

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, NOVEMBER 14, 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. [Proclamation: Arbor Day 2023](#) 3
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Environmental, Planning, and Building
 - C. Finance, IT
 - D. Other reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks 4
 - B. Approval of Minutes: [October 16, 2023, Study Session](#) 21
[October 23, 2023, Special Meeting](#) 22
[October 24, 2023, Special Meeting](#) 24
- 11. PUBLIC HEARING**
 - A. [To receive comments on the 2024 preliminary budget](#) 29
- 12. UNFINISHED BUSINESS**
 - A. [Budget Discussion](#) 30
- 13. NEW BUSINESS**
 - A. Motion: Setting a public hearing on November 28, 2023 at 7:15 P.M. or shortly thereafter to receive comment on a potential water rate adjustment
 - B. [Ordinance: Salaries of Non-Union Employees, Including Casual and Seasonal Employees](#) 41
 - C. [Ordinance: Municipal Court Judge and Chief Examiner Rate of Pay](#) 45
 - D. [Resolution: NW GIS Consulting, LLC Contract Amendment](#) 48
 - E. [Resolution: Approval of Steilacoom Holiday Sleigh Agreement](#) 54
 - F. [Ordinance: 2024 Tax Levy](#) 57
 - G. [Resolution: Summit Law Contract Amendment](#) 63
 - H. [Resolution: KBH Change Order #2](#) 68
 - I. [Resolution: Olbrechts & Associates Contract Amendment](#) 70

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

14. CALL FOR FINAL COMMENTS

15. EXECUTIVE SESSION

To Discuss Labor Negotiations, pursuant to RCW 42.30.140(4)(b) & To Review the Performance of a Public Employee, pursuant to RCW 42.30.110(1)(g)

16. ADJOURNMENT



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and

WHEREAS, trees are a renewable resource, giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, although Arbor Day is traditionally celebrated in the Spring, research has shown that trees planted in the Pacific Northwest have a better opportunity for optimum growth when planted in the fall; and

WHEREAS, the City of Fircrest Parks and Recreation Department has partnered with the Tacoma Tree Foundation, Pierce County Parks, and the Pierce Conservation District for the third annual FirFest event; and

WHEREAS, FirFest is a tree giveaway event and ceremonial tree planting that will take place on November 18, 2023; and

WHEREAS, trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS, of the City of Fircrest, do hereby proclaim November 18, 2023 as **Arbor Day** in the City of Fircrest and urge all citizens to celebrate Arbor Day at FirFest on November 18, 2023, to support efforts to protect our trees and woodlands; and

FURTHER, we urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Passed this 14th day of November 2023

Brett L. Wittner, Mayor

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
30995	11/08/2023	11/14/2023	10562 Amazon Capital Services	89.37	Calculator for D. Masko
	513 10 35 00	Small Tools & Equip - Admir	001 000 513 General Fund	89.37	Calculator for D. Masko
30996	11/08/2023	11/14/2023	10562 Amazon Capital Services	71.54	White Board - C. Corcoran
	514 23 35 00	Small Tools & Equip - Financ	001 000 514 General Fund	71.54	White Board - C. Corcoran
Total Amazon Capital Services				160.91	
30989	11/08/2023	11/14/2023	3933 Asphalt Patch Systems, Inc.	11,380.10	Various Street Patching
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	990.90	Various Street Patching
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (de	2,972.70	Various Street Patching
	595 32 63 01	Street Improvements	101 000 542 City Street Fund	7,416.50	Various Street Patching
30905	11/06/2023	11/14/2023	4218 BHC Consultants LLC	7,943.95	G22-03 Comprehensive Plan Update thru 09/22/23
	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	7,943.95	G22-03 Comprehensive Plan Update thru 09/22/23
30837	10/27/2023	11/14/2023	2921 Bader, Stephen	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30827	10/26/2023	11/14/2023	6542 Beal, Louisa	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30973	11/07/2023	11/14/2023	8796 Bennett, Elaine	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30936	11/07/2023	11/14/2023	7616 Betzendorfer, Jeanne E	388.95	04-01157.2 - 909 ALTADENA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-93.84	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-98.21	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-196.90	
30930	11/07/2023	11/14/2023	2338 Birkeland, Philip W	328.39	05-00530.0 - 1041 BERKELEY AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-81.16	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-85.59	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-161.64	
30894	11/06/2023	11/14/2023	2459 Boer, Mary	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year

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30970	11/07/2023	11/14/2023	5097 Budget Sewer	115,605.00	P#80 Sewer Replacement Project - 100 block of Eldorado & Farallone
	594 35 63 01	Other Improvements - Sewe	432 000 594 Sewer Improver	115,605.00	P#80 Sewer Replacement Project - 100 block of Eldorado & Farallone
30990	11/08/2023	11/14/2023	4281 Builders Exchange Of Washington Inc	45.00	P#71 Fircrest Park Athletic Field Improvements - Publish Projects Online
	594 76 63 01	Other Improvements - Parks	001 000 576 General Fund	45.00	P#71 Fircrest Park Athletic Field Improvements - Publish Projects Online
30957	11/07/2023	11/14/2023	6018 Canon Financial Services Inc	159.81	Police Copier/Fax Rental - October 2023
	591 21 70 22	Lease Payments - Police	001 000 591 General Fund	159.81	Police Copier/Fax Rental - October 2023
30842	10/27/2023	11/14/2023	6419 Carper, Josh	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30997	11/09/2023	11/14/2023	5805 CenturyLink (Lumen LD)	13.93	Long Distance Access & Usage 10/2023
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	13.93	Long Distance Access & Usage 10/2023
30971	11/07/2023	11/14/2023	4313 Chuckals Inc	6.20	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	6.20	Office Supplies - Central
30967	11/07/2023	11/14/2023	4325 City Treasurer-Tacoma-SEWER	276,101.77	3rd Qtr 2023 - Sewer Treatment
	535 60 44 02	Sewage Treatment	430 000 535 Sewer Fund (dep	276,101.77	3rd Qtr 2023 - Sewer Treatment
30903	11/06/2023	11/14/2023	6203 Code Mechanical Inc	1,012.92	HVAC Bi-Annual Maintenance Agreement - September 2023
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	337.64	HVAC Bi-Annual Maintenance Agreement - September 2023
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	337.64	HVAC Bi-Annual Maintenance Agreement - September 2023
	518 30 48 04	Rep & Maint - PSB	001 000 518 General Fund	337.64	HVAC Bi-Annual Maintenance Agreement - September 2023
30948	11/07/2023	11/14/2023	6203 Code Mechanical Inc	414.45	HVAC Repair - PW
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	414.45	HVAC Repair - PW
Total Code Mechanical Inc				1,427.37	

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30981	11/07/2023	11/14/2023	10615 Colberg, Stacy Lee	80.14	Reimbursement for CLJ CMS Project Team
	512 51 43 00	Travel - Court	001 000 512 General Fund	80.14	Reimbursement for CLJ CMS Project Team
30887	11/06/2023	11/14/2023	38188 Comcast Business Communications LLC	451.87	Internet Access Fee - November 2023
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	451.87	Internet Access Fee - November 2023
30891	11/06/2023	11/14/2023	7918 Contreras, Alejandra	150.00	Spanish Interpreting (2 hrs) 2A0276304
	512 52 41 03	Prof Svcs - Interpreter - RMC	001 000 512 General Fund	150.00	Spanish Interpreting (2 hrs) 2A0276304
30935	11/07/2023	11/14/2023	9639 Cooper, Gretchen	186.72	02-02360.4 - 716 YALE ST
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-49.12	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (dep	-53.42	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-84.18	
30904	11/06/2023	11/14/2023	3573 Copiers Northwest Inc	31.10	Copier Usage 09/14/23-10/13/23
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521 General Fund	31.10	Copier Usage 09/14/23-10/13/23
30839	10/27/2023	11/14/2023	1235 Costello, Tim	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30955	11/07/2023	11/14/2023	3588 Daily Journal Of Commerce, Inc	652.80	P#68 - Advertisement for 44th Street Sewer Lift Station Upgrade
	594 35 63 01	Other Improvements - Sewe	432 000 594 Sewer Improver	652.80	P#68 - Advertisement for 44th Street Sewer Lift Station Upgrade
30951	11/07/2023	11/14/2023	3589 Databar Inc	2,241.76	Town Topics - Statement Production - October 2023, Postage
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	61.15	October 2023 Town Topics Insert
	531 50 42 01	Postage - Storm	415 000 531 Storm Drain	308.50	October 2023 UB Postage
	531 50 49 06	Mailing Service - Storm	415 000 531 Storm Drain	418.37	October 2023 UB Mailing Svc
	534 10 42 01	Postage - Water Admin	425 000 534 Water Fund (dep	308.50	October 2023 UB Postage
	534 10 49 06	Mailing Service - Water Adr	425 000 534 Water Fund (dep	418.37	October 2023 UB Mailing Svc
	535 10 42 02	Postage - Sewer Admin	430 000 535 Sewer Fund (dep	308.50	October 2023 UB Postage
	535 10 49 05	Mailing Service - Sewer Adr	430 000 535 Sewer Fund (dep	418.37	October 2023 UB Mailing Svc
30954	11/07/2023	11/14/2023	3589 Databar Inc	1,451.09	Town Topics - October 2023
	518 10 49 01	Town Topics/Citizen Commu	001 000 518 General Fund	1,451.09	Town Topics - October 2023
30956	11/07/2023	11/14/2023	3589 Databar Inc	489.94	Town Topics - Separate Mailing - October 2023

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518 10 49 01	Town Topics/Citizen Commu		001 000 518 General Fund	489.94	Town Topics - Separate Mailing - October 2023
				4,182.79	
30929	11/07/2023	11/14/2023	10149	Downs, Christy	167.63 04-00940.1 - 1015 BRENTWOOD PL
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-37.16	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (dep	-40.64	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (dep	-89.83	
30940	11/07/2023	11/14/2023	9254	Doyle Printing Company	460.77 Court Forms
512 51 31 00	Office & Oper Sup - Court		001 000 512 General Fund	460.77	Court Forms
30950	11/07/2023	11/14/2023	9254	Doyle Printing Company	46.24 Business Cards - K. Gollinger (500)
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	46.24	Business Cards - K. Gollinger (500)
				507.01	
30953	11/07/2023	11/14/2023	3611	Drain-Pro Inc	990.90 P#80 Locate Laterals for Pipe Burst Project on 100 Blk of Eldorado & Farallone
594 35 63 01	Other Improvements - Sewe		432 000 594 Sewer Improver	990.90	P#80 Locate Laterals for Pipe Burst Project on 100 Blk of Eldorado & Farallone
30885	11/06/2023	11/14/2023	7827	Exercise Science Center	50.00 Physical Assessment - M Bugarin
521 10 41 00	Prof Svcs - Civil Svc		001 000 521 General Fund	50.00	Physical Assessment - M Bugarin
30886	11/06/2023	11/14/2023	3638	Fircrest Golf Club	1,366.81 Land Rental for Water Tank on Golf Course Property - November 2023
591 34 70 00	Lease Payments - Water Adr		425 000 591 Water Fund (dep	1,366.81	Land Rental for Water Tank on Golf Course Property - November 2023
30974	11/07/2023	11/14/2023	6543	Fiske, Adrianna	78.00 Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30828	10/26/2023	11/14/2023	10298	Foley, Meagan M.	187.50 Pro Temp Judge - 10/19/23 (2.5 hrs) - RMC
512 52 41 02	Prof Svcs - Pro Temp Judges		001 000 512 General Fund	187.50	Pro Temp Judge - 10/19/23 (2.5 hrs) - RMC
30829	10/26/2023	11/14/2023	10298	Foley, Meagan M.	187.50 Pro Temp Judge - 10/18/23 (2.5 hrs) - FMC
512 51 41 02	Prof Svcs - Pro Temp Judges		001 000 512 General Fund	187.50	Pro Temp Judge - 10/18/23 (2.5 hrs) - FMC

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30890	11/06/2023	11/14/2023	10298	Foley, Meagan M.	300.00	Pro Temp Judge - 11/02/23 (4 hrs) - RMC
	512 52 41 02	Prof Svcs - Pro Temp Judges	001 000 512	General Fund	300.00	Pro Temp Judge - 11/02/23 (4 hrs) - RMC
30976	11/07/2023	11/14/2023	10298	Foley, Meagan M.	300.00	Pro Temp Judge - 11/01/23 (4 hrs) - FMC
	512 51 41 02	Prof Svcs - Pro Temp Judges	001 000 512	General Fund	300.00	Pro Temp Judge - 11/01/23 (4 hrs) - FMC
				Total Foley, Meagan M.	975.00	
30987	11/08/2023	11/14/2023	9338	Fuelman Fleet Program	2,806.19	Gas/Fuel October 2023
	548 65 31 06	Gas - Facilities	501 000 548	Equipment Rent:	87.64	Facilities 10/2023
	548 65 31 08	Gas - Police	501 000 548	Equipment Rent:	1,984.86	Police 10/2023
	548 65 31 11	Gas - Parks/Rec	501 000 548	Equipment Rent:	243.99	Parks 10/2023
	548 65 31 12	Gas - Street	501 000 548	Equipment Rent:	142.26	Street 10/2023
	548 65 31 14	Gas - Water/Sewer	501 000 548	Equipment Rent:	347.44	W/S 10/2023
30843	10/27/2023	11/14/2023	7681	Gardner, Susan	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year
30931	11/07/2023	11/14/2023	7965	Geer, Brooke	135.87	03-02390.5 - 475 ALAMEDA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-30.12	
	343 40 00 00	Sale Of Water	425 000 340	Water Fund (dep	-32.94	
	343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (dep	-72.81	
30975	11/07/2023	11/14/2023	8046	Goncharova, Natalya	130.00	Russian Interpreting (2 hrs) - 11/01/23
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512	General Fund	130.00	Russian Interpreting (2 hrs) - 11/01/23
30961	11/07/2023	11/14/2023	3666	Grainger Inc, Dept 826129041	198.98	Light Bulbs (72)
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518	General Fund	198.98	Light Bulbs (72)
30899	11/06/2023	11/14/2023	6774	Greenleaf Landscaping 1 Inc	5,286.25	Monthly Landscape Service - October 2023
	518 30 41 01	Contract Maintenance	001 000 518	General Fund	3,964.69	Monthly Landscape Service - October 2023
	542 80 49 03	Beautification Services (cont	101 000 542	City Street Fund	1,321.56	Monthly Landscape Service - October 2023
30883	11/06/2023	11/14/2023	10305	Gunderson Law Office PLLC	12,000.00	City of Fircrest - October 2023
	515 41 41 03	City Prosecutor	001 000 515	General Fund	12,000.00	City of Fircrest - October 2023
30933	11/07/2023	11/14/2023	1634	Hagen*, Jaqueline M	167.43	02-03380.2 - 1145 GARDEN CIRCLE

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	343 40 00 00 Sale Of Water		425 000 340 Water Fund (dep	-58.26	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (dep	-109.17	
30897	11/06/2023	11/14/2023	6167 Hazel, David Kanani	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30941	11/07/2023	11/14/2023	3690 Holroyd Co Inc	475.35	Concrete Disposal of Sidewalks/Approaches
	542 30 47 01 Dumping Fees - Street		101 000 542 City Street Fund	475.35	Concrete Disposal of Sidewalks/Approaches
30910	11/06/2023	11/14/2023	3692 Home Depot Credit Services	20.36	Hook for AED & Lightbulb for Office
	518 30 31 03 Oper Supplies - PWF		001 000 518 General Fund	20.36	Hook for AED & Lightbulb for Office
30963	11/07/2023	11/14/2023	3692 Home Depot Credit Services	173.17	Well #7 Heater Unit
	534 50 31 01 Oper Supplies - Water Main		425 000 534 Water Fund (dep	173.17	Well #7 Heater Unit
30964	11/07/2023	11/14/2023	3692 Home Depot Credit Services	65.11	Shop Paint Supplies
	518 30 35 00 Small Tools & Equip - Facilit		001 000 518 General Fund	65.11	Shop Paint Supplies
			Total Home Depot Credit Services	258.64	
30834	10/26/2023	11/14/2023	6891 Hubbell, Casey	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30898	11/06/2023	11/14/2023	4131 Humane Society - Tacoma	747.00	November 2023 Boarding Contract
	554 30 41 00 Animal Control		001 000 554 General Fund	747.00	November 2023 Boarding Contract
30980	11/07/2023	11/14/2023	8122 Jean, Robert W.	6,250.00	Project Coordinator Services - October 2023
	535 10 41 00 Prof Svcs - Sewer Admin		430 000 535 Sewer Fund (dep	6,250.00	Project Coordinator Services - October 2023
30934	11/07/2023	11/14/2023	2257 Johnson, Kari	37.33	04-03040.0 - 901 DANIELS DR
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-11.64	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (dep	-12.54	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (dep	-13.15	
30875	11/06/2023	11/14/2023	10264 Larson, Shari	545.70	Gentle Yoga & Chair Yoga Classes (10/1/23-10/31/23)
	571 20 49 06 Instructor Fees		001 000 571 General Fund	545.70	Gentle Yoga & Chair Yoga Classes (10/1/23-10/31/23)
30889	11/06/2023	11/14/2023	3776 Lemay Mobile Shredding	51.00	Shredding 10/2023 - Court

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	512 51 49 00	Miscellaneous - Court	001 000 512 General Fund	51.00	Shredding 10/2023 - Court
30893	11/06/2023	11/14/2023	3776 Lemay Mobile Shredding	45.00	Shredding 10/2023 - PW
	531 50 49 00	Miscellaneous - Storm	415 000 531 Storm Drain	15.00	Shredding 10/2023 - PW
	534 10 49 00	Miscellaneous - Water Admi	425 000 534 Water Fund (de	15.00	Shredding 10/2023 - PW
	535 10 49 00	Miscellaneous - Sewer Admi	430 000 535 Sewer Fund (de	15.00	Shredding 10/2023 - PW
Total Lemay Mobile Shredding				96.00	
30892	11/06/2023	11/14/2023	10459 Locke Systems Inc.	8,448.62	ARPA - Power Edge Server for Police Dept.
	594 18 64 00	Machinery & Equipment - I/	001 000 518 General Fund	8,448.62	ARPA - Power Edge Server for Police Dept.
30993	11/08/2023	11/14/2023	10459 Locke Systems Inc.	4,950.00	IT Managed Services - July 2023 (previous invoice #20642 should have been labeled for August not July 2023)
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,950.00	IT Managed Services - July 2023
30994	11/08/2023	11/14/2023	10459 Locke Systems Inc.	4,968.00	IT Managed Services - October 2023 & RD Gateway Certificate
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,968.00	IT Managed Services - October 2023 & RD Gateway Certificate
Total Locke Systems Inc.				18,366.62	
30895	11/06/2023	11/14/2023	2020 Manley, Terence	78.00	Library Reimbursement - 1 Year (Helen)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Helen)
30928	11/07/2023	11/14/2023	1585 Mauer, Stephen	37.40	02-02900.1 - 102 STANFORD ST
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-12.42	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-13.41	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-11.57	
30922	11/06/2023	11/14/2023	8322 Mayer, Jonathan	78.00	Library Reimbursement - 1 Year (Alison)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Alison)
30907	11/06/2023	11/14/2023	10611 McCullough, Alyssa	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year

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30826	10/24/2023	11/14/2023	10246 McDonald, Janelle	39.00	Library Reimbursement - 1/2 Year
	572 21 49 00	Library Services	001 000 572 General Fund	39.00	Library Reimbursement - 1/2 Year
30838	10/27/2023	11/14/2023	2744 McKeller*, Michael	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30879	11/06/2023	11/14/2023	5205 Metro Parks of Tacoma	776.00	Youth Basketball Referee Officials
	571 20 49 07	Youth Basketball/Youth Refe	001 000 571 General Fund	776.00	Youth Basketball Referee Officials
30876	11/06/2023	11/14/2023	10265 Mirande, Therese	196.30	Gentle Yoga Classes, Chair Yoga & Yin Yoga Series (10/01/23-10/31/23)
	571 20 49 06	Instructor Fees	001 000 571 General Fund	196.30	Gentle Yoga Classes, Chair Yoga & Yin Yoga Series (10/01/23-10/31/23)
30861	11/01/2023	11/14/2023	6486 Nolan, Katrina	41.75	07-02190.3 - 4317 67TH AVE W, UNIT A
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-41.75	
30878	11/06/2023	11/14/2023	3910 Office Depot	101.51	Supplies for Community Events
	573 90 49 01	Community Events	001 000 573 General Fund	101.51	Supplies for Community Events
30840	10/27/2023	11/14/2023	10000 Onxley, Paula	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30962	11/07/2023	11/14/2023	3923 Orca Pacific Inc	144.64	Muriatic Acid (1 Gal)
	576 20 31 01	Oper Supplies - Pool Chemic	001 000 576 General Fund	144.64	Muriatic Acid (1 Gal)
30943	11/07/2023	11/14/2023	3958 PC Budget & Finance - Jail	339.23	Jail Services - September 2023
	523 60 40 01	Jail	001 000 523 General Fund	339.23	Jail Services - September 2023
30881	11/06/2023	11/14/2023	3957 PC Budget & Finance	115.00	Police Letterhead
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	115.00	Police Letterhead
30906	11/06/2023	11/14/2023	8993 Pacific Office Automation - A/R	413.74	Copier Usage - 09/01/23-10/01/23
	518 10 45 00	Oper Rentals - Copier - Non	001 000 518 General Fund	260.70	City Hall 09/01/23-10/01/23
	531 50 45 00	Oper Rentals - Copier - Stori	415 000 531 Storm Drain	24.32	Storm 09/01/23-10/01/23
	534 10 45 02	Oper Rentals - Copier - Wat	425 000 534 Water Fund (de	24.32	Water 09/01/23-10/01/23
	535 10 45 00	Oper Rentals - Copier - Sew	430 000 535 Sewer Fund (de	24.32	Sewer 09/01/23-10/01/23
	542 30 45 00	Oper Rentals - Copier - Stret	101 000 542 City Street Fund	24.33	Street 09/01/23-10/01/23

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571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	50.18	Rec 09/01/23-10/01/23
576 80 45 00	Oper Rentals - Copier - Park		001 000 576 General Fund	5.57	Parks 09/01/23-10/01/23
30958	11/07/2023	11/14/2023	8993 Pacific Office Automation - A/R	549.59	Copier Lease - 09/01/23-10/01/23
591 12 70 00	Lease Payments - Court		001 000 591 General Fund	104.42	Court 09/01/23-10/01/23
591 18 70 10	Lease Payments - Non-Dept		001 000 591 General Fund	203.44	City Hall 09/01/23-10/01/23
591 31 70 00	Lease Payments - Storm		415 000 591 Storm Drain	31.92	Storm 09/01/23-10/01/23
591 34 70 00	Lease Payments - Water Adr		425 000 591 Water Fund (dep	31.92	Water 09/01/23-10/01/23
591 35 70 00	Lease Payments - Sewer		430 000 591 Sewer Fund (dep	31.91	Sewer 09/01/23-10/01/23
591 71 70 00	Lease Payments - Recreation		001 000 591 General Fund	102.65	Rec 09/01/23-10/01/23
591 76 70 80	Lease Payments - Parks		001 000 591 General Fund	11.41	Parks 09/01/23-10/01/23
591 95 70 00	Lease Payments - Street		101 000 591 City Street Fund	31.92	Street 09/01/23-10/01/23
Total Pacific Office Automation - A/R				963.33	
30830	10/26/2023	11/14/2023	8626 Pacific Office Automation Inc	152.83	Postage Meter Rental - November 2023
591 18 70 10	Lease Payments - Non-Dept		001 000 591 General Fund	152.83	Postage Meter Rental - November 2023
30968	11/07/2023	11/14/2023	3937 Pape & Sons Construction Inc	1,884.13	P#76 Retainage Rose Street Water Main Replacement
594 35 63 01	Other Improvements - Sewe		432 000 594 Sewer Improver	1,884.13	P#76 Retainage Rose Street Water Main Replacement
30944	11/07/2023	11/14/2023	3945 Patriot Fire Protection, Inc	456.92	Annual Fire Alarm Inspection - CH
518 30 48 02	Rep & Maint - City Hall		001 000 518 General Fund	456.92	Annual Fire Alarm Inspection - CH
30945	11/07/2023	11/14/2023	3945 Patriot Fire Protection, Inc	441.50	Annual Fire Alarm Inspection - PW
518 30 48 03	Rep & Maint - PW		001 000 518 General Fund	441.50	Annual Fire Alarm Inspection - PW
30946	11/07/2023	11/14/2023	3945 Patriot Fire Protection, Inc	485.54	Annual Fire Alarm Inspection - Pool
576 20 48 00	Rep & Maint - Pool		001 000 576 General Fund	485.54	Annual Fire Alarm Inspection - Pool
30947	11/07/2023	11/14/2023	3945 Patriot Fire Protection, Inc	503.16	Annual Fire Alarm Inspection - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	503.16	Annual Fire Alarm Inspection - Rec Center
Total Patriot Fire Protection, Inc				1,887.12	
30900	11/06/2023	11/14/2023	10609 Paul R James	9,165.83	Re-Roof Well #9 Pump House, High/Low Tanks & Weathervane Booster Pump Station

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	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (dep	9,165.83	Re-Roof Well #9 Pump House, High/Low Tanks & Weathervane Booster Pump Station
30870	11/03/2023	11/14/2023	3182 Peterson, Darwin	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30972	11/07/2023	11/14/2023	3955 Petrocard Systems Inc	808.04	Gas/Fuel - October 2023
	548 65 31 12	Gas - Street	501 000 548 Equipment Rent:	71.75	Street - 10/2023
	548 65 31 13	Gas - Storm	501 000 548 Equipment Rent:	357.84	Storm - 10/2023
	548 65 31 14	Gas - Water/Sewer	501 000 548 Equipment Rent:	378.45	W/S - 10/2023
30888	11/06/2023	11/14/2023	3956 Petty Cash-Corcoran	73.01	Petty Cash Reimbursement 11/14/23
	548 65 31 05	Gas - Non Dept	501 000 548 Equipment Rent:	24.51	Fuel/Gas - Non-Dept
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	48.50	Senior Morning Supplies
30871	11/06/2023	11/14/2023	10221 Petty Cash-ParksRec	87.25	Petty Cash Reimbursement 11/14/23
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	87.25	Senior Morning Supplies
30884	11/06/2023	11/14/2023	4828 Protect Youth Sports	208.05	Background Checks for Parks/Rec & Maintenance Worker I Position (October 2023)
	518 11 41 00	Prof Svcs - Personnel	001 000 518 General Fund	208.05	Background Checks for Parks/Rec & Maintenance Worker I Position (October 2023)
30924	11/06/2023	11/14/2023	3986 Puget Sound Energy, BOT-01H	39.46	Natural Gas - Pool/Bathhouse - October 2023
	576 20 47 00	Public Utility Services - Pool	001 000 576 General Fund	39.46	Natural Gas - Pool/Bathhouse - October 2023
30925	11/06/2023	11/14/2023	3986 Puget Sound Energy, BOT-01H	11.39	Natural Gas - Rec Center - October 2023
	571 10 47 00	Public Utility Services - Rec	001 000 571 General Fund	11.39	Natural Gas - Rec Center - October 2023
			Total Puget Sound Energy, BOT-01H	50.85	
30872	11/06/2023	11/14/2023	5710 Rainier Connect, Mashell Telecom	106.95	Internet Access Fee - City Hall - November 2023
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	106.95	Internet Access Fee - City Hall - November 2023
30920	11/06/2023	11/14/2023	4004 Reserve Account	2,000.00	#15690704 Postage Meter Refill - November 2023
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	2,000.00	#15690704 Postage Meter Refill - November 2023
30841	10/27/2023	11/14/2023	4017 Rosati, Michael	78.00	Library Reimbursement - 1 Year

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	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
30874	11/06/2023	11/14/2023	10398 Rubke, Patricia	210.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 10/01/23-10/31/23
	571 20 49 06	Instructor Fees	001 000 571 General Fund	210.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 10/01/23-10/31/23
30831	10/26/2023	11/14/2023	4035 Sarco Supply	93.78	Janitorial Supplies - Parks Structures
	576 80 31 01	Janitorial Supplies - Parks St	001 000 576 General Fund	93.78	Janitorial Supplies - Parks Structures
30832	10/26/2023	11/14/2023	4035 Sarco Supply	34.63	Janitorial Supplies - Public Works
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	34.63	Janitorial Supplies - Public Works
30833	10/26/2023	11/14/2023	4035 Sarco Supply	111.69	Janitorial Supplies - PSB
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	111.69	Janitorial Supplies - PSB
30902	11/06/2023	11/14/2023	4035 Sarco Supply	79.93	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571 General Fund	79.93	Janitorial Supplies - Rec Bldg
			Total Sarco Supply	320.03	
30938	11/07/2023	11/14/2023	8403 Schmidtke, Judy A	28.88	Haunted Trails Thank You Holiday Tea Towels
	573 90 49 01	Community Events	001 000 573 General Fund	28.88	Haunted Trails Thank You Holiday Tea Towels
30937	11/07/2023	11/14/2023	6088 Sentinel Pest Control Inc	120.23	Pest Control - City Hall - 11/2023
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	120.23	Pest Control - City Hall - 11/2023
30979	11/07/2023	11/14/2023	6088 Sentinel Pest Control Inc	214.61	Pest Control - PW - 11/2023
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	53.65	Pest Control - PW - 11/2023
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (dep	53.65	Pest Control - PW - 11/2023
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (dep	53.65	Pest Control - PW - 11/2023
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fund	53.66	Pest Control - PW - 11/2023
			Total Sentinel Pest Control Inc	334.84	
30985	11/08/2023	11/14/2023	10616 Sequoia Therapeutic Recreation	500.00	Security Deposit Refund, Sequoia Therapeutic Recreation, 10/14/23
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	500.00	Security Deposit Refund

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30942	11/07/2023	11/14/2023	6350 Sevier, Maria	1,080.00	On Call GIS Support - 7/25/23-9/17/23
	531 50 41 00	Prof Svcs - Storm	415 000 531	432.00	On Call GIS Support - 7/25/23-9/17/23
	534 10 41 00	Prof Svcs - Water Admin	425 000 534	132.00	On Call GIS Support - 7/25/23-9/17/23
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535	132.00	On Call GIS Support - 7/25/23-9/17/23
	542 30 41 00	Prof Svcs - Street Reg	101 000 542	132.00	On Call GIS Support - 7/25/23-9/17/23
	558 60 41 00	Prof Svcs - Planning	001 000 558	252.00	On Call GIS Support - 7/25/23-9/17/23
30825	10/24/2023	11/14/2023	4056 Sherwin-Williams Company	536.83	Paint for Offices
	518 30 31 03	Oper Supplies - PWF	001 000 518	536.83	Paint for Offices
30908	11/06/2023	11/14/2023	10610 Smith, Joseph	39.00	Library Reimbursement - 1/2 Year
	572 21 49 00	Library Services	001 000 572	39.00	Library Reimbursement - 1/2 Year
30909	11/06/2023	11/14/2023	4068 Smith, Wayne	939.00	LEOFF 1 Medical Services - 10/10/23
	521 22 20 03	LEOFF I Other Medical Costs	001 000 521	939.00	LEOFF 1 Medical Services - 10/10/23
30882	11/06/2023	11/14/2023	4084 Staples Business Advantage	16.36	Certificates (100)
	521 22 49 05	Reimbursable Programs	001 000 521	16.36	Certificates (100)
30939	11/07/2023	11/14/2023	4084 Staples Business Advantage	138.67	Office Supplies - Building, Planning, Central & Finance
	514 23 35 00	Small Tools & Equip - Financ	001 000 514	5.46	Trash Can - Finance
	518 10 34 01	Office Supplies - Central	001 000 518	119.64	Office Supplies - Central
	524 20 35 00	Small Tools & Equip - Buildi	001 000 524	6.79	USB Cord - Building
	558 60 35 00	Small Tools & Equip - Planni	001 000 558	6.78	USB Cord - Planning
30959	11/07/2023	11/14/2023	4084 Staples Business Advantage	37.31	Lamp with Reading Light
	524 20 35 00	Small Tools & Equip - Buildi	001 000 524	18.66	Lamp with Reading Light
	558 60 35 00	Small Tools & Equip - Planni	001 000 558	18.65	Lamp with Reading Light
30960	11/07/2023	11/14/2023	4084 Staples Business Advantage	110.82	Office Supplies - Rec & Central
	518 10 34 01	Office Supplies - Central	001 000 518	98.63	Office Supplies - Central
	571 10 31 00	Office Supplies - Rec	001 000 571	12.19	Office Supplies - Rec
30977	11/07/2023	11/14/2023	4084 Staples Business Advantage	43.45	Office Supplies - Court
	512 51 31 00	Office & Oper Sup - Court	001 000 512	43.45	Office Supplies - Court
30988	11/08/2023	11/14/2023	4084 Staples Business Advantage	242.21	Scanner

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512 51 35 00	Small Tools & Equip - Court		001 000 512 General Fund	242.21	Scanner
				588.82	
30932	11/07/2023	11/14/2023	10486 Stephens, Christopher	85.63	07-00139.2 - 121 MAPLE ST
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-23.88	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (dep	-25.93	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (dep	-35.82	
30911	11/06/2023	11/14/2023	4110 Superior Linen Service	49.12	Linen Service 10/20/23 - Public Works
518 30 48 03	Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 10/20/23 - Public Works
30912	11/06/2023	11/14/2023	4110 Superior Linen Service	49.12	Linen Service 10/06/23 - Public Works
518 30 48 03	Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 10/06/23 - Public Works
30913	11/06/2023	11/14/2023	4110 Superior Linen Service	81.41	Linen Service 10/20/23 - City Hall
518 30 48 02	Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 10/20/23 - City Hall
30914	11/06/2023	11/14/2023	4110 Superior Linen Service	81.41	Linen Service 10/06/23 - City Hall
518 30 48 02	Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 10/06/23 - City Hall
30915	11/06/2023	11/14/2023	4110 Superior Linen Service	124.77	Linen Service 10/18/23 - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 10/18/23 - Rec Center
30916	11/06/2023	11/14/2023	4110 Superior Linen Service	124.77	Linen Service 10/04/23 - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 10/04/23 - Rec Center
30917	11/06/2023	11/14/2023	4110 Superior Linen Service	52.42	Linen Service 10/18/23 - Pool
576 20 49 02	Miscellaneous - Pool		001 000 576 General Fund	52.42	Linen Service 10/18/23 - Pool
30918	11/06/2023	11/14/2023	4110 Superior Linen Service	52.42	Linen Service 10/04/23 - Pool
576 20 49 02	Miscellaneous - Pool		001 000 576 General Fund	52.42	Linen Service 10/04/23 - Pool
				615.44	
Total Superior Linen Service					
30824	10/24/2023	11/14/2023	4328 Systems for Public Safety Inc	57.80	#68055D 2019 Ford Interceptor - Replace Tire
548 65 48 08	O & M - Police		501 000 548 Equipment Rent:	57.80	#68055D 2019 Ford Interceptor - Replace Tire

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30880	11/06/2023	11/14/2023	4328 Systems for Public Safety Inc	108.87	#66367D - 2018 Ford Interceptor - LOF
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent.	108.87	#66367D - 2018 Ford Interceptor - LOF
30923	11/06/2023	11/14/2023	4328 Systems for Public Safety Inc	132.45	#BTS6572 - 2020 Ford Interceptor - LOF & Safety Inspection
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent.	132.45	#BTS6572 - 2020 Ford Interceptor - LOF & Safety Inspection
30949	11/07/2023	11/14/2023	4328 Systems for Public Safety Inc	361.00	#68055D - 2019 Ford Interceptor - Install Tiger Seat Cover
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent.	361.00	#68055D - 2019 Ford Interceptor - Install Tiger Seat Cover
Total Systems for Public Safety Inc				660.12	
30986	11/08/2023	11/14/2023	9888 T-Mobile (Cell Phone Bill)	1,107.39	City Cell Phones & Air Cards 10/2023
	513 10 42 00	Communication - Admin	001 000 513 General Fund	30.24	City Manager 10/2023
	518 30 42 00	Communication - Fac/Equip	001 000 518 General Fund	74.62	Maint. Lead, 2 Workers 10/2023
	521 22 42 00	Communication - Police	001 000 521 General Fund	583.30	Police Officers, Chief and Air Cards 10/2023
	524 20 42 00	Communication- Building	001 000 524 General Fund	15.12	Admin Svcs Dir. 10/2023
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	67.77	Public Works Crew, Director, PW Office Coord. 10/2023
	534 10 42 00	Communication - Water Adr	425 000 534 Water Fund (dep	94.96	Public Works Crew, Director, PW Office Coord., PW Water Meter Collector 10/2023
	535 10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (dep	67.77	Public Works Crew, Director, PW Office Coord. 10/2023
	542 30 42 00	Communication - Street Reg	101 000 542 City Street Fund	67.77	Public Works Crew, Director, PW Office Coord. 10/2023
	558 60 42 00	Communication - Planning	001 000 558 General Fund	15.12	Admin Svcs Dir. 10/2023
	576 80 42 00	Communication - Parks	001 000 576 General Fund	90.72	P/R Director, Events, Maint. Worker 10/2023
30896	11/06/2023	11/14/2023	4120 Tacoma Daily Index	1,065.01	October 2023 Publications
	511 60 41 01	Advertising - Legisl	001 000 511 General Fund	142.51	Public Hearings - Prelim 2024 Budget
	594 35 63 01	Other Improvements - Sewe	432 000 594 Sewer Improver	922.50	P#68 44th St Lift Station - Advertisement for Bids
30984	11/07/2023	11/14/2023	4322 Tacoma, City of - POWER	7,829.69	Power - Various Locations - October 2023
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	105.52	PW Power 10/2023
	534 10 47 00	Utility Services/Building - W	425 000 534 Water Fund (dep	105.53	PW Power 10/2023
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (dep	2,885.03	PW, Well #4, #6, #7, #8 & Golf Course Tank 10/2023

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535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (dep	105.53	PW Power 10/2023
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (dep	1,117.67	Pumps/LS Power 10/2023
542 30 47 02	Electricity & Gas/Bldg - Stree		101 000 542 City Street Fund	105.52	PW Power 10/2023
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	35.09	Traffic Control 10/2023
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	1,286.72	Street Lights 10/2023
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	1,158.55	Rec Center Power 10/2023
576 80 47 00	Public Utility Services - Parks		001 000 576 General Fund	924.53	Parks Power - 10/2023
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30991	11/08/2023 11/14/2023 10617		TechPower Solutions, Inc.	2,260.35	ARPA Funds - AV System Computer
	594 11 64 00	Machinery & Equipment - Le	001 000 511 General Fund	2,260.35	ARPA Funds - AV System Computer
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30992	11/08/2023 11/14/2023 10617		TechPower Solutions, Inc.	306.08	(2) 24" Screens for Accountant 1
	514 23 35 00	Small Tools & Equip - Financ	001 000 514 General Fund	306.08	(2) 24" Screens for Accountant 1
<hr/>					
			Total TechPower Solutions, Inc.	2,566.43	
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30965	11/07/2023 11/14/2023 10614		Tennant Sales and Service Company	304.31	Parts & Maintenance Inspection of t-581 Riding Floor Machine
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	304.31	Parts & Maintenance Inspection of t-581 Riding Floor Machine
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30877	11/06/2023 11/14/2023 10212		Triple Impact Coaching LLC	1,942.50	Basketball Clinic - Wednesday Workouts 10/04/23-10/25/23
	571 20 49 06	Instructor Fees	001 000 571 General Fund	1,942.50	Basketball Clinic - Wednesday Workouts 10/04/23-10/25/23
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30901	11/06/2023 11/14/2023 9003		U.S. Bank St. Paul	271,600.00	Interest & Principal Payment On Park Bond Thru 11/30/23
	591 75 72 01	Principal Loan Payment - Pai	201 000 591 Park Bond Debt	115,000.00	Principal Payment On Park Bond Thru 11/30/23
	592 75 82 01	Interest Payment - Park Bon	201 000 591 Park Bond Debt	156,600.00	Interest Payment On Park Bond Thru 11/30/23
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30927	11/06/2023 11/14/2023 5934		US Bank, City Hall Account	1,500.90	P-Card Charges thru 10/25/23
	513 10 31 00	Office & Oper Sup - Admin	001 000 513 General Fund	127.94	Annual Jotform Subscription
	513 10 49 01	Reg & Tuition - Admin	001 000 513 General Fund	200.00	WAPRO Fall Conference 2023
	517 90 31 01	Oper Supplies - Wellness Pro	001 000 517 General Fund	39.30	Wellness Supplies
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	386.00	Postage - Passports
	524 20 31 00	Office & Oper Sup - Building	001 000 524 General Fund	127.95	Annual Jotform Subscription
	524 20 41 03	Prof Svcs - Building	001 000 524 General Fund	220.20	Construction Software - M. Newman

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	558 60 31 00	Office & Oper Sup - Plannin	001 000 558 General Fund	179.31	Construction Software & Certified Mail for Code Enforcement Letters
	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	220.20	Construction Software - M. Newman
30982	11/07/2023	11/14/2023	8482 US Bank, Police Department Account	672.40	P-Card Charges thru 10/25/23
	521 22 35 00	Small Tools & Equip - Police	001 000 521 General Fund	672.40	File Cabinet (2)
30926	11/06/2023	11/14/2023	8483 US Bank, Public Works Dept Account	586.00	P-Card Charges thru 10/25/23
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	121.12	Wellness Supplies
	531 50 31 01	Office Supplies - Storm	415 000 531 Storm Drain	24.03	Office Supplies
	531 50 35 00	Small Tools & Equip - Storm	415 000 531 Storm Drain	78.43	Dry Erase Board & Bankers Boxes
	534 10 31 00	Office Supplies - Water Adm	425 000 534 Water Fund (de	24.02	Office Supplies
	534 10 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (de	78.43	Dry Erase Board & Bankers Boxes
	535 10 31 00	Office Supplies - Swr Admin	430 000 535 Sewer Fund (de	24.02	Office Supplies
	535 10 35 00	Small Tools & Equip - Sewer	430 000 535 Sewer Fund (de	78.44	Dry Erase Board & Bankers Boxes
	542 30 31 01	Office Supplies - Street Reg	101 000 542 City Street Fund	24.03	Office Supplies
	542 30 35 00	Small Tools & Equip - Street	101 000 542 City Street Fund	78.44	Dry Erase Board & Bankers Boxes
	542 63 35 00	Small Tools & Equip - St Lig	101 000 542 City Street Fund	55.04	Lights for Bucket Truck
30983	11/07/2023	11/14/2023	8484 US Bank, Recreation Dept Account	967.50	P-Card Charges thru 10/25/23
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	62.49	Senior Morning Supplies
	571 10 41 00	Senior Trips	001 000 571 General Fund	122.00	Senior Trip - Blue Mouse Theater
	573 90 49 01	Community Events	001 000 573 General Fund	689.42	Community Events Supplies
	594 76 62 03	Buildings & Structures - PBC	301 000 594 Park Bond Capit	93.59	P#64 Container Rental 10/2023
30952	11/07/2023	11/14/2023	4178 University Place Refuse Inc	1,282.86	Dumping Fees - 10/2023
	531 50 47 01	Dumping Fees - Storm	415 000 531 Storm Drain	674.51	Dumping Fees - Storm 10/2023
	534 80 47 02	Dumping Fees - Water	425 000 534 Water Fund (de	55.67	Dumping Fees - Water 10/2023
	535 80 47 02	Dumping Fees - Sewer	430 000 535 Sewer Fund (de	55.67	Dumping Fees - Sewer 10/2023
	542 30 47 01	Dumping Fees - Street	101 000 542 City Street Fund	278.51	Dumping Fees - Street 10/2023
	576 80 47 01	Dumping Fees - Parks	001 000 576 General Fund	218.50	Dumping Fees - Parks 10/2023
30921	11/06/2023	11/14/2023	9253 University Place Tire & Auto	70.67	#62852D - LOF & Reset Maintenance Light
	548 65 48 12	O & M - Street	501 000 548 Equipment Rent	70.67	#62852D - LOF & Reset Maintenance Light
30969	11/07/2023	11/14/2023	4180 Utilities Underground	58.13	Locates 10/2023
	534 10 49 00	Miscellaneous - Water Admi	425 000 534 Water Fund (de	29.06	Locates 10/2023
	535 10 49 00	Miscellaneous - Sewer Admi	430 000 535 Sewer Fund (de	29.07	Locates 10/2023
30869	11/03/2023	11/14/2023	3645 WEX BANK, Wright Express FSC	976.42	Gas/Fuel - October 2023

ACCOUNTS PAYABLE

City Of Fircrest

Time: 15:41:21 Date: 11/09/2023

As Of: 11/14/2023

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
548 65 31 08	Gas - Police		501 000 548 Equipment Rent:	559.52	Police 10/2023
548 65 31 12	Gas - Street		501 000 548 Equipment Rent:	416.90	Street 10/2023
30966	11/07/2023	11/14/2023	4231 Water Mgmt Labs Inc	360.00	Coliform & Fluoride Testing - 09/20/23
	534 80 41 00	Water Testing	425 000 534 Water Fund (dep	360.00	Coliform & Fluoride Testing - 09/20/23
30873	11/06/2023	11/14/2023	4256 Winning Seasons	363.33	Cross Country Shirts (30)
	571 10 31 01	Oper Supplies - Rec	001 000 571 General Fund	363.33	Cross Country Shirts (30)
30919	11/06/2023	11/14/2023	7467 Woodbrook Native Plant Nursery	341.87	Plants For Thelma Gilmur & Whittier Park
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	341.87	Plants For Thelma Gilmur & Whittier Park
30978	11/07/2023	11/14/2023	10035 Zoom Video Communications	1,432.12	Monthly Phone Rental 10/31/23-11/29/23
	513 10 42 00	Communication - Admin	001 000 513 General Fund	79.64	Meeting Webinar & Recording - 10/31/23-11/29/23
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	1,020.03	Monthly Phone Service - 10/31/23-11/29/23
	591 18 70 10	Lease Payments - Non-Dept	001 000 591 General Fund	332.45	Monthly Phone Rental - 10/31/23-11/29/23

Report Total: 792,325.85

Fund	
001 General Fund	75,933.86
101 City Street Fund	11,386.44
201 Park Bond Debt Service Fund	271,600.00
301 Park Bond Capital Fund	93.59
415 Storm Drain	3,564.26
425 Water Fund (department)	18,757.66
430 Sewer Fund (department)	285,588.76
432 Sewer Improvement Fund	120,055.33
501 Equipment Rental Fund	5,345.95

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 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.

2024 PRELIMINARY BUDGET DISCUSSION

Finance Director Corcoran briefed the Council on the 2024 preliminary budget and addressed Council concerns. Finance Director Corcoran presented the Storm Drain Fund, Water Fund, and Sewer Fund operating goals, revenues, and expenses to include Capital Fund revenues and expenditures.

Councilmember George joined the meeting at 6:07 P.M.

Discussions included street beautification, Regents Boulevard Business District Street Light improvement, and improvements throughout the City. There were no noted objections to a formal placeholder on the light standard for Regents Boulevard Business District.

Further discussions included a suggested utility rate increase, updates on the water meter exchange program, and future Capital improvement projects. Council requested staff feedback on different proposed water rate increases to better understand the potential financial impacts to residents.

ADJOURNMENT

Councilmember Barrentine MOVED to adjourn the meeting at 7:12 P.M., seconded by Councilmember Bufford. 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 special meeting to order at 6:00 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Joe Barrentine, Hunter T. George, Nikki Bufford, and Jim Andrews were present.

AGENDA MODIFICATIONS

There were none.

PRELIMINARY 2024 BUDGET

Finance Director Corcoran briefed the Council on the Preliminary 2024 Budget and provided an update on information requested by Council to include “Prose” project revenue projections, additional staff, water rate increase data, and ARPA fund designations.

There was a brief discussion on the body-worn camera policy. There was a Council consensus to remove police vehicle dash cameras from the 2024 preliminary budget and to set a study session on body-worn camera and police vehicle dash camera operations.

There was Council consensus to add Police rifle noise-suppression devices, two Police rifle-rated protection shields, the City Hall alarm system upgrade, the City Hall entry columns improvements, the electronic timesheet program, network equipment, and replacement of the HVAC unit for Municipal Court offices at City Hall to the 2024 preliminary budget to be funded using ARPA funds.

Councilmember Andrews left the meeting at 7:11 P.M. and returned at 7:13 P.M.

Councilmember Viafore left the meeting at 7:20 P.M. and returned at 7:40 P.M.

There was a consensus to add the Recreation Specialist and the part-time Accountant position to the 2024 budget.

Councilmember Viafore MOVED to extend the Fircrest City Council Special Budget Work Session to 9:00 P.M., seconded by Councilmember Barrentine.

The Motion Carried (7-0).

Council requested further information from staff on the potential water rate increase, the Water Meter Exchange Program, and an ARPA funds review.

ADJOURNMENT

Councilmember Reynolds MOVED to adjourn the meeting at 8:36 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 David M. Viafore, Shannon Reynolds, Joe Barrentine, Hunter T. George, Nikki Bufford, and Jim Andrews were present.

PRESIDING OFFICER’S REPORT

A. Officer Bugarin Introduction & Swearing In Ceremony

Mayor Wittner swore in Miguel A. Bugarin as a Police Officer for the City of Fircrest. Police Chief Schaub briefed the Council on Officer Bugarin’s law enforcement background. The Council welcomed Officer Bugarin.

CITY MANAGER COMMENTS

City Manager Masko provided several updates, including the part-time Court Clerk position, the lateral Police Officer oral board, the City Council photo, the Pierce County Mayors and City Manager’s letter, and current work activities.

DEPARTMENT HEAD COMMENTS

- Parks & Recreation Director Grover provided a brief overview of Haunted Trails and the Skeleton and Scarecrows event. He also reported on the Whittier Park Master Plan progress and updated the Council on the Fircrest Park field improvements.
- Public Works Director Bemis commented on the Maintenance Worker I position and the 44th Lift Station Upgrade bid opening.
- Police Chief Schaub reported on the Police Department’s data collection, Lexipol policy, and Civil Service Commission rules update, and provided a staff report.
- Community Development Director Newman reported on code enforcement reports, the Department of Commerce Middle Housing and Climate Change grants, provided a “Prose” project update, and asked for Council feedback on the Department of Ecology’s Level 2 electric vehicle charging grant.

There was a brief discussion on the electric vehicle charging station's ongoing cost, location, and maintenance.

There was a Council consensus to pursue the Level 2 electric vehicle charging grant.

COUNCILMEMBER COMMENTS

- Councilmember Viafore; no comment provided.
- Councilmember Reynolds; no comment provided.
- Councilmember Barrentine; no comment provided.
- Councilmember George gave kudos to the Parks and Recreation staff for their efforts at the Haunted Trails event and commented on the event advertisement.
- Councilmember Bufford thanked volunteers and staff for their efforts at the Haunted Trails event and commented on the need for accessible restrooms.
- Councilmember Andrews commented on the Haunted Trails event and the need for litter control and accessible restrooms.
- Mayor Wittner thanked the meeting attendees.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

- Alicia Kuper, 905 Manor Dr, commented on safety, law enforcement, and sign code violation issues.
- Jerry Foss, 1101 Paradise Pkwy, commented on the Haunted Trails event and the Community Center usage.
- Theresa Hamilton, 202 Ramsdell St, commented on speeding and traffic safety issues.
- Pat Sollars, 600 San Juan Ave, commented on various nuisance issues, including temporary signs and parking.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

Councilmember Barrentine reported on the Haunted Trails event and thanked the volunteers.

B. Pierce County Regional Council

Councilmember Reynolds reported on several items, including the operations and transportation meeting, and the upcoming election of officers.

C. Public Safety, Courts

Councilmember Viafore reported on increasing police officer visibility and the Municipal Court Judge transition plan.

D. Streets, Facilities, & Equipment

Councilmember Bufford reported on the Fircrest Park Maintenance Facility, the Claremont Well House repair status, and City park’s resurfacing and irrigation repairs.

E. Other Liaison Reports

There were none.

CONSENT CALENDAR

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

- A. Approval of Check No. 220286 through 220357 in the amount of \$214,321.90
Approval of payroll electronic funds transfer in the amount of \$152,369.46
- B. Approval of the September 26, 2023, Regular Meeting minutes
Approval of the October 09, 2023, Special Meeting minutes
Approval of the October 10, 2023, Regular Meeting minutes

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

The Motion Carried (7-0).

PUBLIC HEARING

- A. To receive comments on the 2024 Preliminary Budget**

At 8:12 P.M., Mayor Wittner opened the public hearing. Finance Director Corcoran briefed the Council on the 2024 Preliminary Budget, stating the public hearing was to receive comments on the Preliminary 2024 Budget. Mayor Wittner invited Councilmember comments; none were provided.

Mayor Wittner invited public testimony; none were provided.

At 8:16 P.M., Mayor Wittner closed the public hearing.

Councilmember Viafore left the meeting at 8:15 P.M. and returned at 8:18 P.M.

B. To receive comments on the 2024 Preliminary Budget Revenue Sources

At 8:16 P.M., Mayor Wittner opened the public hearing. Finance Director Corcoran briefed the Council on the 2024 Budget Revenue Sources and stated the public hearing was to receive comments on the Preliminary 2024 Budget Revenue Sources. Mayor Wittner invited Councilmember comments. There was a brief discussion on tax revenue distribution between University Place and Tacoma School District.

Mayor Wittner invited public testimony; none were provided.

At 8:33 P.M., Mayor Wittner closed the public hearing.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

Mayor Wittner invoked Rule 20. Order of Business in the Fircrest City Council Rules and stated that the Council will modify the agenda to proceed with New Business Item 13D. Claremont Street Fence Discussion. There were no objections noted by the Council.

D. Claremont Street Fence Discussion

City Manager Masko provided an update on the damaged Claremont Street well house and fence. She requested Council feedback on the fence repair. Council discussions included proceeding with the fence repair, removing the damaged fence, community outreach, parking issues, property fencing requirements, and City liability.

Mayor Wittner invited public comment.

- Jeanie Foss, 1101 Paradise Pkwy, expressed safety concerns with removing the damaged fence.
- Jerry Foss, 1101 Paradise Pkwy, expressed safety concerns with removing the damaged fence, lack of public restrooms, and community outreach.

There were no noted objections from the Council to proceed with the fence repair.

A. Resolution No. 1850: Kenyon Disend, PLLC Contract Amendment

City Manager Masko briefed the Council on the proposed resolution and highlighted that the changes include extending the term through December 31, 2024, and an increase in the hourly rate. **Councilmember Bufford MOVED to adopt Resolution No. 1850, authorizing the City**

Manager to execute Amendment #2 to the Professional Services Agreement with Kenyon Disend, PLLC, for City Attorney services; seconded by Councilmember Reynolds. Mayor Wittner invited Councilmember comments. There was a brief discussion on attorney costs in 2023. Mayor Wittner invited public comment; none were provided.

The Motion Carried (7-0).

B. Resolution No. 1851: Approval of the Alliance/ “Prose” Project Memorandum of Understanding

Project Coordinator Bob Jean briefed the Council on the proposed resolution and highlighted that the developer would voluntarily contribute funds to the City towards the Infiltration and Inflow reduction program and sewer availability. **Councilmember Bufford MOVED to adopt Resolution No. 1851, authorizing the City Manager to execute a Memorandum of Understanding with Alliance Residential regarding the Infiltration and Inflow reduction program and sewer availability; seconded by Councilmember Barrentine.** Mayor Wittner invited Councilmember comments. Discussions included the commitment of funds, Infiltration and Inflow study cost, developer’s project schedule, and notice for termination.

Mayor Wittner invited public comment.

- Brian Rybolt, 1036 Daniels Dr., expressed concern on affordable housing and property tax exemptions.
- Jerry Foss, 1101 Paradise Pkwy, expressed concern on the stormwater runoff connection to the City’s sewer system.

Council discussions included peak flow data, project revenue to add a 10th police officer, Infiltration and Inflow program study, and groundwater penetration into the sewer system.

The Motion Carried (7-0).

C. Resolution No. 1852: MOU Salary Plan Amendment with Teamsters 117

City Manager Masko briefed the Council on the proposed resolution and highlighted that the Utility Billing Clerk desk audit warranted a position reclassification to a Public Works Office Coordinator position. **Councilmember Bufford MOVED to adopt Resolution No. 1852, 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; seconded by Councilmember Barrentine.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

The Motion Carried (7-0).

CALL FOR FINAL COMMENTS

Councilmember Viafore thanked the meeting attendees.

EXECUTIVE SESSION

At 9:32 P.M. Mayor Wittner reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed thirty (30) minutes, to review the performance of a public employee, pursuant to RCW 42.30.110 (g). Mayor Wittner noted that City Manager Masko

was invited to the executive session.

ADJOURNMENT

Councilmember Bufford MOVED to adjourn the meeting at 9:54 P.M., seconded by Councilmember George. The Motion Carried (6-0), with Councilmember Barrentine absent.

Brett L. Wittner, Mayor

Arlette Burkhardt, Acting City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2024 Public Hearing-Preliminary Expenditures
ITEM: 11A
DATE: November 14, 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

AGENDA ITEM: Budget Discussion
ITEM: 12A
DATE: November 14, 2023
FROM: Dawn Masko, City Manager
Colleen Corcoran, Finance Director

RECOMMENDED MOTION: None - Budget Discussion Only.

BUDGET DISCUSSION: Continued budget discussions from the October 30th budget work session.

- General Fund budget changes from 10/30/23 budget work session
- Water Capital Fund budget changes from 10/30/23 budget work session
- Water Meter Exchange Program
- Proposed Water Rate Increase

ATTACHMENTS: Water Meter Exchange Program Memo
Water Rates – Follow-up Information Memo
Typical Single-Family Residential Bill Examples
Public Works Water Rate Analysis Chart

Memo

To: Mayor and Councilmembers
From: Tyler Bemis, Public Works Director
CC: Dawn Masko, City Manager
Date: November 6, 2023
Re: Water Meter Exchange Program

Honorable Mayor and Councilmembers,

At the October 30, 2023, Budget Study Session, Council requested to see additional information and justification for utilizing up to \$30k in ARPA Funds to have a 3rd party assist with the City's Water Meter Exchange Program. Continued concern was voiced by Council regarding meeting installation targets. We have now narrowed the plan down to a hybrid program as seen below.

Hybrid Water Meter Exchange Program:

Utilization of internal staff along with Correct Equipment install teams (if needed)

The sole objective of this plan is to complete the Meter Exchange Program in calendar year 2024. Jeff Davis and I collaborated to identify different options along with direction from Council and have come up with the hybrid plan below:

Dedicate two utility workers to meter exchange only, focusing on a minimum of 3 days per week. Creative scheduling will mitigate potential impacts to daily operations. Vacations, sick leave, in climate weather, or emergency operations will also impact scheduling. Daily operations that could see minimal impact are various work orders, and field inspections. If an emergency presents itself such as a Sewer back up or Water Main break, staff will transition to "all hands-on deck" to respond accordingly.

The total remaining meters to be exchanged are 1,298 which equates to 46% completion. Most of the remaining meters to be exchanged are standard residential 5/8" meters. The larger multi-family and commercial meters also remain and require additional efforts and outreach. The goal would be to install 10-15 meters per day. If staff were to install meters at a minimum of 3 days per week this project could be completed in as early as 6-7 months and as late as 10-12 months. Understanding that some days may only produce 5 meters exchanged and some could be in upwards or more than 20 exchanged. Throughout the process, stats will be analyzed to determine when additional support is needed.

Council agreed to obligating up to \$30k in ARPA Funds to supplement Utility Staff with meter installs. It has been determined that the Spring of 2024 would best suit support as dry weather is conducive to expedited install processes, if needed. The \$30k in APRA Funds may drastically be reduced

dependent upon how many meters Utility Staff are able to exchange from now until Spring of 2024. Correct Equipment has meter install teams and has committed to mobilizing a team if needed. Execution of a contract for these services will be minimally impactful. Their experienced install teams can install around 20-30 meters per day, dependent upon conditions. Initial per meter install prices varied from \$70-\$90/meter and can be drastically reduced through collaborative install efforts such as utilizing Utility Staff to clean out meter boxes in front of the install teams. In conversations with the City's Rep from Correct Equipment, we could get costs down to as low as \$50 per meter. With the utilization of the 3rd Party and up to \$30k, we could see in upwards of 600 meters installed in approx. 20 working days. This supplement to the Program would require minimal added administrative oversight and supervision. Timing for implementation will be identified as weekly progress updates and analysis determine the need.

\$30k ARPA Funds	\$70/meter	20 meters/day	\$1400/day	400 meters in 21 working days
\$30k ARPA Funds	\$50/meter	30 meters/day (Prcleaned meter boxes)	\$1500/day	600 meters in 20 working days



To: Mayor and City Council
From: Dawn Masko, City Manager
Date: November 3, 2023
Subject: Water Rate Increase – Follow-up Information

As part of the discussion at the October 30, 2023 study session, the City Council requested additional information regarding the proposed water rate increase. Concern was expressed that materials provided as part of the budget workshop packet did not correctly reflect the impact of a proposed 4.5% rate increase on residential customers. It was also discovered that the amounts shown in the comparison with other cities did not correctly reflect the average billing based on 1400 cubic feet for the 2%, 4%, and 4.5% increased rates.

Attached is additional information for Council review prior to the November 14th City Council meeting. Staff has provided numerous examples of the impact of the proposed 4.5% rate increase on various customers based upon water volume usage. The chart below illustrates that 55% of single-family residential customers are in Tier 1 and 42% are in Tier 2 during winter months and while the majority are in Tier 2 during summer months.

Single-Family Residential Customers by Tier					
Billing Cycle	Tier 1	Tier 2	Tier 3	No Usage	Total
February 2023	1,222	921	34	41	2,218
August 2023	471	1,137	599	13	2,220

There are currently 100 accounts on Budget Billing.

Information provided by Public Works states that the single-family residential customer average water usage is 1,179 cubic feet in the winter billing cycles and 3,131 cubic feet (cf) in the summer billing cycles. Based on that data, staff have used those averages to calculate the impacts of a proposed rate increase. Additionally, we have provided examples at the end of this memo based on 800 cf, 1400 cf, 2800 cf, and 4500 cf to illustrate potential impacts to customers in each tier.

The Council has previously authorized 2% water rate increases in both 2022 and 2023. Prior to 2022, there had not been a rate increase since 2019.

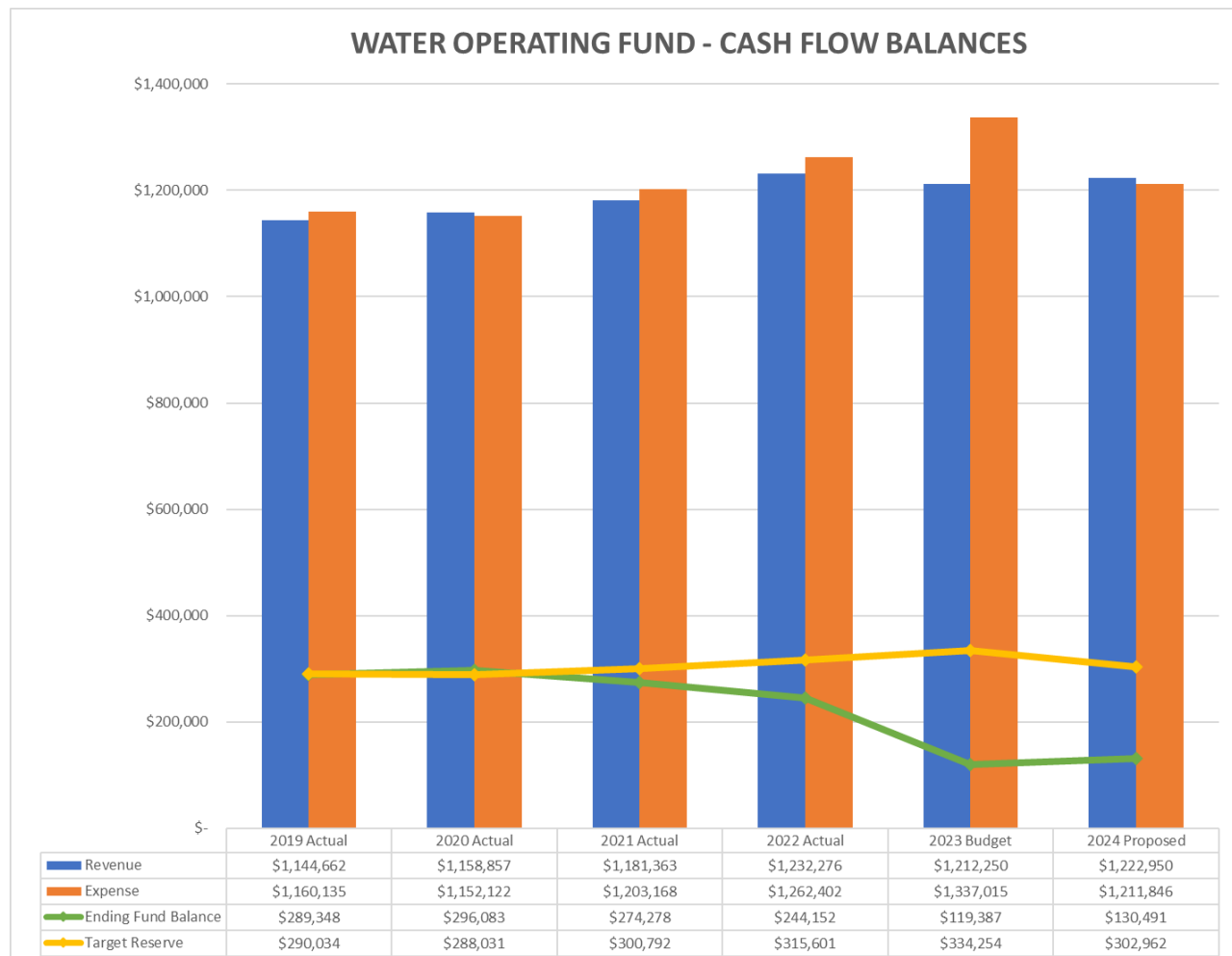
Single Family Residential		2019	2020	2021	2022	2023	2024 Proposed
Base Rate		\$37.00	\$37.00	\$37.00	\$37.74	\$38.49	\$40.22
Tier 1	0 – 1,000 cf	\$0.0109	\$0.0109	\$0.0109	\$0.0109	\$0.0113	\$0.0118
Tier 2	1,001 – 4,000 cf	\$0.0163	\$0.0163	\$0.0163	\$0.0163	\$0.0169	\$0.0177
Tier 3	4,001+ cf	\$0.0272	\$0.0272	\$0.0272	\$0.0272	\$0.0288	\$0.0301
Rate Increase		4.2%	0.0%	0.0%	2.0%	2.0%	4.5%

Unfortunately, these rate increases have not kept pace with inflation and the impact on Water operating expenditures.

	Rate Increase	Expenditure Increase	CPI-W June to June
2019	4.2%	-26.9%	3.6%
2020	0.0%	-0.7%	1.7%
2021	0.0%	4.4%	1.0%
2022	2.0%	4.9%	6.3%
2023	2.0%	5.9%	9.5%

The Water Capital Fund was created in 2018 with a transfer from the Water Operating Fund. The 2019 expenditures reflect a decrease from 2018 due to the impact of that transfer.

City Financial Policies state that the goal is to maintain reserves equal to at least three (3) months of adopted operating expenditures. The chart below highlights the growing gap between the Water Operating Fund’s target reserve and its actual ending fund balance. Extraordinarily high inflation in recent years is the largest contributor along with capital repairs funded by operating funds. While the 2024 proposed Water operating budget is structurally balanced, without a rate increase the ending fund balance will continue to decline. The current projected ending fund balance for 2024 is \$130,491, which equates to approximately one month of expenditures. The current trend is not sustainable and will result in the need to drastically cut expenses in future years, which could have a detrimental impact on utility operations.



Below is the corrected residential water rate comparison to surrounding jurisdictions.

Residential Water Rate Comparison
Corrected Version
Based on Average of 1400 cf

<u>Residential Water Service</u>	<u>2-Month Avg. Bill</u>	<u>Per Month Avg.</u>
University Place - Summer	\$118.08	\$59.04
University Place - Winter	\$111.33	\$55.66
Steilacoom	\$100.10	\$50.05
Tacoma - Summer	\$91.18	\$45.59
Tacoma - Winter	\$85.94	\$42.97
Lakewood	\$51.37	\$25.69
Fircrest - Current	\$56.55	\$28.28
Fircrest - 2%	\$63.09 \$57.68	\$31.55 \$28.84
Fircrest - 4%	\$70.11 \$58.81	\$35.06 \$29.41
Fircrest - 4.5%	\$71.79 \$59.09	\$35.90 \$29.55

Based solely on water rates, Fircrest’s rates continue to be among the lowest in our area. The table below shows how the proposed rate increase compares to the proposed rate increases for the same cities listed above, based on cubic feet of water usage.

	2024 PROPOSED Residential Rates					
	Bi-monthly Customer Bill based on Base Rate + Volume Charge					
	800 cf	1179 cf	1400 cf	2800 cf	3131 cf	4500 cf
City of University Place – Summer	\$104.18	\$119.67	\$128.70	\$185.91	\$199.44	\$255.38
City of University Place – Winter	101.73	114.12	121.35	167.11	177.93	222.68
Town of Steilacoom	82.10	96.31	104.60	157.13	169.54	220.90
City of Tacoma – Summer	80.36	92.37	99.38	143.77	154.27	197.68
City of Tacoma – Winter	78.45	88.07	93.67	129.18	137.58	172.30
City of Lakewood	40.09	49.34	53.68	86.87	95.73	132.35
City of Fircrest – 4.5% Increase	49.66	55.19	59.10	83.88	89.74	120.17
City of Fircrest – 4% Increase	49.47	54.98	58.87	83.51	89.34	119.63
City of Fircrest – 2% Increase	48.46	53.84	57.64	81.72	87.41	117.06
City of Fircrest – No Increase	47.53	52.82	56.55	80.21	85.80	114.89

Staff recommends that the Council approve a 4.5% rate increase (based on CPI-W June-to-June) for 2024. As indicated in the October 30th budget memo, this would generate approximately \$52,570 of additional revenue and while that still leaves a significant difference between the anticipated ending fund balance and the target reserve, it prevents the gap from increasing. The bi-monthly increases to customers are shown in the chart below.

	2023 Current	2024 Proposed	Difference	% Increase
Base Rate	\$38.49	\$40.22	\$1.73	4.5%
800 cf	47.53	49.66	2.13	4.5%
1179 cf	52.82	55.19	2.37	4.5%
1400 cf	56.55	59.10	2.55	4.5%
2800 cf	80.21	83.88	3.67	4.5%
3131 cf	85.80	89.74	3.94	4.5%
4500 cf	114.89	120.17	5.28	4.5%

Base rate does not include any water usage. All other rates shown include base rates plus water usage charges.

The Council previously requested to see the effect of a 4.5% increase in 2024 followed by 2% rate increases in 2025 and 2026. While staff is not recommending adoption of rate increases beyond 2024 without additional evaluation, the requested information is shown below.

	Current Rate	4.5% Increase	2024 Rate	2.0% Increase	2025 Rate	2.0% Increase	2026 Rate
Base Rate	\$38.49	\$1.73	\$40.22	\$0.80	\$41.02	\$0.82	\$41.84
800 cf	47.53	2.13	49.66	0.99	50.65	1.01	51.66
1179 cf	52.82	2.37	55.19	1.10	56.29	1.13	57.42
1400 cf	56.55	2.55	59.10	1.18	60.28	1.21	61.49
2800 cf	80.21	3.67	83.88	1.68	85.56	1.71	87.27
3131 cf	85.80	3.94	89.74	1.80	91.54	1.83	93.37
4500 cf	114.89	5.28	120.17	2.40	122.57	2.45	125.02

Base rate does not include any water usage. All other rates shown include base rates plus water usage charges.

The Water Capital Fund is primarily funded by transfers from the Water Operating Fund. Other revenue sources include grants and capital contributions/tap fees. ARPA funds also provided a significant infusion of cash for specific projects in prior years. The ending fund balance for Water Capital has also been declining, with an estimated 2024 ending fund balance of \$105,203. The total projected 2024 ending fund balance for the combined Water Utility Fund is \$235,694, which is less than the target operating reserve of \$302,962 for just the Water Operating Fund.

Finance Director Colleen Corcoran provided additional information at the October 30th budget workshop which discusses the Water Capital Fund as well as a high-level 5-year projection. Additional work needs to be done in the coming year to evaluate the Water Utility Fund and explore options to address its long-range financial health.

A public hearing will need to be held before any rate increase can be adopted. Council can set the date for a public hearing at the November 14th City Council meeting, which will allow for sufficient time to advertise the public hearing as required. Following the public hearing, an ordinance will be brought forward to Council for adoption. The rate increase would take effect with the February 1st utility billing cycle and the increase will be reflected on the April 2024 utility statement.

Please let me know if you have any questions or require additional information in advance of the November 14th City Council meeting. Thank you.

WATER RATE ANALYSIS

Single-Family & Multi-Family Rates	2024			
Water Rates	Current	4.5% Inc.	Charge	
Base/Flat Fee	\$ 38.49	\$ 1.73	\$ 40.22	
SF/MF Tier 1 (1-1,000 cf./Unit)	\$ 0.0113	\$ 0.00051	\$ 0.01181	Tier 1 - 1000 cf X .01181 = \$11.81
SF/MF Tier 2 (1,001 - 4,000 cf./Unit)	\$ 0.0169	\$ 0.00076	\$ 0.01766	Tier 2 - 400 cf X .01766 = \$7.06
SF/MF Tier 3 (4,001 + cf./unit)	\$ 0.0288	\$ 0.00130	\$ 0.0301	
Depiction of UB SF Bi-Monthly Bill based on 1400 cf of water usage	\$ 56.55	\$59.09		Base + Tier 1 + Tier 2 = \$59.09

Single-Family & Multi-Family Rates	2024			
Water Rates	Current	4% Inc.	Charge	
Base/Flat Fee	\$ 38.49	\$ 1.54	\$ 40.03	
SF/MF Tier 1 (1-1,000 cf./Unit)	\$ 0.0113	\$ 0.00045	\$ 0.01175	Tier 1 - 1000 cf X .01175 = \$11.75
SF/MF Tier 2 (1,001 - 4,000 cf./Unit)	\$ 0.0169	\$ 0.00068	\$ 0.01758	Tier 2 - 400 cf X .01758 = \$7.03
SF/MF Tier 3 (4,001 + cf./unit)	\$ 0.0288	\$ 0.00115	\$ 0.0300	
Depiction of UB SF Bi-Monthly Bill based on 1400 cf of water usage	\$ 56.55	\$58.81		Base + Tier 1 + Tier 2 = \$58.81

Single-Family & Multi-Family Rates	2024			
Water Rates	Current	2% Inc.	Charge	
Base/Flat Fee	\$ 38.49	\$ 0.77	\$ 39.26	
SF/MF Tier 1 (1-1,000 cf./Unit)	\$ 0.0113	\$ 0.00023	\$ 0.01153	Tier 1 - 1000 cf X .01153 = \$11.53
SF/MF Tier 2 (1,001 - 4,000 cf./Unit)	\$ 0.0169	\$ 0.00034	\$ 0.01724	Tier 2 - 400 cf X .01724 = \$6.90
SF/MF Tier 3 (4,001 + cf./unit)	\$ 0.0288	\$ 0.00058	\$ 0.0294	
Depiction of UB SF Bi-Monthly Bill based on 1400 cf of water usage	\$ 56.55	\$57.69		Base + Tier 1 + Tier 2 = \$57.69

2023 Winter/Summer SF Residential Usage - Breakdown by Tier	Tier 1	Tier 2	Tier 3	No Usage	Total
Feb 2023 Billing Cycle	1,222	921	34	41	2,218
Aug 2023 Billing Cycle	471	1,137	599	13	2,220

*Does not account for leaks and possible misreads.

There are currently 100 accounts on Budget Billing.

Tier 1 1 - 1,000 cf
Tier 2 1,001-4,000 cf
Tier 3 4,001 + cf
cf = Cubic Feet of Water
SF/MF = Single Family & Multi-Family

City of Fircrest

Water Utility - Customer Impact

Typical Single-Family Residential Bill

Bi-Monthly Use (cf) **1,179**

Winter Billing Cycle Average (February 2023)

Charge	2023 Current	2024 Proposed
Base Charge (Bi-Monthly)		
Bi-Monthly	\$ 38.49	\$ 40.22
Volume		
Tier 1 (0-1,000 cf)	\$ 0.0113	\$ 0.0118
Tier 2 (1,001-4,000 cf)	0.0169	0.0177
Tier 3 (4,001+ cf)	0.0288	0.0301

		2023 Current	2024 Proposed
Fixed Bi-Monthly Rate:		\$ 38.49	\$ 40.22
Volume:	Cubic Ft		
Tier 1 Usage	1,000	11.30	11.80
Tier 2 Usage	179	3.03	3.17
Tier 3 Usage	-	-	-
Total Usage:	1,179	14.33	14.97
Total:		\$ 52.82	\$ 55.19

Bi-Monthly Use (cf) **3,131**

Summer Billing Cycle Average (August 2023)

Charge	2023 Current	2024 Proposed
Base Charge (Bi-Monthly)		
Bi-Monthly	\$ 38.49	\$ 40.22
Volume		
Tier 1 (0-1,000 cf)	\$ 0.0113	\$ 0.0118
Tier 2 (1,001-4,000 cf)	0.0169	0.0177
Tier 3 (4,001+ cf)	0.0288	0.0301

		2023 Current	2024 Proposed
Fixed Bi-Monthly Rate:		\$ 38.49	\$ 40.22
Volume:	Cubic Ft		
Tier 1 Usage	1,000	11.30	11.80
Tier 2 Usage	2,131	36.01	37.72
Tier 3 Usage	-	-	-
Total Usage:	3,131	47.31	49.52
Total:		\$ 85.80	\$ 89.74

City of Fircrest
Water Utility - Customer Impact
 Single-Family Residential Bill - other examples

Bi-Monthly Use (cf) **800**

Billing Based on 800 cf

Charge	2023 Current	2024 Proposed
Base Charge (Bi-Monthly)		
Bi-Monthly	\$ 38.49	\$ 40.22
Volume		
Tier 1 (0-1,000 cf)	\$ 0.0113	\$ 0.0118
Tier 2 (1,001-4,000 cf)	0.0169	0.0177
Tier 3 (4,001+ cf)	0.0288	0.0301

		2023 Current	2024 Proposed
Fixed Bi-Monthly Rate:		\$ 38.49	\$ 40.22
Volume:	Cubic Ft		
Tier 1 Usage	800	9.04	9.44
Tier 2 Usage	-	-	-
Tier 3 Usage	-	-	-
Total Usage:	800	9.04	9.44
Total:		\$ 47.53	\$ 49.66

Bi-Monthly Use (cf) **1,400**

Billing Based on 1400 cf

Charge	2023 Current	2024 Proposed
Base Charge (Bi-Monthly)		
Bi-Monthly	\$ 38.49	\$ 40.22
Volume		
Tier 1 (0-1,000 cf)	\$ 0.0113	\$ 0.0118
Tier 2 (1,001-4,000 cf)	0.0169	0.0177
Tier 3 (4,001+ cf)	0.0288	0.0301

		2023 Current	2024 Proposed
Fixed Bi-Monthly Rate:		\$ 38.49	\$ 40.22
Volume:	Cubic Ft		
Tier 1 Usage	1,000	11.30	11.80
Tier 2 Usage	400	6.76	7.08
Tier 3 Usage	-	-	-
Total Usage:	1,400	18.06	18.88
Total:		\$ 56.55	\$ 59.10

Water Utility - Customer Impact

Single-Family Residential Bill - other examples

Bi-Monthly Use (cf)	2,800
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Billing Based on 2800 cf

Charge	2023 Current	2024 Proposed
Base Charge (Bi-Monthly)		
Bi-Monthly	\$ 38.49	\$ 40.22
Volume		
Tier 1 (0-1,000 cf)	\$ 0.0113	\$ 0.0118
Tier 2 (1,001-4,000 cf)	0.0169	0.0177
Tier 3 (4,001+ cf)	0.0288	0.0301

		2023 Current	2024 Proposed
Fixed Bi-Monthly Rate:		\$ 38.49	\$ 40.22
Volume:	Cubic Ft		
Tier 1 Usage	1,000	11.30	11.80
Tier 2 Usage	1,800	30.42	31.86
Tier 3 Usage	-	-	-
Total Usage:	2,800	41.72	43.66
Total:		\$ 80.21	\$ 83.88

Bi-Monthly Use (cf)	4,500
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Billing Based on 4500 cf

Charge	2023 Current	2024 Proposed
Base Charge (Bi-Monthly)		
Bi-Monthly	\$ 38.49	\$ 40.22
Volume		
Tier 1 (0-1,000 cf)	\$ 0.0113	\$ 0.0118
Tier 2 (1,001-4,000 cf)	0.0169	0.0177
Tier 3 (4,001+ cf)	0.0288	0.0301

		2023 Current	2024 Proposed
Fixed Bi-Monthly Rate:		\$ 38.49	\$ 40.22
Volume:	Cubic Ft		
Tier 1 Usage	1,000	11.30	11.80
Tier 2 Usage	3,000	50.70	53.10
Tier 3 Usage	500	14.40	15.05
Total Usage:	4,500	76.40	79.95
Total:		\$ 114.89	\$ 120.17

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **Ordinance Relating to Salaries of Non-Union Employees, Including Casual and Seasonal Employees**

ITEM: **13B**

DATE: **November 14, 2023**

FROM: **Colleen Corcoran, Finance Director**

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Fircrest Municipal Code (“FMC”) 2.44.050 relating to salaries of non-union City employees and amending FMC 2.44.090 relating to hourly rate of pay for casual and seasonal employees; providing for severability; and establishing an effective date.

PROPOSAL: Council is being asked to approve and adopt the attached proposed salary ordinance for implementation January 1, 2024.

FISCAL IMPACT: The attached ordinance includes a proposed Cost of Living Adjustment (COLA) for non-represented employees of 4.5% based on the Consumer Price Index All Urban Consumers (CPI-W) for the year ending June 2023.

ADVANTAGE: This proposal provides for a 4.5% COLA.

DISADVANTAGE: None (other than the cost which has been included in the 2024 Preliminary Budget).

ALTERNATIVES: Not provide a cost-of-living adjustment.

HISTORY:

- 2024 – 4.5% proposed
- 2023 – 9.5%
- 2022 – 6.3%
- 2021 – 1.0%
- 2020 – 1.7%
- 2019 – 3.6%

ATTACHMENT(S): Ordinance

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING FIRCREST MUNICIPAL CODE (“FMC”) 2.44.050
RELATING TO SALARIES OF NON-UNION CITY EMPLOYEES
AND AMENDING FMC 2.44.090 RELATING TO HOURLY RATE
OF PAY FOR CASUAL AND SEASONAL EMPLOYEES;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City seeks to adopt a cost of living increase of 4.5% based on the Consumer Price Index All Urban Consumers (CPI-W) for the year ending June 2023; and

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

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

Section 1. FMC 2.44.050, Amended. Section 1 of Ordinance No. 1710 and FMC Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after January 1, 2024, the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary which exceeds the maximum provided hereunder.

<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
Office Assistant I	\$3,633	\$4,637
Office Assistant II	\$4,368	\$5,576
Court Clerk I	\$4,368	\$5,576
Police Records Technician/CSO I	\$4,484	\$5,723
Recreation Specialist	\$4,484	\$5,723
Administrative Assistant	\$4,718	\$6,022
Court Clerk II	\$4,892	\$6,243
Permit Coordinator/Code Enforcement Officer	\$4,915	\$6,272
Recreation Program Coordinator	\$4,923	\$6,282
Accountant I	\$4,977	\$6,351
Police Records Technician/CSO II	\$5,021	\$6,409
Accountant II	\$5,842	\$7,456
IT Systems Coordinator	\$5,950	\$7,594
Court Administrator-without contracted court	\$6,597	\$8,420
City Clerk	\$6,703	\$8,555
Court Administrator-with contracted court	\$7,256	\$9,261
Parks/Recreation Director	\$7,586	\$9,681
Finance Director	\$9,170	\$11,702
Community Development Director	\$9,851	\$12,573
Public Works Director	\$9,851	\$12,573
Police Chief	\$10,917	\$13,934

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

4 **Section 2. FMC 2.44.090, Amended.** Section 2 of Ordinance No. 1694 and FMC.
5 2.44.090 are hereby amended to read as follows:

6 Casual and seasonal employees. From and after January 1, 2024, the hourly rate of pay
7 for casual or seasonal employees, unless otherwise provided, shall range between the State
8 of Washington's minimum wage of sixteen dollars and twenty-eight cents (\$16.28) and
twenty-five dollars and sixteen cents (\$25.16) per hour, depending on the requirements of
the position and the qualifications of the individual, as determined by the City Manager.

9 No employee shall be paid an hourly rate that exceeds the maximum provided hereunder.

<u>Position</u>	<u>1st Year of Employment</u>	<u>2nd Year of Employment</u>	<u>3rd Year of Employment</u>
Maintenance Worker	\$16.88	\$17.13	\$17.38
Pool Cashier	\$16.88	\$17.13	\$17.38
Lifeguard	\$17.50	\$17.75	\$18.00
Swim Instructor	\$17.50	\$17.75	\$18.00
Recreation Leader	\$17.50	\$17.75	\$18.00
Swim Coach	\$18.34	\$18.59	\$18.84
Head Lifeguard	\$18.91	\$19.16	\$19.41
Senior Bus Driver	\$21.21	\$21.21	\$21.21
Pool Manager	\$24.66	\$24.91	\$25.16

16 **Section 3. Corrections.** The City Clerk and codifiers of the ordinance are authorized to
17 make necessary corrections to this ordinance including, but not limited to, the correction
18 of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers
and any references thereto.

19 **Section 4. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase
20 of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall
not affect the validity or effectiveness of the remaining portions of this ordinance.

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

24 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**
25 **WASHINGTON,** at a regular meeting thereof this 14th day of November 2023.

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APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Ordinance Reestablishing the Municipal Court Judge and Chief Examiner Monthly Rate of Pay

ITEM: 13C

DATE: November 14, 2023

FROM: Colleen Corcoran, Finance Director

RECOMMENDED MOTION: I move to adopt Ordinance No. _____ amending Fircrest Municipal Code (“FMC”) 2.44.070 amending the Municipal Court Judge monthly rate of pay, and the Civil Service Chief Examiner/Secretary rate of pay, providing for severability; and establishing an effective date.

PROPOSAL: Council is being asked to adopt an ordinance that increases the rate of pay for the Municipal Court Judge from \$3,731 to \$3,899 per month plus an additional \$1,672 per month if contracting for additional court services for a total of \$5,571 per month and increases the Civil Service Chief Examiner/Secretary rate of pay from \$255 to \$266 per month effective January 1, 2024.

FISCAL IMPACT: This proposal is a \$240 per month increase for the Municipal Court Judge, including the additional rate of pay for the Ruston contract. The monthly increase for the Chief Examiner is \$11. There is no change in the rate for the Municipal Court Judge Pro Temp.

ADVANTAGE: This proposal provides for a 4.5% COLA, which is in line with the cost-of-living increase received by other non-represented employees.

DISADVANTAGE: None (other than the cost which has been included in the 2024 Preliminary Budget).

ALTERNATIVES: Not provide a cost-of-living adjustment.

HISTORY: The positions were increased as follows:

- 2024 – 4.5% proposed
- 2023 – 9.5%
- 2022 – 6.3%
- 2021 – 1.0%
- 2020 – 1.7% (plus \$100 per month for Municipal Court Judge for Ruston Court services)
- 2019 – 3.6% (added Ruston Court \$1,500 per month for the Municipal Court Judge)

A 4.5% increase is proposed for the Municipal Court Judge and Civil Service Chief Examiner.

ATTACHMENT(S): Ordinance

**CITY OF FIRCREST
ORDINANCE NO. _____**

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AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, AMENDING FIRCREST MUNICIPAL CODE (“FMC”) 2.44.070 RELATING TO THE MUNICIPAL COURT JUDGE MONTHLY RATE OF PAY AND THE CIVIL SERVICE CHIEF EXAMINER/ SECRETARY MONTHLY RATE OF PAY; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City seeks to adopt a cost of living increase of 4.5% based on the Consumer Price Index All Urban Consumers (CPI-W) for the year ending June 2023 for the Municipal Court Judge position; and

WHEREAS, the City seeks to adopt a cost of living increase of 4.5% based on the Consumer Price Index All Urban Consumers (CPI-W) for the year ending June 2023 for the Municipal Court Judge with contract position; and

WHEREAS, the City seeks to adopt a cost of living increase of 4.5% based on the Consumer Price Index All Urban Consumers (CPI-W) for the year ending June 2023 for the Civil Service Chief Examiner position; and

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

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

Section 1. FMC 2.44.070, Amended. Section 1 of Ordinance No. 1695 and FMC 2.44.070 are hereby amended to read as follows:

2.44.070 Monthly Pay From and after January 1, 2024, the monthly rate of pay of the following positions is fixed at not to exceed the following sums:

Municipal Court Judge	\$3,899 per month
Municipal Court Judge with contract	\$5,571 per month
Civil Service Chief Examiner	\$ 266 per month
Municipal Court Judge Pro Temp	\$ 75 per hour (2 hour minimum)

Section 2. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

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Section 3. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

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

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 14th day of November 2023

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: NW GIS Consulting, LLC Contract Amendment
ITEM: 13D
DATE: November 14, 2023
FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute an amendment to the contract for on-call GIS support services with NW GIS Consulting, LLC for calendar year 2024.

PROPOSAL: The Council is being asked to adopt a resolution amending the professional service agreement with NW GIS Consulting, LLC, adding insurance coverage language and additional indemnity language as recommended by the City Attorney, increasing the hourly rate of said agreement and extending the agreement through December 31, 2024.

FISCAL IMPACT: The agreement does not have a contracted amount. Public Works has identified a budget number that will not be exceeded. The two previous contract amendments did not include a rate increase. The contract for 2024 will include a rate increase of \$20.00 per hour from \$120.00 to \$140.00.

ADVANTAGE: The City needs a qualified professional for on-call GIS services. NW GIS Consulting, LLC has extensive experience in the area and has been instrumental in updating and maintaining our GIS program.

DISADVANTAGES: None identified.

ALTERNATIVES: The City could consider another firm with equivalent experience, though an alternative firm would lack valuable historical knowledge of the functionality of our systems and the direction the City wishes to propel its GIS program.

HISTORY: In 2015, the City first contracted with NW GIS Consulting, LLC to update and maintain our GIS data and provide on-call GIS support services. NW GIS has provided the necessary subject matter expertise to advance the City's GIS program.

ATTACHMENTS: Resolution
Amendment
Schedule of Rates

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 AN EIGHTH AMENDMENT TO THE
6 PROFESSIONAL SERVICE AGREEMENT WITH NW GIS
7 CONSULTING, LLC TO EXTEND THE TERM OF SAID
8 AGREEMENT, ADD CERTAIN PROVISIONS REGARDING
9 INSURANCE AND INDEMNITY AND INCREASE THE HOURLY
10 RATE FOR SERVICES.

11 **WHEREAS**, the City of Fircrest has a need for on-call GIS services; and

12 **WHEREAS**, the term of said Agreement will expire on December 31, 2023; and

13 **WHEREAS**, Section 3 of said Agreement provides for the option to extend the term of
14 the Agreement for one year; and

15 **WHEREAS**, the City Attorney recommended revisions to Section 14 of said
16 Agreement to add insurance requirements and additional indemnity language, and

17 **WHEREAS**, Section 7 of said agreement will include an hourly rate increase of \$20.00
18 to \$140.00 per hour; and

19 **WHEREAS**, the City of Fircrest desires to maintain these services; Now, Therefore,

20 **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FIRCREST:**

21 **Section 1.** The City Manager is hereby authorized and directed to execute amendment #8
22 to the Professional Service Agreement with NW GIS Consulting, LLC, extending the
23 term of the said agreement through December 31, 2024 and increasing the hourly rate
24 to \$140.00 per hour for GIS consulting/planning services.

25 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**
26 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 14th day of November
27 2023.

28 **APPROVED:**

29 _____
30 Brett L. Wittner, Mayor

31 **ATTEST:**

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APPROVED AS TO FORM:

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Robert Zeinemann, City Attorney

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**AMENDMENT (8th)
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT WITH THE NW GIS
CONSULTING, LLC TO PROVIDE ON-CALL GIS SERVICES**

This amendment is hereby made and entered into this 14th day of November 2023 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and NW GIS Consulting, LLC hereinafter referred to as “Consultant.”

WITNESSETH:

1. Purpose

The purpose of this eighth amendment is to amend the May 26, 2015 agreement. This amendment is limited to the amendments as set forth herein. All the remaining terms and conditions of the May 26, 2015 agreement and previous amendments shall remain in full force and effect. The amendment is as follows:

2. Section 3 is hereby amended to read as follows:

Terms: The term of this Agreement shall be from January 1, 2024, until December 31, 2024, and may be extended or modified by the mutual consent of the parties.

3. Section 7 is hereby amended to read as follows:

Budget and Payment: Billing for services of Consultant shall clearly list costs as related to the scope of work in accordance with Exhibit A and Consultant agrees to maintain appropriate records accounting for all services rendered to and on behalf of the City. Consultant shall receive remuneration as and for fees for the following activities:

- Consulting (includes data editing, analysis, administrative activities, etc.): \$140.00 (one-hundred forty dollars) per hour

The project will be billed on a time and material basis and payment will be made in accordance with Exhibit A.

4. Section 14 is hereby amended to read as follows:

Indemnity and Insurance: The City and the Consultant shall indemnify and hold the other harmless from any claims for damages arising directly or indirectly from the negligence of the indemnitor relative to the work performed pursuant to the terms of this Agreement.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant’s liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant’s negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

Consultant will obtain and maintain continuously in force at least the following minimum insurance coverage covering all activity under this agreement, and as to which the City shall be named as primary non-contributory additional insured:

- a. Workman's Compensation Coverage Statutory
- b. General Liability \$1,000,000/\$2,000,000 aggregate
- c. Auto Liability \$1,000,000
- d. Professional Liability Insurance \$1,000,000/\$1,000,000 aggregate

An insurance certificate showing the foregoing will be submitted to the City.

The insurance minimum limits above do not limit Consultant's liability to the City or public.

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

CITY OF FIRCREST

NW GIS CONSULTING, LLC.

By _____
Dawn Masko, City Manager

By _____
NW GIS Consulting, LLC

Approved as to Form:

By _____
Robert Zeinemann, City Attorney

Oct 20, 2023

Tyler Bemis
Public Works Director
City of Fircrest
115 Ramsdell St
Fircrest, WA 98466

Re: 2024 Hourly Rates

Dear Tyler,

Upon request I'm providing my 2024 hourly rate schedule for City of Fircrest On-Call GIS Services. I have made an increase to my fee schedule starting 1/1/24 to \$140 hourly for work performed in the 2024 calendar year.

As always I continue to appreciate the opportunity to work with you and your team on GIS related data updates, data analysis, solution development and more.

Please let me know if you have any questions.

Maria Sevier

A handwritten signature in black ink, appearing to read 'Maria Sevier', with a stylized flourish at the end.

Owner
NW GIS Consulting
mariasevier@gmail.com
253-219-5965

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Steilacoom Holiday Sleigh Equipment Use and Hold Harmless Agreement
ITEM: 13E
DATE: November 14, 2023
FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute an Equipment Use and Hold Harmless Agreement between the Town of Steilacoom and the City of Fircrest for the use of the motorized Holiday Sleigh.

PROPOSAL: The City Council is being asked to authorize the City Manager to execute an Equipment Use and Hold Harmless Agreement with the Town of Steilacoom for the use of the motorized Holiday Sleigh.

FISCAL IMPACT: Minimal.

ADVANTAGE: This is a fantastic event for our community and our employees.

DISADVANTAGES: None identified.

ALTERNATIVES: None that are feasible.

HISTORY: The Town of Steilacoom owns a motorized vehicle that can best be described as a Holiday Sleigh. Fircrest has utilized the sleigh for twenty-two years to spread holiday joy throughout the city. City employees and volunteers have dressed up in costumes of elves, reindeer, a snowman, and even Mr. and Mrs. Claus, and ride the “sleigh” throughout the City, handing out holiday wishes and candy to our residents. Volunteers prepare, decorate, and clean the sleigh.

In addition to the Annual Tree Lighting on December 3rd, we will also be traveling throughout our community, accompanied by the Fire Department, on December 13th and 14th. We are working on maps showing the anticipated travel route that will be available to the public.

The Holiday Sleigh tradition has been a huge success for many years and provides an excellent opportunity for City employees, volunteers, and our community to celebrate the holidays!

ATTACHMENTS: Resolution
Equipment Use and Hold Harmless Agreement

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 SIGN AN EQUIPMENT USE AND HOLD**
6 **HARMLESS AGREEMENT BETWEEN THE TOWN OF**
7 **STEILACOOM AND THE CITY OF FIRCREST FOR THE USE**
8 **OF A MOTORIZED HOLIDAY SLEIGH.**

9 **WHEREAS**, RCW 39.34.030 authorizes municipal corporations to enter into agreements
10 with one another for joint or cooperative action; and

11 **WHEREAS**, the parties to this Agreement each have the need of the use of the motorized
12 Holiday Sleigh; and

13 **WHEREAS**, the parties to this agreement believe it is in the best interest of both parties
14 to enter into a joint agreement to share the use of the motorized Holiday Sleigh.

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

17 **Section 1.** The City Manager is hereby authorized and directed to execute the Equipment
18 Use and Hold Harmless Agreement between the Town of Steilacoom and the City of
19 Fircrest for the use of a motorized Holiday Sleigh.

20 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**
21 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 14th day of November
22 2023.

23 **APPROVED:**

24 _____
25 Brett L. Wittner, Mayor

26 **ATTEST:**

27 _____
28 Arlette Burkhart, Acting City Clerk

29 **APPROVED AS TO FORM:**

30 _____
31 Robert Zeinemann, City Attorney

EQUIPMENT USE AND HOLD HARMLESS AGREEMENT

This agreement is made and entered into by Fircrest, hereafter referred to as user, and the Town of Steilacoom, hereafter referred to as owner.

RECITALS

1. The Town of Steilacoom owns a motorized vehicle best described as a holiday season sleigh which it uses in various Town holiday activities; and
2. Fircrest wishes to use the Town of Steilacoom holiday season sleigh for holiday activities in Fircrest; and
3. The Town of Steilacoom is willing to allow Fircrest to make use of its holiday season sleigh on certain terms and conditions; and
4. The parties set forth below the terms and conditions on which such use shall be permitted.

AGREEMENT

- A. Owner agrees to allow user to use its holiday season sleigh, and user agrees to use owner's holiday season sleigh according to and in compliance with the terms and conditions set forth below.
- B. Owner shall reserve the right to first choice for all dates and times of use of the holiday season sleigh. User shall be entitled to use the holiday season sleigh at all other times not previously scheduled for use by owner. User shall make all requests for use of the holiday season sleigh in writing directed to the Town Administrator.
- C. User agrees to allow only validly licensed and insured drivers to operate the holiday season sleigh.
- D. Before user makes any use of the holiday season sleigh, user shall provide to owner a certificate of vehicle liability insurance of a minimum of \$1,000,000.00 demonstrating that user has hired and non-owned auto coverage. Further, user agrees that its vehicle insurance coverage shall be the primary insurance in respect to owner. Any insurance, self-insurance, or insurance pool coverage maintained by owner shall be in excess of the user's insurance and shall not contribute with it. User also agrees to pay owner's physical damage deductible for any damage to the vehicle while in user's care and control pursuant to this agreement.
- E. User indemnifies, defends and holds harmless, owner, its officers, officials, employees, volunteers, successors and assigns from any and all claims, injuries, damages, losses, suits, actions or liabilities for injury or death of any person, or for the loss or damage to property which arises out of user's use of the owner's holiday season sleigh, or from any activity, work or thing done, permitted or allowed by user in or about the holiday season sleigh, except for injuries and damages caused by the sole negligence of the owner.
- F. User shall be fully financially responsible for all costs of use, operation and maintenance of the holiday season sleigh while it is in the user's care and control pursuant to this agreement.
- G. This agreement constitutes the full and entire agreement of the parties. Any changes, additions or other modifications of this agreement shall be in writing and signed by both parties.
- H. If any provision of this agreement shall be found by a court of competent jurisdiction to be invalid and/or unenforceable, the remainder of this agreement shall be given full force and effect by the parties.
- I. This agreement covers the period December 1, 2023, through December 31, 2023.

Fircrest:

Town of Steilacoom

By: _____
City Manager

By: 
Mayor

Date: _____

Date: 3 October 2023

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2024 Ad Valorem Tax Ordinance
ITEM: 13F
DATE: November 14, 2023
FROM: Colleen, Corcoran, Finance Director

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, fixing the amount of the annual ad valorem tax levy necessary for the fiscal year 2024, providing for severability, and establishing an effective date.

PROPOSAL: Council is being asked to fix the annual ad valorem tax levy necessary for the fiscal year 2024.

FISCAL IMPACT: The proposed ordinance will allow the City to levy the necessary amount to fund 2024 City operations.

Below are the ad valorem taxes being proposed for 2024:

<i>Total Assessed Valuation for Regular and EMS Levy</i>	<i>\$1,477,386,280</i>
Regular Levy Rate of \$1.16095 per thousand shall yield	\$1,715,173
+ Administrative Refunds	2,123
Total Regular Levy	<u>\$1,717,296</u>
EMS Levy Rate of \$0.38399 per thousand shall yield	\$567,301
+ Administrative Refunds	716
Total EMS Levy	<u>\$568,017</u>
<i>Total Assessed Valuation for Excess (Voter Approved) Levy</i>	<i>\$1,462,845,125</i>
Excess (Park Bonds) Levy Rate of \$0.30918 per thousand shall yield	\$452,286
+ Administrative Refunds	657
Total Excess (Parks Bond) Levy	<u>\$452,943</u>
Total Levy Rate of approximately \$1.85412 per thousand shall yield	\$2,734,760
+ Administrative Refunds	3,496
Total Approximate Levy Amount	<u>\$2,738,256</u>

ADVANTAGE: This proposal will provide the necessary funds for 2024 City operations.

DISADVANTAGE: None known.

ALTERNATIVES: None known.

HISTORY: Annually, ad valorem taxes are fixed by the Council through ordinance prior to the submission of the levy amounts to Pierce County to be certified.

Per RCW 84.52.020, the City of Fircrest must adopt its property tax certification by November 30, 2023, and file it with Pierce County for property taxes to be collected in 2024. The City is limited to a one percent (1%) increase in property tax revenue over the 2023 base property tax, plus an increase from new construction, prior year administrative refunds, and increases in state-assessed property.

The attached Ordinance sets the regular, EMS, and excess (voter-approved) levies for 2024.

ATTACHMENTS: Ordinance
Levy Certification

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, FIXING THE AMOUNT OF THE ANNUAL
AD VALOREM TAX LEVY NECESSARY FOR THE FISCAL YEAR 2024;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE.**

WHEREAS, the City Council of the City of Fircrest has met and considered its budget for the calendar year 2024; and

WHEREAS, the population of this district is less than 10,000; and

WHEREAS, the City Council conducted the public hearing on the 2024 revenue sources on October 24, 2023; and

WHEREAS, the City of Fircrest’s actual regular levy amount from the previous year was \$1,699,076.62; and

WHEREAS, the City of Fircrest’s actual EMS levy amount for the previous year was \$561,929.02; and

WHEREAS, the Pierce County Assessor-Treasurer has notified the City of Fircrest that the preliminary assessed valuation of the property lying within the boundaries of said City for the assessment year 2023 is \$1,477,386,280, and the taxable value for the excess (voter-approved) levy is \$1,462,845,125; and

WHEREAS, the City Council, after reviewing and duly considering all relevant evidence, has determined it is in the City’s best interest and necessary to meet its expenses and obligations to increase the regular property tax levy and EMS property tax levy as described below for 2024; and

WHEREAS, on April 23, 2019, Fircrest Proposition No. 1 (Pool, Community Center, and Parks Bonds) for the issuance of unlimited general obligation bonds was approved by the voters; and

WHEREAS, the City is required to set and establish the property tax levy rate for excess levies for general obligation bond issues approved by the voters, including subsequent refunded bond issues, subject to limitations imposed by law; and

WHEREAS, the below is a true and complete listing of property tax levies for the City of Fircrest for tax year 2024 and they are within the maximums established by law:

Total Assessed Valuation for Regular and EMS Levy	\$1,477,386,280
Regular Levy @ \$1.16095 per thousand shall yield	\$ 1,715,173

1	EMS Levy @ \$0.38399 per thousand shall yield	\$ 567,301
2	Total Assessed Valuation for Park Bond Levy	\$1,462,845,125
3	Park Bond Levy @ \$0.30918 per thousand shall yield	\$452,286
4	Total all property tax levies @ \$1.85412 per thousand shall yield	\$ 2,734,760
5	+ Administrative Refunds	3,496
6	Total Property Tax Levy Amount	\$2,738,256

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

9 **Section 1. Regular Property Tax Levy.** An increase in the Regular property tax levy is hereby authorized for the levy to be collected in the 2024 tax year.

10 The dollar amount of the increase over the actual regular levy amount from the previous
11 year (1,699,076.62) shall be \$14,867.75, which is a percentage increase of 0.87505%
12 from the previous year. This is exclusive of additional revenue resulting from new
13 construction and improvements to property (\$1,139.72), any increase in the value of state-
14 assessed property (\$89.21), any annexations that have occurred and refunds made
15 (\$2,122.35).

16 **Section 2. EMS Property Tax Levy.** An increase in the EMS property tax levy is hereby
17 authorized for the levy to be collected in the 2024 tax year.

18 The dollar amount of the increase over the actual EMS levy amount from the previous
19 year (561,929.02) shall be \$4,964.81, which is a percentage increase of 0.884% from the
20 previous year. This is exclusive of additional revenue resulting from new construction
21 and improvements to property (\$376.94), any increase in the value of state-assessed
22 property (30.39), any annexations that have occurred and refunds made (\$715.96).

23 **Section 3.** Said taxes herein provided for are levied for the purpose of raising revenue
24 sufficient to pay the current expense and street expenditures and for carrying on the work
25 of the different departments of the municipal government of the City of Fircrest for the
26 fiscal year beginning January 1, 2024 and ending December 31, 2024 and the same are
27 hereby levied upon all real and personal property within the City of Fircrest subject to
28 taxation and as shown by the assessment in the County of Pierce as finally fixed by law.

29 **Section 4. Voter-Approved Excess Tax Levy for Unlimited General Obligation**
30 **Bonds.** In addition, a further tax is hereby levied to raise revenue to provide for the
interest and redemption of the 2019 voter-approved unlimited general obligation bonds
for the fiscal year of 2024 in the amount of \$452,286.00. This tax is applicable to all
taxable property within the City of Fircrest. This is exclusive of refunds made (\$657.32).

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Section 5. Notification. The City Manager is directed to certify the dollar amount to be raised on real and personal property and to transmit the certification of same to the Pierce County Council and the Pierce County Assessor-Treasurer's Office.

Section 6. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 7. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 8. Summary, Publication, and Effective Date. This Ordinance or a summary thereof consisting of the title, shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after its adoption and publication as required by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 14th day of November 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhart, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

Publication Date:

Effective Date:

(Ordinance No. _____)

Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I _____ (Name),
 _____ (Title), for _____ (District name),
 do hereby certify to the _____ (Name of county) County legislative authority
 that the _____ (Commissioners, Council, Board, etc.) of said district requests
 that the following levy amounts be collected in _____ (Year of collection) as provided in the district's
 budget, which was adopted following a public hearing held on _____ (Date of public hearing).

Regular levies

Levy	General levy	Other levy*
Total certified levy request amount , which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount , which includes the amounts below.					
Administrative refund amount					
Other*					

*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: _____ **Date:** _____

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Summit Law Group Contract Amendment
ITEM: 13G
DATE: November 14, 2023
FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute Amendment #17 to the Professional Services Agreement with Summit Law Group for personnel legal services.

PROPOSAL: The Council is being asked to authorize the City Manager to execute the seventeenth amendment to the professional services agreement with Summit Law Group to extend the date of the agreement to December 31, 2024, and update the schedule of rates. Summit Law Group can provide personnel services to Fircrest should the need arise.

FISCAL IMPACT: The 2024 rate for the City's primary counsel, John Lee, will be \$385 per hour, up from \$365 in 2023. Mr. Lee has extensive labor and employment experience, including bargaining. Funds are available in the Personnel Professional Services, Police Professional Services, and each of the Utility Fund Professional Services line items for personnel or labor legal counsel expenditures.

ADVANTAGE: Extending this agreement will provide continuity of service for any needs in 2024. Summit Law Group attorneys have worked with Fircrest in the past and have provided excellent service.

DISADVANTAGES: None identified.

ALTERNATIVES: None identified.

HISTORY: Summit Law Group has provided Fircrest with legal services since December 2007. Their attorneys have worked with Fircrest on personnel matters, labor negotiations, and arbitration services.

ATTACHMENTS: Resolution
Contract Amendment
Schedule of Rates

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AMENDMENT #17 TO THE
AGREEMENT WITH SUMMIT LAW GROUP TO PROVIDE
PERSONNEL LEGAL SERVICES.**

WHEREAS, the City of Fircrest has contracted with Summit Law Group for specialized personnel services; and

WHEREAS, the firm of Summit Law Group has provided such services; and

WHEREAS, the City desires to maintain continuity in the personnel process.

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

Section 1. The City Manager is hereby authorized and directed to execute this amendment to the agreement with Summit Law Group to extend the term of the agreement through December 31, 2024 and to update the schedule of rates.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 14th day of November 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

**AMENDMENT #17
TO THE CITY OF FIRCREST**

**PROFESSIONAL SERVICES AGREEMENT WITH THE LEGAL FIRM OF SUMMIT LAW FOR
PERSONNEL LEGAL SERVICES.**

This amendment is hereby made and entered into this 14th day of November 2023, by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and Summit Law Group PLLC, hereinafter referred to as “Consultant”, to be effective January 1, 2024.

WITNESSETH:

1. Purpose

The purpose of this seventeenth amendment is to amend the December 11, 2007, agreement. This amendment is limited to the amendments as set forth herein. All remaining provisions of the December 11, 2007 agreement and the first amendment dated March 25, 2008, second amendment dated November 25, 2008, third amendment dated December 8, 2009, fourth amendment dated December 14, 2010, fifth amendment dated December 13, 2011, sixth amendment dated December 11, 2012, seventh amendment dated November 26, 2013, eighth amendment dated December 9, 2014, the ninth amendment dated November 24, 2015, the tenth amendment dated December 13, 2016, the eleventh amendment dated December 12, 2017, the twelfth amendment dated November 27, 2018, the thirteenth amendment dated November 27, 2019, the fourteenth amendment dated November 11, 2021, the fifteenth amendment dated November 23, 2021, and the sixteenth amendment dated November 22, 2022, shall remain in full force and effect. The amendments are as follows:

2. Term is hereby amended to read as follows:

This Agreement is from January 1, 2024, through December 31, 2024. It may be terminated by either party upon 30-days written notice to the other party without any liability therefore, save and except that each party shall be required to make payments for work actually accomplished prior to the giving of said notice, it being the intent of the parties hereto that each party shall receive any and all consideration due under the terms and provisions hereof up to the date of the actual cessation of said agreement. If the City terminates the Agreement, the Consultant shall only be paid for work completed up to the time he receives the written notice of termination.

3. Fee Schedule is amended per Exhibit A 2024 Schedule of Current Rates.

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

CITY OF FIRCREST

SUMMIT LAW GROUP PLLC

By: _____
City Manager

By: _____

APPROVED AS TO FORM:

By: _____
City Attorney

ATTEST:

By: _____
City Clerk

EXHIBIT A
Summit Law Group PLLC
Labor and Employment Group
2023 Rates & 2024 Rates

Attorneys	Public 2023	Public 2024
Otto Klein	\$400	\$420
Rodney Younker	\$400	\$420
Shannon Phillips	\$390	\$410
Beth Kennar	\$390	\$410
Kristin Anger	\$390	\$410
Sofia Mabee	\$390	\$410
Mike Bolasina	\$390	\$410
Seth Berntsen	\$390	\$410
Peter Altman	\$375	\$395
Quinn Oppenheim	\$375	\$395
Colin Boyle	\$365	\$385
John Lee	\$365	\$385
John Henry	\$360	\$385
Britaney Garrett	\$350	\$375
Evan Chinn	\$350	\$375
Jesse Taylor	\$335	\$360
Hathaway Burden	\$335	\$360
Eva Sharf Oliver	\$300	\$320
Tréja Miranda	\$295	\$320
Molly Gibbons	\$300	\$320
Legal Support Staff		
Donna Murbach	\$250	\$270
Bonnie Gail	\$230	\$250
Dominique Barrientes	\$230	\$250
Kim Welsh	\$230	\$250
Suzy Windes	\$230	\$250
Nani Vo	\$230	\$250
Paige Heine	\$190	\$210

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Fircrest Park Athletic Field Improvement Project with KBH Construction Company Change Order

ITEM: 13H

DATE: November 14, 2023

FROM: Jeff Grover, Parks and Recreation Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, 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 Company.

PROPOSAL: The Council is being asked to authorize the City Manager to execute a contract change order for additional construction services for the Fircrest Park Athletic Fields Improvement Project with KBH Construction Company.

FISCAL IMPACT: The change order is \$27,889.40, exclusive of taxes, and includes additional sand required to create a uniform and smooth surface. The total contract amount, including tax and both change orders, is \$285,526.34. RWD's design, bidding, and construction administration fees currently total \$22,000.00, which brings the overall project total to \$307,526.34. This new contract amount, including tax and RWD fees, will be less than the RCO grant of \$317,030 and still leaves room for lighting improvements to be addressed out of the budgeted amount of \$350,000 in the 2023 Park Bond Capital Fund. This is covered by \$158,515 from the Recreation and Conservation Office (RCO) and \$191,485 from bond proceeds.

ADVANTAGE: Once the project area was stripped of grass, it became even more apparent that the planarity of the field was more irregular and uneven than what was indicated in the site survey. The 1" of sand scoped in the contract documents would not have smoothed out the irregular and uneven project area. To create a uniform and smooth grade, the contractor applied more sand, thereby filling in the low spots and creating an even plane with the high spots.

DISADVANTAGES: None.

ALTERNATIVES: None.

HISTORY: KBH Construction provided a total base bid, including alternates, of \$207,730, excluding tax, which was the lowest responsible bid. With the two Change Orders added, the project's new contract amount is \$260,472.33, exclusive of tax, which is lower than both RWD's engineer's estimate and the next responsible bid. This change order provides the benefit of a deeper sand root zone and smooth and even planarity across the field of play. Both change orders offer exceptional value and will contribute to the project's success and long-term benefits.

ATTACHMENTS: Resolution
Change Order #2

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**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, 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.**

WHEREAS, the City of Fircrest recently awarded the construction contract for the Fircrest Park Athletic Field Improvement project to KBH Construction Co.; and

WHEREAS, the City has a professional services agreement with Robert W. Droll, Landscape Architect, PS to lead the City through this project; and

WHEREAS, after excavation of the site, it became apparent that more sand would need to be applied to create a uniform and smooth grade; and

WHEREAS, KBH Construction Co. issued a change order to Robert W. Droll, Landscape Architect, PS for additional construction services for the application of more USGA sand;

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

Section 1. The City Manager is hereby authorized and directed to execute a contract change order for additional construction services to apply additional sand over the athletic playfield for the Fircrest Park Athletic Field Improvement project with KBH Construction Co.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 14th day of November 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhart, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

11/6/2023

Change Order Agreement

Project: Fircrest Park Athletic Field Improvements

Contractor: KBH Construction

Change Order#

2

Date: October 24, 2023

The Contractor agrees to comply with the following changes from the contract plans and specifications:

Item	Quantity	Unit Price	Increase \$	Decrease \$
Install Additional Sand over Athletic Field	253.54	\$ 110.00	\$ 27,889.40	

Amount of Original Contract:		\$	207,730.00
Change Orders 0 through 1 (Addition/Reduction)		\$	23,950.00
Revised Contract Amount		\$	231,680.00
Addition/Reduction This Change Order		\$	27,889.40
New Contract Amount		\$	259,569.40
WA Sales Tax @ 10.1%		\$	25,956.94
Total with Sales Tax		\$	285,526.34
Addition, Deduction of days of contract time for this Change Order:			0 Calendar Days
Revised Completion Date			
Total of Change Orders (does not include Sales Tax)		\$	51,839.40

Change Order Costs do not include WA Sales Tax.

This document shall become a supplement to the Contract and all provisions of the Contract shall apply thereto.

Accepted by:

Contractor

Date:

11/06/23

Recommended by:

Owner

Date:

Recommended by: Bob Droll, ASLA, ASBA

Date: 11/06/23

Landscape Architect

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Olbrechts & Associates, PLLC Contract Amendment
ITEM: 13I
DATE: November 14, 2023
FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute an amendment to the Professional Services Agreement with Olbrechts & Associates, PLLC, for Hearing Examiner services.

PROPOSAL: The Council is being asked to authorize the City Manager to execute an amendment to the professional services agreement with Olbrechts & Associates, PLLC, to extend the date of the agreement to December 31, 2024, and update the fee for services.

FISCAL IMPACT: There is a proposed rate increase of \$5.00 per hour. The current rate is \$180 per hour, and the new rate would be \$185.00 per hour. There would be minimal fiscal impact on the City as the cost of the Hearing Examiner is passed along to the applicant.

ADVANTAGE: Mr. Olbrechts brings two decades of hearing examiner experience and has an approach that makes the hearing process accessible and understandable to all participants.

DISADVANTAGES: None identified.

ALTERNATIVES: The City could consider another firm with equivalent experience.

HISTORY: Olbrechts & Associates has provided Fircrest with hearing examiner services since May 2019, conducting quasi-judicial hearings on complex land use and regulatory compliance issues.

ATTACHMENTS: Resolution
Professional Services Agreement Amendment

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AN AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH OLBRECHTS &
ASSOCIATES, PLLC, TO PROVIDE HEARING EXAMINER
SERVICES.**

WHEREAS, the City of Fircrest has contracted with Olbrechts & Associates, PLLC, for hearing examiner services; and

WHEREAS, the current contract term will expire on December 31, 2023; and

WHEREAS, Section 6 of said Agreement provides for the option to extend the term of the Agreement for one year; and

WHEREAS, Section 17 of said Agreement provides for the hourly rate of the Hearing Examiner; and

WHEREAS, the City of Fircrest desires to maintain these services.

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

Section 1. The City Manager is hereby authorized and directed to execute Amendment #4 to the Professional Services Agreement with Olbrechts & Associates, PLLC, extending the term of the agreement through December 31, 2024, and increasing the hourly rate to \$185.00.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 14th day of November 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

**AMENDMENT #4
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT WITH OLBRECHTS & ASSOCIATES, PLLC TO
HEARING EXAMINER SERVICES**

This amendment is hereby made and entered into this 14th day of November 2023 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and Olbrechts & Associates, PLLC, hereinafter referred to as “Consultant.”

WITNESSETH:

1. Purpose

The purpose of this second amendment is to amend the May 14, 2019 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the May 14, 2019, agreement shall remain in full force and effect. The amendment is as follows:

2. Section 6 is hereby amended to read as follows:

Term of Agreement: This agreement shall be in effect from January 1, 2024, to December 31, 2024, and may be renewed yearly thereafter. Either party may terminate this Agreement upon thirty (30) days' written notice to the other party.

3. Section 17 is hereby amended to read as follows:

Compensation: The hourly rate for hearing examiner is \$185.00; alternate attorney examiners will be billed at 90% of that rate (\$166.50); planner examiners will be billed at 75% of that rate (\$138.75); and decision writers will be billed at up to \$70.00 per hour. Clerks will be billed at \$30.00 per hour. In addition to the hourly rate, the IRS rate for mileage will be charged from Seattle or the home/office of the presiding examiner, whichever distance is shorter, as well as any incidental costs such as transcription fees. Hearings will be charged at a total daily minimum of one hour for both examiners and clerks.

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

CITY OF FIRCREST

OLBRECHTS & ASSOCIATES, PLLC

By _____
Dawn Masko, City Manager

By _____
Phil Olbrechts

Approved as to Form:

By _____
Robert Zeinemann, City Attorney