals are met.
- Provide input regarding department goals and budgets and monitor expenditures.
- Process invoices, requisitions, and purchase orders for payment.
- Maintain, audit, verify coding, and secure the department's Purchasing Card.
- Administer and review the department's permit requests and record retention policies, procedures, and duties per the Fircrest Municipal Code (FMC).
- Maintain, audit, and annually adjust cell tower lease payments on water tanks based on CPI.
- Assist with the preparation of WSDOT capital project packets.
- Advertise, track, audit, and process close-out paperwork for Public Works capital projects.
- Assist with updating various Public Works Manuals, including the Water System Plan, Soil Moisture Active Passive (SMAP), and Site Waste Management Plan (SWMP).
- Maintain and update utility billing and Public Works information on the City's website and social media pages.
- Purchase Public Works office and operating supplies as needed.
- Create, complete, and recommend general office Requests for Proposals (RFPs) supporting the Public Works department.
- Provides department Notary Public services (if a licensed Notary Public).
- Assume other duties as assigned by the Supervisor.

ROW Code Enforcement:

- Administer Public Works right-of-way (ROW) code enforcement duties, including City of Fircrest ROW maintenance, site distance, curb and sidewalk, and overgrown and vegetation ROW violations.
- Perform routine inspections on minor projects and code enforcement issues.
- Administer the code enforcement process, including issuance of letters and violation notices and initiating contact with property owners to seek resolution.
- Maintain due process in violation mitigation and abatement.
- Prepare and maintain records, reports, and files.
- Prepare and issue notices of civil violation following adopted ordinances and procedures.

Cross Connection Control:

- Establish, implement, and enforce Cross Connection Control policies and procedures, ensuring compliance with state and local laws, as outlined in WAC 246-290, FMC 21.05, and Fircrest's Water System Plan.
- Prepare and monitor annual reminder notifications, compliance issues, test failures, BAT identification requirements, and testing calibration certification.

Compliance:

- Implement, respond to, administer, and maintain PW compliance duties and responsibilities as they pertain to programs mandated by local, state, and federal agencies, including Illicit Discharge Detection and Elimination Program (IDDE), Water Use Efficiency (WUE), Consumer Confidence Reporting (CCR), and Red Flag Rules.
- Complete and file annual reports as required.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion, an employee in this classification may perform the duties of an employee in a higher classification.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED Equivalent; and
- Associate's degree in business, administrative practices, or related field; or
- Specialized coursework in general office practice; and
- Three (3) years of increasingly responsible related experience, preferably with experience in utility billing or operations; and
- An equivalent combination of experience, education, and training may be substituted that would provide the desired level of skills, knowledge, and ability required to perform the essential duties and responsibilities of the position.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of modern office practices and procedures.
- Knowledge of City and department organization, operations, policies, and procedures.
- Demonstrated proficiency in utilizing computers and software applications as required for the job, including Microsoft Office.
- Knowledge of business English usage, grammar, spelling, punctuation, and vocabulary.
- Ability to communicate clearly, concisely, professionally, and courteously, utilizing effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships and work positively and professionally with other employees, supervisors, contractors, suppliers, and the public.
- Ability to work independently and demonstrate sound judgment and initiative.
- Ability to interpret and apply federal, state, and local policies, procedures, laws, and regulations.
- Ability to work under pressure with frequent interruptions and in stressful situations.
- Ability to learn and apply utility billing guidelines, policies, and procedures.
- Ability to perform detailed processes with accuracy and timeliness in a deadline-intensive atmosphere.
- Ability to tactfully handle sensitive or confidential materials and situations with sensitivity, tact, and diplomacy.

- Ability to exhibit a strong commitment to internal and external customer service.
- Ability to maintain predictable and regular attendance.
- Ability to maintain a sense of humor and positive attitude.
- Ability to present a positive, friendly image to the public using tact, courtesy, and good judgment.
- Ability to work collaboratively as a part of the Public Works team.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Valid Washington State Driver’s License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.

SUPERVISION:

Work is performed under the supervision of the Public Works Director. This position is non-supervisory but does provide lead support and guidance to Utility Billing.

TOOLS AND EQUIPMENT USED:

Work involves using a personal computer, Microsoft Office applications, other job-specific software, copiers, printers, calculators, fax machines, and other general office equipment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is typically performed in a fast-paced office environment. Work involves moderate noise typical of an office environment, including ringing phones, multiple conversations, and operating office machines. Noise and hazards outside of a typical office environment are limited. There may be possible interactions with irate or difficult individuals.

Work involves sitting for long periods and the ability to talk or hear. Hand-eye coordination is necessary to operate computers and office equipment, and using hands is needed to reach, handle, grasp, feel, or operate objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to stand, reach, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 pounds. Employees will be required to wear safety protective gear when necessary.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check, and job-related tests might be required.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification. Other duties may be assigned, and this description may be amended if the employer's needs or requirements of the job change.

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.