

**FIRCREST CITY COUNCIL  
REGULAR MEETING  
AGENDA**

**TUESDAY, DECEMBER 26, 2023  
4:00 P.M.**

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

**Pg. #**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing \*9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
  - A. Parks & Recreation
  - B. Pierce County Regional Council
  - C. Public Safety, Courts
  - D. Facilities, Street, Water, Sewer, and Storm Drain
  - E. Other Liaison Reports
- 10. CONSENT CALENDAR**
  - A. Approval of [vouchers](#)/payroll checks 2
  - B. [Los Tapatios LLC Liquor License Renewal](#) 21  
*There were no objections registered for the approval of this liquor license renewal.*
  - C. Approval of Minutes: [November 28, 2023, Regular Meeting](#) 26  
[December 12, 2023, Regular Meeting](#) 33
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
  - A. [Resolution: Honoring Councilmember Barrentine](#) 40
  - B. [Resolution: AHBL Amendment No. 1](#) 41
  - C. [Resolution: DescoAV Amendment No. 2](#) 44
  - D. [Resolution: Andrews Technology Timesheet Project Agreement](#) 47
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**

To Review the Performance of a Public Employee, pursuant to RCW 42.30.110(1)(g)
- 16. ADJOURNMENT**

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

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# ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
31288	12/18/2023	12/26/2023	7188 A Work Safe Service Inc	60.00	Pre-Employment Drug Test - M. Bugarin
	518 11 41 02	Drug & Alcohol - Personnel	001 000 518 General Fund	60.00	Pre-Employment Drug Test - M. Bugarin
31343	12/19/2023	12/26/2023	4298 AWC Employee Benefit Trust	775.14	01/2024 Retired Medical
	521 22 20 01	LEOFF I Medical Premiums	001 000 521 General Fund	775.14	01/2024 Retired Medical
31208	12/07/2023	12/26/2023	9586 Alford, Gary	136.91	01-00400.0 - 515 HARVARD AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-30.35	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (deç	-33.19	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (deç	-73.37	
31205	12/06/2023	12/26/2023	8288 Alghzali, Waleed	204.69	01-01020.3 - 509 GOLDEN GATE AV
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-45.37	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (deç	-49.63	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (deç	-109.69	
31346	12/19/2023	12/26/2023	10637 Alkashef, Yasmin O.Z.H.	180.00	Arabic Interpreting (2 hrs) 3A0811670, 3A0811669
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	180.00	Arabic Interpreting (2 hrs) 3A0811670, 3A0811669
31326	12/19/2023	12/26/2023	3705 Alpine Products Inc	318.37	End School Zone Signs (2) & Arrows for School Crosswalks (4)
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	318.37	End School Zone Signs (2) & Arrows for School Crosswalks (4)
31345	12/19/2023	12/26/2023	10562 Amazon Capital Services	110.67	Wellness & Central Office Supplies; Award Plaques
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	49.02	Wellness Supplies
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	28.27	Central Office Supplies
	518 11 49 00	Miscellaneous - Personnel	001 000 518 General Fund	33.38	Award Plaques
31316	12/19/2023	12/26/2023	7066 Apex Engineering	315.00	Task Order 2022-003 Prose Property Engineering Consultation - July 2023
	531 50 41 00	Prof Svcs - Storm	415 000 531 Storm Drain	105.00	Task Order 2022-003 Prose Property Engineering Consultation - July 2023
	534 10 41 00	Prof Svcs - Water Admin	425 000 534 Water Fund (deç	105.00	Task Order 2022-003 Prose Property Engineering Consultation - July 2023
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535 Sewer Fund (deç	105.00	Task Order 2022-003 Prose Property Engineering Consultation - July 2023
31341	12/19/2023	12/26/2023	2730 Barber, Robert	75.00	Security Deposit Refund, Barber, 12/09/23

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582	10 00 00	Deposit Refunds	001 000 580 General Fund	75.00	Security Deposit Refund, Barber, 12/09/23
31207	12/07/2023	12/26/2023	5676 Birnel, Jennifer	6.36	07-02150.0 - 4307 67TH AVE W, UNIT A
343	10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-2.94	
343	40 00 00	Sale Of Water	425 000 340 Water Fund (de	-3.21	
343	50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-0.21	
31248	12/15/2023	12/26/2023	1064 Boyle, James	216.38	01-00590.0 - 324 HARVARD AVE
343	10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-47.96	
343	40 00 00	Sale Of Water	425 000 340 Water Fund (de	-52.47	
343	50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-115.95	
31351	12/20/2023	12/26/2023	10589 Bugarin, Miguel	75.00	Gym Fees Reimbursement - Oct-Dec 2023
521	22 20 00	Personnel Benefits - Police	001 000 521 General Fund	75.00	Gym Fees Reimbursement - Oct-Dec 2023
31273	12/18/2023	12/26/2023	4281 Builders Exchange Of Washington Inc	71.70	P#68 44th St. Lift Station - Submittal for Advertisement for Bids
594	35 63 01	Other Improvements - Sewe	432 000 535 Sewer Improver	71.70	P#68 44th St. Lift Station - Submittal for Advertisement for Bids
31331	12/19/2023	12/26/2023	4282 Bunce Rental Inc	338.98	Tree Lighting Cocktail Tables, Delivery & Setup
573	90 49 01	Community Events	001 000 573 General Fund	338.98	Tree Lighting Cocktail Tables, Delivery & Setup
31344	12/19/2023	12/26/2023	5805 CenturyLink (Lumen LD)	13.53	Long Distance Access & Usage 12/2023
518	10 42 00	Communication - Non Dept	001 000 518 General Fund	13.53	Long Distance Access & Usage 12/2023
31267	12/18/2023	12/26/2023	3994 CenturyLink	700.51	Telecommunications - December 2023
518	10 42 00	Communication - Non Dept	001 000 518 General Fund	231.58	City Hall Alarm & Fax (3) - 12/2023
521	22 42 00	Communication - Police	001 000 521 General Fund	245.35	Police BA/Modem & Fax - 12/2023
531	50 42 00	Communication - Storm	415 000 531 Storm Drain	19.30	PW Alarm - 12/2023
531	50 42 00	Communication - Storm	415 000 531 Storm Drain	20.35	PW Fax - 12/2023
534	10 42 00	Communication - Water Adr	425 000 534 Water Fund (de	19.30	PW Alarm - 12/2023
534	10 42 00	Communication - Water Adr	425 000 534 Water Fund (de	32.50	PW DSL/Telemetry - 12/2023
534	10 42 00	Communication - Water Adr	425 000 534 Water Fund (de	20.35	PW Fax - 12/2023
535	10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (de	19.30	PW Alarm - 12/2023
535	10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (de	32.50	PW DSL/Telemetry - 12/2023
535	10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (de	20.35	PW Fax - 12/2023
542	30 42 00	Communication - Street Reg	101 000 542 City Street Fund	19.29	PW Alarm - 12/2023
542	30 42 00	Communication - Street Reg	101 000 542 City Street Fund	20.34	PW Fax - 12/2023

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31210	12/11/2023	12/26/2023	9383 Chapin, Catherine	258.00	05-00320.2 - 1208 BUENA VISTA AVE
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (dep	-258.00	
31282	12/18/2023	12/26/2023	10057 Chavez, Edward	66.15	Gym Fee Reimbursement - May - Nov 2023
	518 30 20 00	Personnel Benefits - Fac/Equ	001 000 518 General Fund	66.15	Gym Fee Reimbursement - May - Nov 2023
31264	12/18/2023	12/26/2023	10636 Cheesman, John	444.87	Santa Sleigh Ride - Pizza for Volunteers - 12/13/23 & 12/14/23
	521 22 49 07	Community Outreach	001 000 521 General Fund	444.87	Santa Sleigh Ride - Pizza for Volunteers - 12/13/23 & 12/14/23
31265	12/18/2023	12/26/2023	10636 Cheesman, John	143.66	Festive Necklaces for Volunteers for Tree Lighting & Santa Sleigh Ride
	521 22 49 07	Community Outreach	001 000 521 General Fund	143.66	Festive Necklaces for Volunteers for Tree Lighting & Santa Sleigh Ride
Total Cheesman, John				588.53	
31280	12/18/2023	12/26/2023	6203 Code Mechanical Inc	235.61	HVAC Repair - Rec
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	235.61	HVAC Repair - Rec
31239	12/14/2023	12/26/2023	3573 Copiers Northwest Inc	149.13	Printer Usage 10/28/23-11/28/23
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521 General Fund	149.13	Printer Usage 10/28/23-11/28/23
31254	12/15/2023	12/26/2023	3573 Copiers Northwest Inc	10.58	Copier Usage 11/14/23-12/13/23
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521 General Fund	10.58	Copier Usage 11/14/23-12/13/23
Total Copiers Northwest Inc				159.71	
31297	12/19/2023	12/26/2023	7802 Core & Main LP	1,579.23	Setters (4) & Adapters (10)
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (dep	1,579.23	Setters (4) & Adapters (10)
31300	12/19/2023	12/26/2023	10046 Cottrill, Dorothy	39.78	Reimbursement for Refreshments for Whittier Master Plan Open House
	594 76 63 01	Other Improvements - Parks	001 000 576 General Fund	39.78	Reimbursement for Refreshments for Whittier Master Plan Open House
31315	12/19/2023	12/26/2023	3589 Databar Inc	36.89	Statement Backer Changes

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531 50 49 06	Mailing Service - Storm		415 000 531 Storm Drain	12.30	Statement Backer Changes
534 10 49 06	Mailing Service - Water Adm		425 000 534 Water Fund (de	12.30	Statement Backer Changes
535 10 49 05	Mailing Service - Sewer Adm		430 000 535 Sewer Fund (de	12.29	Statement Backer Charges
31335	12/19/2023	12/26/2023	3589 Databar Inc	1,799.76	Neighborhood Park Postcard Mailing & Postage
	594 76 63 01	Other Improvements - Parks	001 000 576 General Fund	1,799.76	Neighborhood Park Postcard Mailing & Postage
Total Databar Inc				1,836.65	
31329	12/19/2023	12/26/2023	9303 Deal, Robert L.	681.40	Police Background Checks (14.5 Hrs) & Mileage 11/22/23-12/09/23
	521 22 41 00	Prof Svcs - Police	001 000 521 General Fund	681.40	Police Background Checks (14.5 Hrs) & Mileage 11/22/23-12/09/23
31330	12/19/2023	12/26/2023	9303 Deal, Robert L.	877.95	Police Background Checks (21.25 Hrs) & Mileage 11/02/23-12/05/23
	521 22 41 00	Prof Svcs - Police	001 000 521 General Fund	877.95	Police Background Checks (21.25 Hrs) & Mileage 11/02/23-12/05/23
Total Deal, Robert L.				1,559.35	
31350	12/19/2023	12/26/2023	365 Dept Of Labor & Industries	10.81	4th Qtr LNI for Chaplain (27.5 Hrs)
	521 22 20 00	Personnel Benefits - Police	001 000 521 General Fund	10.81	4th Qtr LNI for Chaplain (27.5 Hrs)
31342	12/19/2023	12/26/2023	3599 Dept Of Licensing	15,669.47	Licensing Fees For 2023 Ford F550 - Bucket Truck (Revised Amount)
	594 48 64 12	ERR Capital - Street	501 000 548 Equipment Rent:	15,669.47	Licensing Fees For 2023 Ford F550 - Bucket Truck (Revised Amount)
31322	12/19/2023	12/26/2023	4310 Dept Of Revenue-EXCISE TAX	397.37	November 2023 Excise Taxes
	514 23 49 00	Miscellaneous - Finance	001 000 514 General Fund	1.35	November 2023 Excise Taxes
	518 20 43 01	Excise Tax - Time/Temp Ren	001 000 518 General Fund	3.05	November 2023 Excise Taxes
	531 50 44 00	Excise Tax - Storm	415 000 531 Storm Drain	12.84	November 2023 Excise Taxes
	534 10 44 00	Excise Tax - Water	425 000 534 Water Fund (de	45.22	November 2023 Excise Taxes
	535 10 44 00	Excise Tax - Sewer	430 000 535 Sewer Fund (de	32.10	November 2023 Excise Taxes
	571 20 43 00	Excise Tax - Participation Fee	001 000 571 General Fund	-8.81	November 2023 Excise Taxes
	573 90 49 01	Community Events	001 000 573 General Fund	344.66	November 2023 Excise Taxes
	576 20 43 00	Excise Tax - Pool Revenue	001 000 576 General Fund	-35.33	November 2023 Excise Taxes
	589 30 00 00	Retail Sales Tax	655 000 580 Agency Fund/Bd	2.29	November 2023 Excise Taxes

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31325	12/19/2023	12/26/2023	9254 Doyle Printing Company	55.05	Business Cards - M. Bugarin (250)
	521 22 31 00	Office & Oper Sup - Police	001 000 521	55.05	Business Cards - M. Bugarin (250)
31323	12/19/2023	12/26/2023	10263 Dunbar, Julieanna R	220.78	Gym Fees Reimbursement - Jan-Dec 2023
	514 23 20 00	Personnel Benefits - Finance	001 000 514	220.78	Gym Fees Reimbursement - Jan-Dec 2023
31209	12/11/2023	12/26/2023	9384 Earsley, Nita	59.34	05-00320.2 - 1208 BUENA VISTA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340	-13.15	Storm Drain
	343 40 00 00	Sale Of Water	425 000 340	-14.40	Water Fund (dep
	343 50 00 00	Sewer Revenues	430 000 340	-31.79	Sewer Fund (dep
31211	12/14/2023	12/26/2023	4318 Fircrest City of - Interfund (Treasur)	4,407.98	December 2023 Interfund
	518 30 47 00	Public Utility Services - City I	001 000 518	469.27	December 2023 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531	96.25	December 2023 Interfund
	531 50 47 02	Public Utility Services - Bldg	415 000 531	1.61	December 2023 Interfund
	534 10 47 00	Utility Services/Building - Wi	425 000 534	262.64	December 2023 Interfund
	534 80 47 01	Utility Services/Pumping	425 000 534	168.67	December 2023 Interfund
	534 80 47 03	Public Utility Services - Mete	425 000 534	3.74	December 2023 Interfund
	535 10 47 00	Utility Services/Building - Se	430 000 535	262.62	December 2023 Interfund
	535 80 47 04	Public Utility Services - Mete	430 000 535	3.74	December 2023 Interfund
	542 30 47 02	Electricity & Gas/Bldg - Stree	101 000 542	96.25	December 2023 Interfund
	542 30 47 02	Electricity & Gas/Bldg - Stree	101 000 542	1.61	December 2023 Interfund
	542 80 47 00	Public Utility Services - St Be	101 000 542	0.27	December 2023 Interfund
	548 65 47 00	Utility Services/Building - Sh	501 000 548	34.50	December 2023 Interfund
	571 10 47 00	Public Utility Services - Rec	001 000 571	271.46	December 2023 Interfund
	576 20 47 00	Public Utility Services - Pool	001 000 576	969.64	December 2023 Interfund
	576 80 47 00	Public Utility Services - Parks	001 000 576	1,765.71	December 2023 Interfund
31243	12/14/2023	12/26/2023	10618 First Responder Outfitters, Inc.	38.54	Uniform Alterations - Chief Schaub
	521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	38.54	Uniform Alterations - Chief Schaub
31244	12/14/2023	12/26/2023	10618 First Responder Outfitters, Inc.	38.54	Uniform Alterations - Chief Schaub
	521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	38.54	Uniform Alterations - Chief Schaub
Total First Responder Outfitters, Inc.				77.08	
31294	12/19/2023	12/26/2023	3642 Flags A' Flying LLC	46.27	Holiday Flag
	542 80 31 05	Banners/Flags	101 000 542	46.27	Holiday Flag

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31230	12/14/2023	12/26/2023	10298 Foley, Meagan M.	262.50	Pro Temp Judge - 12/06/23 (3.5 hrs) - FMC
	512 51 41 02 Prof Svcs - Pro Temp Judges		001 000 512 General Fund	262.50	Pro Temp Judge - 12/06/23 (3.5 hrs) - FMC
31238	12/14/2023	12/26/2023	10298 Foley, Meagan M.	225.00	Pro Temp Judge - 12/07/23 (3 hrs) - RMC
	512 52 41 02 Prof Svcs - Pro Temp Judges		001 000 512 General Fund	225.00	Pro Temp Judge - 12/07/23 (3 hrs) - RMC
31317	12/19/2023	12/26/2023	10298 Foley, Meagan M.	262.50	Pro Temp Judge - 12/13/23 (3.5 hrs) - FMC
	512 51 41 02 Prof Svcs - Pro Temp Judges		001 000 512 General Fund	262.50	Pro Temp Judge - 12/13/23 (3.5 hrs) - FMC
			Total Foley, Meagan M.	750.00	
31285	12/18/2023	12/26/2023	7528 Gollinger, Kevin	66.00	Reimbursement for Santa Outfit Dry Cleaning
	521 22 20 00 Personnel Benefits - Police		001 000 521 General Fund	66.00	Reimbursement for Santa Outfit Dry Cleaning
31269	12/18/2023	12/26/2023	6774 Greenleaf Landscaping 1 Inc	5,286.25	Monthly Landscape Service - December 2023
	518 30 41 01 Contract Maintenance		001 000 518 General Fund	3,964.69	Monthly Landscape Service - December 2023
	542 80 49 03 Beautification Services (cont		101 000 542 City Street Fund	1,321.56	Monthly Landscape Service - December 2023
31226	12/14/2023	12/26/2023	3692 Home Depot Credit Services	36.33	Electrical Repairs
	518 30 31 04 Oper Supplies - CH		001 000 518 General Fund	36.33	Electrical Repairs
31227	12/14/2023	12/26/2023	3692 Home Depot Credit Services	18.94	Tot Lot Changing Table Repair
	518 30 31 05 Oper Supplies - Parks Struct		001 000 518 General Fund	18.94	Tot Lot Changing Table Repair
31245	12/14/2023	12/26/2023	3692 Home Depot Credit Services	52.91	Whittier Park Bridge Repair Supplies
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	52.91	Whittier Park Bridge Repair Supplies
31246	12/14/2023	12/26/2023	3692 Home Depot Credit Services	154.38	Aluminum Landscape Rakes (2)
	576 80 35 00 Small Tools & Equip - Parks		001 000 576 General Fund	154.38	Aluminum Landscape Rakes (2)
31255	12/15/2023	12/26/2023	3692 Home Depot Credit Services	329.77	Air Compressor & Wet/Dry Vac
	518 30 35 00 Small Tools & Equip - Facilit		001 000 518 General Fund	329.77	Air Compressor & Wet/Dry Vac
31261	12/15/2023	12/26/2023	3692 Home Depot Credit Services	99.20	Emerson Island Spot Light
	542 80 31 01 Oper Supplies - St Beaut		101 000 542 City Street Fund	99.20	Emerson Island Spot Light
31308	12/19/2023	12/26/2023	3692 Home Depot Credit Services	120.23	Pump for Pump Well in Pump House

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576 20 35 00	Small Tools & Equip - Pool		001 000 576 General Fund	120.23	Pump for Pump Well in Pump House
			Total Home Depot Credit Services	811.76	
31229 12/14/2023 12/26/2023 7524			Hunt, David	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31314 12/19/2023 12/26/2023 8122			Jean, Robert W.	3,125.00	Project Coordinator Services - December 2023
535 10 41 00	Prof Svcs - Sewer Admin		430 000 535 Sewer Fund (dep	3,125.00	Project Coordinator Services - December 2023
31303 12/19/2023 12/26/2023 8901			Johnson, Jeffrey M	250.00	Gym Fees Reimbursement - Jan - Aug, Oct - Nov 2023
521 22 20 00	Personnel Benefits - Police		001 000 521 General Fund	250.00	Gym Fees Reimbursement - Jan - Aug, Oct - Nov 2023
31305 12/19/2023 12/26/2023 9817			Kenyon Disend	4,238.50	Attorney Services - November 2023
515 41 41 01	City Attorney		001 000 515 General Fund	4,238.50	Attorney Services - November 2023
31306 12/19/2023 12/26/2023 9817			Kenyon Disend	3,956.00	Attorney Services - November 2023 - Land Use
515 41 41 02	Special Legal Counsel		001 000 515 General Fund	3,956.00	Attorney Services - November 2023 - Land Use
31307 12/19/2023 12/26/2023 9817			Kenyon Disend	1,109.71	Attorney Services - November 2023
518 11 41 00	Prof Svcs - Personnel		001 000 518 General Fund	1,109.71	Attorney Services - November 2023
			Total Kenyon Disend	9,304.21	
31332 12/19/2023 12/26/2023 10264			Larson, Shari	904.73	Gentle Yoga & Chair Yoga Classes (11/1/23-11/30/23)
571 20 49 06	Instructor Fees		001 000 571 General Fund	904.73	Gentle Yoga & Chair Yoga Classes (11/1/23-11/30/23)
31263 12/18/2023 12/26/2023 9420			Lau, Lisa	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31291 12/18/2023 12/26/2023 6939			Leavitt Group NW	10,000.00	Insurance Broker Fee 12/01/23-12/01/24
518 30 46 00	Insurance		001 000 518 General Fund	10,000.00	Insurance Broker Fee 12/01/23-12/01/24
31337 12/19/2023 12/26/2023 10640			Linggi, Sheila	75.00	Security Deposit Refund, Linggi, 12/17/23
582 10 00 00	Deposit Refunds		001 000 580 General Fund	75.00	Security Deposit Refund, Linggi, 12/17/23



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31262	12/15/2023	12/26/2023	10459 Locke Systems Inc.	1,650.00	Fiber Mapping of Network
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	1,650.00	Fiber Mapping of Network
31271	12/18/2023	12/26/2023	10459 Locke Systems Inc.	4,950.00	IT Managed Services - December 2023 (for November Services)
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,950.00	IT Managed Services - December 2023 (for November Services)
Total Locke Systems Inc.				6,600.00	
31256	12/15/2023	12/26/2023	2796 Lovelace, Jim	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31259	12/15/2023	12/26/2023	3791 Lowe's Company-#338954	29.19	Wells Parts
	534 80 31 02	Oper Supplies - Water Gen C	425 000 534 Water Fund (de	29.19	Wells Parts
31260	12/15/2023	12/26/2023	3791 Lowe's Company-#338954	54.18	Spot Lights for Islands
	542 80 31 01	Oper Supplies - St Beaut	101 000 542 City Street Fund	54.18	Spot Lights for Islands
Total Lowe's Company-#338954				83.37	
31302	12/19/2023	12/26/2023	350 Marzano, James M	125.00	Gym Fees Reimbursement (June, Aug, Sept, Oct, Nov 2023) - J. Marzano
	531 50 20 00	Personnel Benefits - Storm	415 000 531 Storm Drain	31.25	Gym Fees Reimbursement (June, Aug, Sept, Oct, Nov 2023) - J. Marzano
	534 10 20 00	Personnel Benefits - Water A	425 000 534 Water Fund (de	31.25	Gym Fees Reimbursement (June, Aug, Sept, Oct, Nov 2023) - J. Marzano
	535 10 20 00	Personnel Benefits - Sewer A	430 000 535 Sewer Fund (de	31.25	Gym Fees Reimbursement (June, Aug, Sept, Oct, Nov 2023) - J. Marzano
	542 30 20 00	Personnel Benefits - Street R	101 000 542 City Street Fund	31.25	Gym Fees Reimbursement (June, Aug, Sept, Oct, Nov 2023) - J. Marzano
31355	12/20/2023	12/26/2023	10447 Masko, Dawn	48.08	Office Supplies
	513 10 31 00	Office & Oper Sup - Admin	001 000 513 General Fund	48.08	Office Supplies
31212	12/14/2023	12/26/2023	6639 McClain's Soil Supply	121.33	Top Soil (5 Yds) For Parks Repairs
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	121.33	Top Soil (5 Yds) For Parks Repairs

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31310	12/19/2023	12/26/2023	10638 McCormack, Jeanne	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31213	12/14/2023	12/26/2023	6369 McLendon Hardware Inc (Tacoma)	24.22	Holiday Lights for Alice Peers Park
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	24.22	Holiday Lights for Alice Peers Park
31252	12/15/2023	12/26/2023	6369 McLendon Hardware Inc (Tacoma)	6.28	Ping Pong Table Repair
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	6.28	Ping Pong Table Repair
			Total McLendon Hardware Inc (Tacoma)	30.50	
31174	12/06/2023	12/26/2023	1875 McMeekin-Lisle, Adrienne	422.90	03-02200.0 - 458 BUENA VISTA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-103.73	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-113.38	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-205.79	
31333	12/19/2023	12/26/2023	10265 Mirande, Therese	150.87	Gentle Yoga Classes, Chair Yoga & Yin Yoga Series (11/01/23-11/30/23)
	571 20 49 06	Instructor Fees	001 000 571 General Fund	150.87	Gentle Yoga Classes, Chair Yoga & Yin Yoga Series (11/01/23-11/30/23)
31336	12/19/2023	12/26/2023	10639 Moises, Michelle	500.00	Security Deposit Refund, Moises, 12/10/23
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	500.00	Security Deposit Refund, Moises, 12/10/23
31354	12/20/2023	12/26/2023	3923 Orca Pacific Inc	144.77	Muriatic Acid (15 Gal)
	576 20 31 01	Oper Supplies - Pool Chemic	001 000 576 General Fund	144.77	Muriatic Acid (15 Gal)
31311	12/19/2023	12/26/2023	3958 PC Budget & Finance - Jail	206.85	Jail Services - November 2023
	523 60 40 01	Jail	001 000 523 General Fund	206.85	Jail Services - November 2023
31309	12/19/2023	12/26/2023	3957 PC Budget & Finance	15,772.30	Major Incident Detective & Forensics, SWAT - 2023
	521 22 41 00	Prof Svcs - Police	001 000 521 General Fund	15,772.30	Major Incident Detective & Forensics, SWAT - 2023
31313	12/19/2023	12/26/2023	3957 PC Budget & Finance	687.50	November 2023 Certify Radars (5 units)
	521 22 48 00	Rep & Maint - Police	001 000 521 General Fund	687.50	November 2023 Certify Radars (5 units)
			Total PC Budget & Finance	16,459.80	

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31293	12/19/2023	12/26/2023	3961 PCRCD, LLC dba LRI-HV	1,947.89	Dump Fees - Street Sweeping - November 2023
	531 50 47 01	Dumping Fees - Storm	415 000 531 Storm Drain	1,947.89	Dump Fees - Street Sweeping - November 2023
31348	12/19/2023	12/26/2023	8993 Pacific Office Automation - A/R	549.59	Copier Lease 11/01/23-12/01/23
	591 12 70 00	Lease Payments - Court	001 000 512 General Fund	104.42	Court 11/01/23-12/01/23
	591 18 70 10	Lease Payments - Non-Dept	001 000 518 General Fund	203.44	City Hall 11/01/23-12/01/23
	591 31 70 00	Lease Payments - Storm	415 000 531 Storm Drain	31.92	Storm 11/01/23-12/01/23
	591 34 70 00	Lease Payments - Water Adr	425 000 534 Water Fund (de	31.92	Water 11/01/23-12/01/23
	591 35 70 00	Lease Payments - Sewer	430 000 535 Sewer Fund (de	31.91	Sewer 11/01/23-12/01/23
	591 71 70 00	Lease Payments - Recreatior	001 000 571 General Fund	102.65	Rec 11/01/23-12/01/23
	591 76 70 80	Lease Payments - Parks	001 000 576 General Fund	11.41	Parks 11/01/23-12/01/23
	591 95 70 00	Lease Payments - Street	101 000 591 City Street Fund	31.92	Street 11/01/23-12/01/23
31349	12/19/2023	12/26/2023	8993 Pacific Office Automation - A/R	240.53	Copier Usage - 11/01/23-12/01/23
	518 10 45 00	Oper Rentals - Copier - Non	001 000 518 General Fund	84.41	City Hall 11/01/23-12/01/23
	531 50 45 00	Oper Rentals - Copier - Stori	415 000 531 Storm Drain	22.81	Storm 11/01/23-12/01/23
	534 10 45 02	Oper Rentals - Copier - Wate	425 000 534 Water Fund (de	22.81	Water 11/01/23-12/01/23
	535 10 45 00	Oper Rentals - Copier - Sewe	430 000 535 Sewer Fund (de	22.80	Sewer 11/01/23-12/01/23
	542 30 45 00	Oper Rentals - Copier - Stree	101 000 542 City Street Fund	22.81	Street 11/01/23-12/01/23
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571 General Fund	58.40	Rec 11/01/23-12/01/23
	576 80 45 00	Oper Rentals - Copier - Park	001 000 576 General Fund	6.49	Parks 11/01/23-12/01/23
			Total Pacific Office Automation - A/R	790.12	
31339	12/19/2023	12/26/2023	10642 Peavley, Rita	75.00	Security Deposit Refund, Peavley, 12/16/23
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	75.00	Security Deposit Refund, Peavley, 12/16/23
31266	12/18/2023	12/26/2023	3955 Petrocard Systems Inc	439.07	Gas/Fuel - December 2023
	548 65 31 12	Gas - Street	501 000 548 Equipment Rent:	145.75	Street - 12/2023
	548 65 31 13	Gas - Storm	501 000 548 Equipment Rent:	293.32	Storm - 12/2023
31328	12/19/2023	12/26/2023	3751 Psomas, DBA KPG Psomas	733.00	P#79 Claremont Wellhouse Structural Assessment 09/29/23-10/26/23
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (de	733.00	P#79 Claremont Wellhouse Structural Assessment 09/29/23-10/26/23
31249	12/15/2023	12/26/2023	3986 Puget Sound Energy, BOT-01H	170.97	Natural Gas - City Hall November 2023
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	170.97	Natural Gas - City Hall November 2023

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31304	12/19/2023	12/26/2023	3986 Puget Sound Energy, BOT-01H	199.84	Natural Gas - PW - November 2023
	531 50 47 02		Public Utility Services - Bldg 415 000 531 Storm Drain	49.96	Natural Gas - PW - November 2023
	534 10 47 00		Utility Services/Building - W: 425 000 534 Water Fund (dep	49.96	Natural Gas - PW - November 2023
	535 10 47 00		Utility Services/Building - Se 430 000 535 Sewer Fund (dep	49.96	Natural Gas - PW - November 2023
	542 30 47 02		Electricity & Gas/Bldg - Stree 101 000 542 City Street Fund	49.96	Natural Gas - PW - November 2023
Total Puget Sound Energy, BOT-01H				370.81	
31289	12/18/2023	12/26/2023	4683 Puyallup, City of	161.84	Jail Services - November 2023
	523 60 40 01		Jail 001 000 523 General Fund	161.84	Jail Services - November 2023
31241	12/14/2023	12/26/2023	9923 Recycle Design Inc	431.00	Repair to Park Bench
	576 80 31 02		Oper Supplies - Parks 001 000 576 General Fund	431.00	Repair to Park Bench
31298	12/19/2023	12/26/2023	1752 Retzloff, Brian J.	78.00	Library Reimbursement - 1 Year (Tammy)
	572 21 49 00		Library Services 001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Tammy)
31251	12/15/2023	12/26/2023	6823 Robblee's Total Security Inc	10.92	Cash Drawer Key
	518 30 31 01		Oper Supplies - Rec Bldg 001 000 518 General Fund	10.92	Cash Drawer Key
31295	12/19/2023	12/26/2023	6823 Robblee's Total Security Inc	60.89	Keys (3)
	521 22 31 00		Office & Oper Sup - Police 001 000 521 General Fund	60.89	Keys (3)
Total Robblee's Total Security Inc				71.81	
31284	12/18/2023	12/26/2023	337 Roberts, Christopher	25.00	Gym Fees Reimbursement - November 2023
	521 22 20 00		Personnel Benefits - Police 001 000 521 General Fund	25.00	Gym Fees Reimbursement - November 2023
31352	12/20/2023	12/26/2023	7820 Roberts, John H	146.03	Gym Fees Reimbursement - Jan-Dec 2023
	521 22 20 00		Personnel Benefits - Police 001 000 521 General Fund	146.03	Gym Fees Reimbursement - Jan-Dec 2023
31321	12/19/2023	12/26/2023	10398 Rubke, Patricia	357.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 11/01/23-11/30/23
	571 20 49 06		Instructor Fees 001 000 571 General Fund	357.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 11/01/23-11/30/23
31272	12/18/2023	12/26/2023	5591 Ruzyla, Tonia	78.00	Library Reimbursement - 1 Year (Tonia)

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	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Tonia)
31324	12/19/2023	12/26/2023	9821 Ryan, Megan A	85.52	Gym Fee Reimbursement - Jan-Dec 2023
	514 23 20 00	Personnel Benefits - Finance	001 000 514 General Fund	85.52	Gym Fee Reimbursement - Jan-Dec 2023
31240	12/14/2023	12/26/2023	4035 Sarco Supply	458.00	Baby Changing Table - Tot Lot
	518 30 31 05	Oper Supplies - Parks Struct	001 000 518 General Fund	458.00	Baby Changing Table - Tot Lot
31277	12/18/2023	12/26/2023	4035 Sarco Supply	576.30	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571 General Fund	576.30	Janitorial Supplies - Rec Bldg
31278	12/18/2023	12/26/2023	4035 Sarco Supply	140.59	Operating Supplies - PW
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	140.59	Operating Supplies - PW
31279	12/18/2023	12/26/2023	4035 Sarco Supply	102.95	Operating Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	102.95	Operating Supplies - City Hall
			Total Sarco Supply	1,277.84	
31290	12/18/2023	12/26/2023	10569 Schaub, Ronald	30.00	Candy for Santa Sleigh Ride
	521 22 49 07	Community Outreach	001 000 521 General Fund	30.00	Candy for Santa Sleigh Ride
31292	12/18/2023	12/26/2023	10569 Schaub, Ronald	95.97	Candy for Santa Sleigh Ride
	521 22 49 07	Community Outreach	001 000 521 General Fund	95.97	Candy for Santa Sleigh Ride
			Total Schaub, Ronald	125.97	
31270	12/18/2023	12/26/2023	6088 Sentinel Pest Control Inc	214.61	Pest Control - PW - 12/2023
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	53.65	Pest Control - PW - 12/2023
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (dep	53.65	Pest Control - PW - 12/2023
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (dep	53.65	Pest Control - PW - 12/2023
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fund	53.66	Pest Control - PW - 12/2023
31312	12/19/2023	12/26/2023	6350 Sevier, Maria	1,320.00	On Call GIS Support - 10/01/23-11/26/23
	531 50 41 00	Prof Svcs - Storm	415 000 531 Storm Drain	180.00	On Call GIS Support - 10/01/23-11/26/23
	534 10 41 00	Prof Svcs - Water Admin	425 000 534 Water Fund (dep	180.00	On Call GIS Support - 10/01/23-11/26/23
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535 Sewer Fund (dep	180.00	On Call GIS Support - 10/01/23-11/26/23
	542 30 41 00	Prof Svcs - Street Reg	101 000 542 City Street Fund	180.00	On Call GIS Support - 10/01/23-11/26/23

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	558 60 41 00		Prof Svcs - Planning	001 000 558	General Fund	600.00	On Call GIS Support - 10/01/23-11/26/23
31250	12/15/2023	12/26/2023	4056	Sherwin-Williams Company		17.04	Touch Up Paint
	518 30 31 01		Oper Supplies - Rec Bldg	001 000 518	General Fund	17.04	Touch Up Paint
31257	12/15/2023	12/26/2023	4084	Staples Business Advantage		188.33	Office Supplies - Court
	512 51 31 00		Office & Oper Sup - Court	001 000 512	General Fund	188.33	Office Supplies - Court
31276	12/18/2023	12/26/2023	4084	Staples Business Advantage		254.29	Office Supplies & 2024 Calendars
	518 10 31 00		Office & Oper Sup - Non De	001 000 518	General Fund	18.15	Office Supplies - Non-Dept
	518 10 34 01		Office Supplies - Central	001 000 518	General Fund	168.63	Office Supplies - Central
	521 22 31 00		Office & Oper Sup - Police	001 000 521	General Fund	31.15	Office Supplies - Police
	524 20 31 00		Office & Oper Sup - Building	001 000 524	General Fund	9.08	Office Supplies - Building
	558 60 31 00		Office & Oper Sup - Plannin	001 000 558	General Fund	9.08	Office Supplies - Planning
	571 10 31 00		Office Supplies - Rec	001 000 571	General Fund	9.10	Office Supplies - Rec
	576 80 31 00		Office Supplies - Parks	001 000 576	General Fund	9.10	Office Supplies - Parks
			Total Staples Business Advantage			442.62	
31318	12/19/2023	12/26/2023	4088	State Auditor's Office		11,916.80	2022 Audit #63324 - Nov 2023 (93.1 Hrs)
	518 10 41 01		Annual Audit - Non Dept	001 000 518	General Fund	11,916.80	2022 Audit #63324 - Nov 2023 (93.1 Hrs)
31228	12/14/2023	12/26/2023	8839	Storaasli, Olen		78.00	Library Reimbursement - 1 Year (Justine)
	572 21 49 00		Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year (Justine)
31281	12/18/2023	12/26/2023	8809	Sumner Dani, Candace		78.00	Library Reimbursement - 1 Year
	572 21 49 00		Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year
31214	12/14/2023	12/26/2023	4110	Superior Linen Service		52.42	Linen Service 11/01/23 - Pool Party Room
	576 20 49 02		Miscellaneous - Pool	001 000 576	General Fund	52.42	Linen Service 11/01/23 - Pool Party Room
31215	12/14/2023	12/26/2023	4110	Superior Linen Service		52.42	Linen Service 11/15/23 - Pool Party Room
	576 20 49 02		Miscellaneous - Pool	001 000 576	General Fund	52.42	Linen Service 11/15/23 - Pool Party Room
31216	12/14/2023	12/26/2023	4110	Superior Linen Service		52.42	Linen Service 11/29/23 - Pool Party Room
	576 20 49 02		Miscellaneous - Pool	001 000 576	General Fund	52.42	Linen Service 11/29/23 - Pool Party Room
31217	12/14/2023	12/26/2023	4110	Superior Linen Service		124.77	Linen Service 11/01/23 - Rec Center

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	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 11/01/23 - Rec Center
31218	12/14/2023	12/26/2023	4110 Superior Linen Service	124.77	Linen Service 11/15/23 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 11/15/23 - Rec Center
31219	12/14/2023	12/26/2023	4110 Superior Linen Service	124.77	Linen Service 11/29/23 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 11/29/23 - Rec Center
31220	12/14/2023	12/26/2023	4110 Superior Linen Service	81.41	Linen Service 11/03/23 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 11/03/23 - City Hall
31221	12/14/2023	12/26/2023	4110 Superior Linen Service	81.41	Linen Service 11/17/23 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 11/17/23 - City Hall
31222	12/14/2023	12/26/2023	4110 Superior Linen Service	81.41	Linen Service 12/01/23 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 12/01/23 - City Hall
31223	12/14/2023	12/26/2023	4110 Superior Linen Service	49.12	Linen Service 11/03/23 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 11/03/23 - Public Works
31224	12/14/2023	12/26/2023	4110 Superior Linen Service	49.12	Linen Service 11/17/23 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 11/17/23 - Public Works
31225	12/14/2023	12/26/2023	4110 Superior Linen Service	49.12	Linen Service 12/01/23 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 12/01/23 - Public Works
			Total Superior Linen Service	923.16	
31242	12/14/2023	12/26/2023	4328 Systems for Public Safety Inc	490.79	#68055D - 2019 Ford Interceptor - Seat Cover
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent:	490.79	#68055D - 2019 Ford Interceptor - Seat Cover
31287	12/18/2023	12/26/2023	4328 Systems for Public Safety Inc	129.53	#68055D - 2019 Ford Interceptor - LOF, Safety Inspection
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent:	129.53	#68055D - 2019 Ford Interceptor - LOF, Safety Inspection
			Total Systems for Public Safety Inc	620.32	

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31258	12/15/2023	12/26/2023	4120 Tacoma Daily Index	211.87	Meeting Notices & Public Hearing on 2024 Budget and Proposed Water Rate Adjustment
	511 60 41 01	Advertising - Legisl	001 000 511	211.87	Meeting Notices & Public Hearing on 2024 Budget and Proposed Water Rate Adjustment
31320	12/19/2023	12/26/2023	4133 Tacoma Rubber Stamp	20.56	Nametag - A. Kropelnicki
	571 10 49 00	Miscellaneous - Rec	001 000 571	20.56	Nametag - A. Kropelnicki
31356	12/20/2023	12/26/2023	4322 Tacoma, City of - POWER	12,072.06	Power - Various Locations - November 2023
	518 30 47 00	Public Utility Services - City I	001 000 518	780.24	City Hall Power 11/2023
	531 50 47 02	Public Utility Services - Bldg	415 000 531	134.03	PW Power 11/2023
	534 10 47 00	Utility Services/Building - W:	425 000 534	134.03	PW Power 11/2023
	534 80 47 01	Utility Services/Pumping	425 000 534	3,234.21	PW, Well #4, #9, Golf Course Tank 11/2023
	535 10 47 00	Utility Services/Building - Se	430 000 535	134.04	PW Power 11/2023
	535 80 47 01	Utility Services/Pumping	430 000 535	1,443.53	Pumps/LS Power 11/2023
	542 30 47 02	Electricity & Gas/Bldg - Stree	101 000 542	134.03	PW Power 11/2023
	542 30 47 03	Electricity/Traffic Lights	101 000 542	49.81	Traffic Control 11/2023
	542 63 47 00	Electricity/Street Lights	101 000 542	1,274.61	Street Lights 11/2023
	548 65 47 00	Utility Services/Building - Sh	501 000 548	182.24	F&E Garage Power 11/2023
	571 10 47 00	Public Utility Services - Rec	001 000 571	1,454.72	Rec Center Power 11/2023
	576 20 47 00	Public Utility Services - Pool	001 000 576	2,016.60	Pool Power 11/2023
	576 80 47 00	Public Utility Services - Parks	001 000 576	1,099.97	Parks Power - 11/2023
31347	12/19/2023	12/26/2023	10617 TechPower Solutions, Inc.	2,187.69	Planning & Building Computer - M. Newman
	594 24 64 00	Machinery & Equipment - B	001 000 524	1,093.85	Planning & Building Computer - M. Newman
	594 58 64 00	Machinery & Equipment - P	001 000 558	1,093.84	Planning & Building Computer - M. Newman
31334	12/19/2023	12/26/2023	10212 Triple Impact Coaching LLC	1,431.50	November Special Clinics (Individual & 3-Pack Registrations) - 11/01/23-11/15/23
	571 20 49 06	Instructor Fees	001 000 571	1,431.50	November Special Clinics (Individual & 3-Pack Registrations) - 11/01/23-11/15/23
31283	12/18/2023	12/26/2023	10013 Truong, John	196.50	Gym Fee Reimbursement - Jan-Dec 2023
	521 22 20 00	Personnel Benefits - Police	001 000 521	196.50	Gym Fee Reimbursement - Jan-Dec 2023
31299	12/19/2023	12/26/2023	10013 Truong, John	74.63	Reimbursement for Santa Sleigh Candy
	521 22 49 07	Community Outreach	001 000 521	74.63	Reimbursement for Santa Sleigh Candy



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			Total Truong, John	271.13	
31340	12/19/2023	12/26/2023	6278 Tucker, Ben	75.00	Security Deposit Refund, Tucker, 12/09/23
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	75.00	Security Deposit Refund, Tucker, 12/09/23
31319	12/19/2023	12/26/2023	38484 US Bank, Recreation Dept Account	1,904.30	P-Card charges thru 12/15/23
	571 10 31 01	Oper Supplies - Rec	001 000 571 General Fund	70.80	Signs for Gym Doors
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	183.28	Senior Morning Supplies
	571 10 41 00	Senior Trips	001 000 571 General Fund	146.30	Senior Trip - Dinner
	573 90 49 01	Community Events	001 000 573 General Fund	1,410.33	Community Event Supplies
	594 76 62 03	Buildings & Structures - PBC	301 000 576 Park Bond Capit:	93.59	P#64 12/2023 Container Rental
31247	12/14/2023	12/26/2023	9253 University Place Tire & Auto	178.98	#XMT62853P - 2017 Ford Escape - LOF
	548 65 48 05	O & M - Non Dept	501 000 548 Equipment Rent:	178.98	#XMT62853P - 2017 Ford Escape - LOF
31296	12/19/2023	12/26/2023	339 Villamor, John	171.72	Gym Fees Reimbursement - Jan - Dec 2023
	521 22 20 00	Personnel Benefits - Police	001 000 521 General Fund	171.72	Gym Fees Reimbursement - Jan - Dec 2023
31274	12/18/2023	12/26/2023	10040 WECl	1,603.80	Drake St L/S Pump Repair - Parts, Labor and Travel
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (deç	1,603.80	Drake St L/S Pump Repair - Parts, Labor and Travel
31275	12/18/2023	12/26/2023	10040 WECl	1,606.36	Alameda L/S Pump Repair - Parts, Labor and Travel
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (deç	1,606.36	Alameda L/S Pump Repair - Parts, Labor and Travel
			Total WECl	3,210.16	
31338	12/19/2023	12/26/2023	10641 Waite, Debra	100.00	Security Deposit Refund, Waite, 12/16/23
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	100.00	Security Deposit Refund, Waite, 12/16/23
31301	12/19/2023	12/26/2023	4229 Washington State Patrol	600.00	Access User Fee - 4th Qtr 2023
	521 22 41 03	WACIC/NCIC	001 000 521 General Fund	600.00	Access User Fee - 4th Qtr 2023
31268	12/18/2023	12/26/2023	4231 Water Mgmt Labs Inc	502.00	TTHM and HAAS Water Testing - 10/2023
	534 80 41 00	Water Testing	425 000 534 Water Fund (deç	502.00	TTHM and HAAS Water Testing - 10/2023
31327	12/19/2023	12/26/2023	4231 Water Mgmt Labs Inc	402.00	Coliform & Fluoride Testing - 11/15/23

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 10:30:01 Date: 12/21/2023

As Of: 12/26/2023

Page: 17

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 80 41 00	Water Testing		425 000 534 Water Fund (dep	402.00	Coliform & Fluoride Testing - 11/15/23
Total Water Mgmt Labs Inc				904.00	
31253 12/15/2023	12/26/2023	4252	Wimbles Logging & Tree	2,510.28	Limb Up 5 Trees at Fircrest Park
576 80 48 00	Rep & Maint - Parks		001 000 576 General Fund	2,510.28	Limb Up 5 Trees at Fircrest Park
31286 12/18/2023	12/26/2023	10058	Zych, Matthew	60.11	Gym Fee Reimbursement - Jan - Nov 2023
518 30 20 00	Personnel Benefits - Fac/Equ		001 000 518 General Fund	60.11	Gym Fee Reimbursement - Jan - Nov 2023

Report Total: 135,357.63

Fund	
001 General Fund	93,813.17
101 City Street Fund	3,805.39
301 Park Bond Capital Fund	93.59
415 Storm Drain	2,962.66
425 Water Fund (department)	8,177.25
430 Sewer Fund (department)	9,307.00
432 Sewer Improvement Fund	71.70
501 Equipment Rental Fund	17,124.58
655 Agency Fund/Bdg Permit	2.29

This report has been reviewed by:

REMARKS:

\_\_\_\_\_

Signature & Title

\_\_\_\_\_

Date

## LIQUOR LICENSE RENEWAL

### Applicant Information

**Licensee Name:** Los Tapatios LLC  
**Establishment Name:** Los Tapatios Mexican Taqueria  
**Address:** 4040 Orchard St W #120  
**License Number:** 405652  
**Request Received:** 12/06/2023  
**Expiration Date:** 03/31/2024

### Department Comments

#### Finance

No Concerns.

#### Planning and Building

This is a permitted use in the Mixed-Use Neighborhood zoning district for indoor sale only. I have no objection to the license renewal.

#### Police

No Concerns.

*Colleen Concoran*

Director Signature

12/18/23

Date

*Mark Newman*

Director Signature

12/18/23

Date

*Ron Schaub*

Director Signature

12/19/23

Date



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

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



**Washington State  
Liquor and Cannabis Board**  
PO Box 43098

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

**December 06, 2023**

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at [localauthority@sp.lcb.wa.gov](mailto:localauthority@sp.lcb.wa.gov).

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 12/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20240331

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. LOS TAPATIOS LLC	LOS TAPATIOS MEXICAN TAQUERIA 4040 ORCHARD ST W #120 FIRCREST WA 98466 6662	405652	SPIRITS/BR/WN REST SERVICE BAR

**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**

Mayor Wittner reported on the City Manager’s request to close City Buildings.

**Councilmember Viafore MOVED to close all City Buildings on December 15, 2023, from 11:30 A.M. to 1:30 P.M. for the annual City Wellness Lunch; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**Councilmember Viafore MOVED to close the Roy H. Murphy Community Center on December 24, 2023, to allow recreation staff to spend Christmas Eve with their families; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**Councilmember Viafore MOVED to close the Roy H. Murphy Community Center on December 31, 2023, to allow recreation staff to safely celebrate New Year’s Eve with their families; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**CITY MANAGER COMMENTS**

**A. Motion: City Buildings Closures**

The agenda item was discussed under the Presiding Officer’s Report.

City Manager Masko reported on City contract auditing and personnel issues.

There was a brief discussion on the City’s sewer availability and Pierce County sewer agreement.

**DEPARTMENT HEAD COMMENTS**

- Finance Director Corcoran commented on the State Auditor’s Office entrance conference.
- Community Development Director Newman commented on several departmental work items, including a summary of the November 20, 2023, Study Session, the City’s tree code, and the “Prose” development.

There was a brief discussion on ADU and duplex housing issues.

- Police Chief Schaub commented on several departmental work items, including lateral police officer applicants, community policing, and the holiday tree lighting and sleigh run.



There was a brief discussion on the police radio network system, the surplus of the police motorcycle, and incidents related to holiday package thefts.

- Public Works Director Bemis commented on the holiday tree lighting and City-wide holiday decorations.
- Parks & Recreation Director Grover commented on the Fircrest Park improvements, the Whittier Master Plan, the holiday tree lighting event, and the holiday market. There was a brief discussion on the event date.

**COUNCILMEMBER COMMENTS**

- Councilmember Andrews; no comment provided.
- Councilmember Bufford; no comment provided.
- Councilmember George gave kudos to the Parks and Recreation staff for their efforts on the Whittier Park Master Plan.
- Councilmember Barrentine commented on public engagement for the Port Maritime Center.
- Councilmember Reynolds; no comment provided.
- Councilmember Viafore thanked Public Works Director Bemis for his memo on the City sewer issue and commented on the lower business district light standard and pedestrian safety.
- Mayor Wittner thanked the meeting attendees.

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

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

- Vince Navarre, Fircrest resident, commented on the Blue Light Project and thanked the Police department.
- Jerry Foss, Fircrest resident, commented on the Electron Way and Alameda Ave traffic issue.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Parks & Recreation**

There was no report.

**B. Pierce County Regional Council**

Councilmember Reynolds reported on the Department of Emergency Management discussion, PCRC officer elections, and legislative priorities discussion.

**C. Public Safety, Courts**

Councilmember Viafore reported on Police department statistics and Municipal Court Judge Miller’s retirement.

**D. Streets, Facilities, & Equipment**

There was no report.

**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. 220460 through 220527 in the amount of \$359,757.26.  
Approval of payroll electronic funds transfer in the amount of \$155,359.51.
- B. Registering no objections to Spring Lake Café Liquor License Renewal.
- C. Approval of the September 12, 2023, Regular meeting minutes.  
Approval of the October 30, 2023, Special meeting minutes.

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

Councilmember Andrews removed item 10C. Approval of the September 12, 2023, Regular meeting minutes.

**The Motion Carried as amended (7-0).**

Councilmember Andrews commented on the September 12, 2023, public comment section. There was a discussion on Robert’s Rules of Order, action meeting minutes, retention schedules, and Council processes.

**Councilmember Viafore MOVED to approve the September 12, 2023, Regular meeting minutes as presented; seconded by Councilmember Bufford.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**PUBLIC HEARING**

**A. To receive comments on a proposed water rate adjustment**

At 8:09 P.M., Mayor Wittner opened the public hearing. City Manager Masko briefed the Council on the proposed water rate adjustment, stating the public hearing was to receive comments on the proposed water rate adjustment. Mayor Wittner invited Councilmember comments; none were provided.

Mayor Wittner invited public testimony; none were provided.

At 8:12 P.M., Mayor Wittner closed the public hearing.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Resolution No. 1858: Changing the Time for 12/26/23 Regular Meeting**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the Council agenda would primarily be kept to consent agenda items. **Councilmember Bufford**

**MOVED to adopt Resolution No. 1858, changing the time of the December 26, 2023, City Council meeting from 7:00 P.M. to 4:00 P.M.; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**B. Ordinance No. 1715: Adopting the 2024 Budget**

Finance Director Corcoran briefed the Council on the proposed ordinance adopting the annual budget for the fiscal year 2024, stating the total of the 2024 Budget, which included estimated revenues, expenditures, and fund balances, was \$34,213,502. **Councilmember Bufford MOVED to adopt Ordinance No. 1715, adopting the annual budget of the City of Fircrest for the Fiscal Year 2024; seconded by Councilmember Reynolds.**

Mayor Wittner invited Councilmember comments. Discussions included designating \$100,000 in the other Capital Parks Fund, funding for new positions, adopting a conservative budget, revenue forecast, and tabling the budget adoption.

Mayor Wittner stated that the Council will take a vote to move \$100,000 of ARPA funds into the other Capital Parks Fund line following public comment.

Mayor Wittner invited public comment.

- Brian Rybolt, Fircrest resident, expressed concern about Fircrest Park improvement project change orders and State grant funding.

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

**Upon a roll call vote, the Motion to move \$100,000 of APRA funds into the other Capital Parks Fund line Carried (4-3) with Councilmember Andrews, Councilmember Reynolds, and Councilmember Viafore dissenting.**

Council discussions included tabling the budget adoption, commitment of funds, revenue forecast, staffing issues, and a hiring freeze.

**Councilmember Reynolds MOVED to add a proviso to the \$100,000 funds transfer of ARPA monies to the Parks fund, providing to transfer the funds preconditional to executing an agreement with Alliance Residential; seconded by Councilmember Viafore.** Mayor Wittner invited Councilmember comments. There was a brief discussion on the Alliance Residential’s notice to proceed.

Mayor Wittner invited public comment.

- Vince Navarre, Fircrest resident, expressed concern about Council goals.

Mayor Wittner requested a roll call vote: Councilmember Andrews – Yes; Councilmember Barrentine – Yes; Councilmember Bufford – Yes; Councilmember George – Yes; Councilmember Reynolds – Yes; Councilmember Viafore – Yes; Mayor Wittner – Yes.

**Upon a roll call vote, the Motion to add a proviso to the \$100,000 funds transfer Carried (7-0).**

Mayor Wittner requested a roll call vote for Ordinance No. 1715: Adoption of the 2024 Budget: Councilmember Andrews – Yes; Councilmember Barrentine – Yes; Councilmember Bufford – Yes; Councilmember George – Yes; Councilmember Reynolds – Yes; Councilmember Viafore – Yes; Mayor Wittner – Yes.

**The Motion Carried (7-0).**

**C. Resolution No. 1859: Tacoma Hearing Examiner Agreement Amendment**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the changes include extending the term and an increase in the hourly rate. **Councilmember George MOVED to adopt Resolution No. 1859, authorizing the City Manager to execute an amendment to the Professional Services Agreement with the City of Tacoma for Hearing Examiner services for dangerous and potentially dangerous dog appeal hearings; seconded by Councilmember Bufford.** Mayor Wittner invited Councilmember comments. There was a brief discussion on the City’s appeal hearings caseload. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**D. Resolution No. 1860: South Sound 911 Extended Technical Support Agreement Amendment**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the agreement provides technical support services to the police department. **Councilmember Bufford MOVED to adopt Resolution No. 1860, authorizing the City Manager to execute an agreement with South Sound 911 Public Authority to provide extended technical support services to the City of Fircrest Police Department; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**E. Resolution No. 1861: South Sound 911 Support Services Agreement**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the agreement provides support services to the police department. **Councilmember Bufford MOVED to adopt Resolution No. 1861, authorizing the City Manager to execute an agreement with South Sound 911 Public Authority for Law Enforcement Support Services; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**F. Resolution No. 1862: Pierce County System Access Agreement Amendment**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the changes include extending the term and adjusting the subscriber fee. **Councilmember Bufford MOVED to adopt Resolution No. 1862, authorizing the City Manager to execute**

**Amendment #1 to the Pierce County System Access and Use Agreement for continued access to the Single County-Wide Communication System; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**G. Resolution No. 1863: KPG On-Call Contract Amendment**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the changes include extending the term and an update to the fee schedule. **Councilmember Bufford MOVED to adopt Resolution No. 1863, authorizing the City Manager to execute Amendment #9 to the Professional Services Agreement with KPG Psomas for on-call engineering services; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**H. Resolution No. 1864: Apex Engineering Contract Amendment**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the changes include extending the term and an update to the fee schedule. **Councilmember Bufford MOVED to adopt Resolution No. 1864, authorizing the City Manager to execute Amendment #8 to the Professional Services Agreement with Apex Engineering LLC for on-call engineering services; seconded by Councilmember George.** Mayor Wittner invited Councilmember comments; none were provided. Mayor Wittner invited public comment; none were provided.

**The Motion Carried (7-0).**

**I. 3rd Quarter Financial Report**

Finance Director Corcoran presented the 3<sup>rd</sup> quarter report, which includes a review of the City’s primary operating funds and highlighted revenue comparisons year to year. Finance Director Corcoran highlighted that revenues are close to expected and expenditures are close to budget. Lastly, she reported that this report will be available online. Mayor Wittner invited Councilmember comments; none were provided.

**J. Ordinance: 2023 Budget Amendment #3 – 1st Reading**

Finance Director Corcoran briefed the Council on the first reading of the third budget adjustment to the Adopted 2023 Budget and reported on the proposal for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2023 Budget. Mayor Wittner invited Councilmember comments; none were provided.

**CALL FOR FINAL COMMENTS**

There was a brief discussion on the Fircrest Park Improvement funding. Councilmember Viafore requested an update on Wellhouse 6 and 7.

**EXECUTIVE SESSION**

There was none scheduled.

**ADJOURNMENT**

**Councilmember Reynolds MOVED to adjourn the meeting at 9:50 P.M., seconded by Councilmember Bufford.**

**The Motion Carried (7-0).**

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Brett L. Wittner, Mayor

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Arlette Burkhart, Acting City Clerk

**CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL**

Mayor Pro Tempore Joe Barrentine called the regular meeting to order at 7:04 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Shannon Reynolds, Hunter T. George, Nikki Bufford, and Jim Andrews were present. Mayor Pro Tempore Barrentine informed the Council that Mayor Brett L. Wittner would be attending the meeting later in the evening.

**PRESIDING OFFICER’S REPORT**

Mayor Pro Tempore Barrentine 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 13A. Resolution No. 1865: Honoring Fircrest Municipal Court Judge Miller. There were no objections noted by the Council.

**NEW BUSINESS**

**13A. Resolution No. 1865: Honoring Fircrest Municipal Court Judge Miller**

Councilmember Viafore read the resolution into the record. **Councilmember Viafore MOVED to adopt Resolution No. 1865, honoring Municipal Court Judge John A. Miller for his 28 years of loyal and selfless service to the City of Fircrest; seconded by Councilmember George.**

Mayor Pro Tempore Barrentine invited public comment.

- Rob Masko, University Place resident, commented on Judge Miller’s fairness, responsibility, and integrity.

Mayor Pro Tempore Barrentine invited Councilmember comments.

- Councilmember Viafore commented on his history with Judge Miller, Judge Miller’s integrity, and Judge Miller's ability to dispense justice. Councilmember Viafore thanked Pam Miller for her contribution to Fircrest.
- Councilmember Andrews thanked Judge Miller for his goodwill and service and thanked Pam Miller for being supportive.
- Councilmember George commented on Judge Miller’s compassion and directness and stated that it has been an honor to work with him.
- Councilmember Barrentine thanked Judge Miller for sharing his time and talents with the City of Fircrest.

**The Motion Carried (6-0).**

**13B. Motion: Confirmation of Municipal Court Judge Appointment**

City Manager Masko introduced Judge Foley and provided an overview of Judge Foley’s experience and education. **Councilmember Viafore MOVED to confirm the City Manager’s appointment of Meagan M. Foley as Municipal Court Judge to fill the remainder of retired Judge John A. Miller’s unexpired term, effective January 1, 2024; seconded by Councilmember Bufford.** Mayor Pro Tempore Barrentine invited public comment; none was provided. Mayor Pro Tempore Barrentine invited Councilmember comments.

- Councilmember Viafore expressed their excitement about the appointment.
- Councilmember George expressed their excitement about the appointment.

**The Motion Carried (6-0).**

Judge Foley stated that she is honored to assume the position.

At 7:26 P.M., Mayor Pro Tempore Barrentine reported that the Council would take a five-minute recess to allow the public to congratulate Judge Miller.

At 7:37 P.M., the Council reconvened.

Mayor Pro Tempore Barrentine reported that agenda items 13H. Resolution: Memorandum of Understanding with Teamsters and 13Q. Resolution: Claremont Avenue Overlay TIB Grant Agreement will be removed from the agenda. There were no objections noted by the Council.

**A. Motion: Cancellation of December 18, 2023 Study Session**

Mayor Pro Tempore Barrentine requested Council feedback on the cancellation of the December 18, 2023 Study Session. There was a Council consensus to keep the December 18, 2023 Study Session.

**CITY MANAGER COMMENTS**

City Manager Masko reported on the City’s holiday luncheon, Pierce County sewer interlocal agreement, and the Civil Service oral board. City Manager Masko requested Council feedback regarding a quorum at the Whittier Park Master Plan community event. It was noted that there would not be a quorum.

Mayor Wittner joined the meeting at 7:44 P.M.

There was a discussion on the Whittier Park Master Plan mailer and having staff host a third open house.

**DEPARTMENT HEAD COMMENTS**

- Police Chief Schaub commented on the Holiday sleigh, access fees for the Combined Communication Network, the surplus of the police motorcycle, and wished everyone a Happy Holiday. There was a brief discussion on holiday police vehicle decoys.
- Community Development Director Newman reported on the missing middle housing ordinance, the Planning Commission meeting, and the Affordable Housing and Treatment letter of support.

**COUNCILMEMBER COMMENTS**

- Councilmember Viafore; no comment.
- Councilmember Reynolds wished everyone Happy Holidays.
- Mayor Wittner commented on the Wainwright School band concert and thanked Mayor Pro Tempore.
- Councilmember George commented on the Tacoma Public School bond measure for school improvements.
- Councilmember Bufford; no comment.



- Councilmember Andrews expressed concern about the Pierce County Regional Council and South Sound Housing Affordability Partners appointments. There was a brief discussion on the timing of the appointments.
- Mayor Pro Tempore Barrentine wished everyone Happy Holidays and reported on the Lights of Fircrest.

**PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Mayor Pro Tempore Barrentine invited public comment. None were provided.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Administration**

Councilmember Andrews reported on Municipal Court Judge Miller’s retirement. There was no report.

**B. Environmental, Planning, and Building**

There was no report.

**C. Finance, IT**

There was no report.

**D. Other Liaison Reports**

Councilmember George commented on the Pierce County Climate Conversation.

Councilmember Viafore commented on the Centennial Committee meeting.

**CONSENT CALENDAR**

Mayor Pro Tempore Barrentine requested the Acting City Clerk read the Consent Calendar:

- A.** Approval of check No. 220528 through 220579 in the amount of \$543,868.99.  
Approval of payroll check No. 14315 through 14316 in the amount of \$9,042.74.  
Approval of payroll check No. 14317 through payroll check No. 14323 in the amount of \$69,146.71.  
Approval of payroll electronic funds transfer in the amount of \$155,640.88.
- B.** Approval of the November 14, 2023, Special Meeting minutes.  
Approval of the November 14, 2023, Regular Meeting minutes.  
Approval of the November 20, 2023, Study Session minutes.

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

**The Motion Carried (7-0).**

**PUBLIC HEARING**

There was no public hearing scheduled.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**C. Ordinance No. 1716: 2023 Budget Amendment #3 – 2nd Reading**

Finance Director Corcoran briefed the Council on the second reading of the budget adjustment to the Adopted 2023 Budget and reported on the request for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2023 Budget. There was a brief discussion on changes to the budget amendment, late invoices, and one-time expenditures. **Councilmember George MOVED to adopt Ordinance No. 1716, authorizing revenues and expenditures of funds for matters not provided for in the Adopted 2023 Budget; seconded by Councilmember Bufford.** Mayor Pro Tempore Barrentine invited Councilmember comments; none were provided. Mayor Pro Tempore Barrentine invited public comment; none were provided.

**The Motion Carried (7-0).**

**D. Resolution No. 1866: Pierce County Regional Council Appointment**

City Manager Masko briefed the Council on the proposed resolution and stated that the representatives would have voting authority from January 1, 2024, to December 31, 2025. **Councilmember George MOVED to adopt Resolution No. 1866, appointing Councilmember Shannon Reynolds as the representative to the Pierce County Regional Council, and further appointing Councilmember Nikki Bufford as the alternate representative to the Pierce County Regional Council; seconded by Mayor Wittner.** Mayor Pro Tempore Barrentine invited Councilmember comments. There was a discussion on the new Council opportunity to serve, voting by-laws, procedures, and strategic appointment time. Mayor Pro Tempore Barrentine invited public comment; none were provided.

**The Motion Carried (7-0).**

**E. Resolution No. 1867: South Sound Housing Affordability Partners Appointment**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the appointment allows for the City to participate in housing affordability and stability issues in Pierce County. **Councilmember Bufford MOVED to adopt Resolution No. 1867, appointing Councilmember George as the representative to South Sound Housing Affordability Partners, and further appointing Mayor Wittner as the alternate representative to South Sound Housing Affordability Partners; seconded by Councilmember Viafore.** Mayor Pro Tempore Barrentine invited Councilmember comments; none were provided. Mayor Pro Tempore Barrentine invited public comment; none were provided.

**The Motion Carried (6-1), with Councilmember Andrews dissenting.**

**F. Resolution No. 1868: Greenleaf Landscaping Maintenance Contract Amendment**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the changes include extending the contract term through December 31, 2024, and updating the rate schedule. **Councilmember George MOVED to adopt Resolution No. 1868, authorizing the City Manager to execute Amendment #6 to the Professional Services Agreement with Greenleaf**

**Landscaping, Inc. for landscape maintenance services; seconded by Councilmember Bufford.** Mayor Pro Tempore Barrentine invited Councilmember comments; none were provided. Mayor Pro Tempore Barrentine invited public comment; none were provided.

**The Motion Carried (7-0).**

**G. Resolution No. 1869: Tacoma Daily Index Contract**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the agreement provides for required City legal publishing. **Councilmember Bufford MOVED to adopt Resolution No. 1869, authorizing the City Manager to execute a Professional Services Agreement with Sound Publishing, Inc., dba Tacoma Daily Index, for continued legal publishing services as the official City newspaper for the City of Fircrest; seconded by Councilmember George.** Mayor Pro Tempore Barrentine invited Councilmember comments; none were provided. Mayor Pro Tempore Barrentine invited public comment; none were provided.

**The Motion Carried (7-0).**

**I. Resolution No. 1870: RWJ Consultant Contract Amendment**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the changes extend the contract term through March 31, 2024, and update the fee structure. **Councilmember Bufford MOVED to adopt Resolution No. 1870 authorizing the City Manager to execute an amendment to the professional services agreement with RWJ Consultants for Project Coordinator services; seconded by Councilmember George.** Mayor Pro Tempore Barrentine invited Councilmember comments. Discussions included funding sources and the agreement cap. Mayor Pro Tempore Barrentine invited public comment; none were provided.

**The Motion Carried (7-0).**

**J. Resolution No. 1871: Audio-Visual System Replacement Change Order**

Finance Director Corcoran briefed the Council on the proposed resolution and highlighted that the change order includes the necessary labor and materials to complete the project. **Councilmember Bufford MOVED to adopt Resolution No. 1871 authorizing the City Manager to execute Change Order #1 to the Professional Services Agreement with DescoAV for the Council Chambers audio-visual system replacement; seconded by Mayor Wittner.** Mayor Pro Tempore Barrentine invited Councilmember comments. There was a brief discussion on the lobby speakers. Mayor Pro Tempore Barrentine invited public comment; none were provided.

**The Motion Carried (7-0).**

**K. Ordinance No. 1717: Water Rate Adjustment**

City Manager Masko briefed the Council on the proposed ordinance and stated the proposed rate increase would generate additional revenue for the Water Utility fund. **Councilmember George MOVED to adopt Ordinance No. 1717, amending Section 1 of Ordinance No. 1701 and Fircrest Municipal Code Title 21.04.030 – Residential Rates and Section 2 of Ordinance No. 1701 and Fircrest Municipal Code Title 21.04.040 –Commercial Rates; seconded by Councilmember Bufford.** Mayor Pro Tempore Barrentine invited Councilmember comments; none were provided. Mayor Pro Tempore Barrentine invited public comment; none were provided.

The Motion Carried (6-1), with Councilmember Andrews dissenting.

**L. Resolution No. 1872: Robert W. Droll, PS Contract Amendment**

Parks and Recreation Director Grover briefed the Council on the proposed resolution and highlighted that the change includes extending the term to December 31, 2024. **Councilmember Bufford MOVED to adopt Resolution No. 1872, authorizing the City Manager to execute an amendment to the Professional Services Agreement with Robert W. Droll, Landscape Architect, PS for the Fircrest Park Athletic Field Improvement Project; seconded by Mayor Wittner.** Mayor Pro Tempore Barrentine invited Councilmember comments. There was a brief discussion on additional costs. Mayor Pro Tempore Barrentine invited public comment; none were provided.

The Motion Carried (7-0).

**M. Resolution No. 1873: Humane Society Contract**

City Manager Masko briefed the Council on the proposed resolution and stated that the Humane Society provides animal sheltering services for the City. **Councilmember Bufford MOVED to adopt Resolution No. 1873, authorizing the City Manager to execute the agreement between The Humane Society for Tacoma and Pierce County and the City of Fircrest for animal sheltering and related services for 2024; seconded by Mayor Wittner.** Mayor Pro Tempore Barrentine invited Councilmember comments; none were provided. Mayor Pro Tempore Barrentine invited public comment; none were provided.

The Motion Carried (7-0).

**N. Resolution No. 1874: KBH Contract Amendment**

Parks and Recreation Director Grover briefed the Council on the proposed resolution and stated that the changes include extending the term to July 31, 2024. **Councilmember Bufford MOVED to adopt Resolution No. 1874, authorizing the City Manager to execute an amendment to the Construction Services Contract with KBH Construction Company for the Fircrest Park Athletic Field Improvement Project; seconded by Mayor Wittner.** Mayor Pro Tempore Barrentine invited Councilmember comments; none were provided. Mayor Pro Tempore Barrentine invited public comment; none were provided.

The Motion Carried (7-0).

**O. Resolution No. 1875: Emerson Street Sidewalk Extension Design Contract**

Public Works Director Bemis briefed the Council on the proposed resolution and stated that the contract would add a sidewalk and bike lane along the south side of Emerson Street. **Councilmember Bufford MOVED to adopt Resolution No. 1875, authorizing the City Manager to execute a Professional Services Agreement with Shea, Carr & Jewell, Inc. for engineering design services for the Emerson West Sidewalk Project; seconded by Mayor Wittner.** Mayor Pro Tempore Barrentine invited Councilmember comments. Discussions included retaining walls, Right of Way, geotechnical engineering, and pedestrian connectivity. Mayor Pro Tempore Barrentine invited public comment; none were provided.

The Motion Carried (7-0).

**P. Resolution No. 1876: 44th Street West/67th Ave West Lift Station Upgrade Contract**

Public Works Director Bemis briefed the Council on the proposed resolution and stated that the 44<sup>th</sup> Street W/ 67<sup>th</sup> Ave W lift station is the last station to be upgraded. **Councilmember Bufford MOVED to adopt Resolution No. 1876, authorizing the City Manager to execute a Construction Contract with Pape and Sons Construction Inc. for the 44<sup>th</sup> Street Sewer Lift Station Upgrade Project; seconded by Mayor Wittner.** Mayor Pro Tempore Barrentine invited Councilmember comments. There was a brief discussion on bids exceeding the engineer’s estimate. Mayor Pro Tempore Barrentine invited public comment; none were provided.

**The Motion Carried (7-0).**

**CALL FOR FINAL COMMENTS**

There was a brief discussion on the Prose development and the City Manager evaluation period.

**EXECUTIVE SESSION**

At 9:06 P.M., Mayor Pro Tempore Barrentine reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed forty-five (45) minutes, to discuss potential litigation, pursuant to RCW 42.30.110(1)(i). City Manager Masko, City Attorney Zeinemann, and Project Coordinator Bob Jean were invited to the Executive Session.

**ADJOURNMENT**

**Councilmember Bufford MOVED to adjourn the meeting at 9:55 P.M., seconded by Councilmember George.**

**The Motion Carried (7-0).**

\_\_\_\_\_  
Joe Barrentine, Mayor Pro Tempore

\_\_\_\_\_  
Arlette Burkhart, Acting City Clerk

1 **CITY OF FIRCREST**  
2 **RESOLUTION NO. \_\_\_\_**

3 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**  
4 **FIRCREST, WASHINGTON, EXPRESSING APPRECIATION**  
5 **FOR OUTSTANDING PUBLIC SERVICE TO JOE**  
6 **BARRENTINE AS COUNCILMEMBER.**

7 **WHEREAS**, Joe Barrentine represented the people of Fircrest as a member of the Fircrest  
8 City Council from 2020 to 2023; and

9 **WHEREAS**, Councilmember Barrentine’s commitment and loyalty to the people of  
10 Fircrest has also inspired his role to hold City staff to the highest standards to achieve  
11 quality work and outcomes to the benefit of the residents and staff; and

12 **WHEREAS**, during Councilmember Barrentine’s term, the City initiated numerous  
13 projects that will continue to improve the quality of life for Fircrest residents, including  
14 the Edwards Family Aquatic Center and the Roy H. Murphy Community Center; and

15 **WHEREAS**, after 4 years of loyal service to the residents of Fircrest, Councilmember  
16 Barrentine has chosen to retire from civic life.

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

19 **Section 1.** The Fircrest City Council, on behalf of the residents of the City of Fircrest,  
20 does hereby recognize and thank Councilmember Joe Barrentine for his contributions and  
21 commitment to the community and wishes him all the best in his future endeavors.

22 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**  
23 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 26th day of December  
24 2023.

25 **APPROVED:**

26 \_\_\_\_\_  
27 Brett L. Wittner, Mayor

28 **ATTEST:**

29 \_\_\_\_\_  
30 Arlette Burkhart, Acting City Clerk

31 **APPROVED AS TO FORM:**

32 \_\_\_\_\_  
Robert Zeinemann, City Attorney

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** Resolution authorizing an amendment to the Professional Services Agreement with AHBL, Inc. for the Whittier Park Master Plan Process

**ITEM:** 13B

**DATE:** December 26, 2023

**FROM:** Jeff Grover, Parks and Recreation Director

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_, authorizing the City Manager to execute an amendment to the Professional Services Agreement with AHBL, Inc. for the Whittier Park Master Plan Process.

---

**PROPOSAL:** Council is being asked to authorize the City Manager to execute an amendment to the professional services agreement with AHBL, Inc. to extend the date of the agreement to July 31, 2024, for the Whittier Park Master Plan Process.

**FISCAL IMPACT:** This amendment does not have a fiscal impact.

**ADVANTAGE:** Extending this agreement will allow AHBL, Inc. to continue to coordinate and manage the Whittier Park Master Plan Process through July 2024.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** AHBL, Inc. was awarded the professional services agreement on July 13, 2023, to lead the City through a master plan process focused on understanding the community's preferences for the future of Whittier Park. AHBL conducted a comprehensive site review, exploring slopes, elevations, critical adjacencies, and stormwater infiltration capabilities, and has integrated community input into the formulation of park programming options and design concepts shared during the community engagement process. To date, AHBL has presented materials, initiated a community-wide survey, and hosted two public engagement sessions.

**ATTACHMENTS:** Resolution  
Amendment No. 1

**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 AHBL, INC.  
FOR THE WHITTIER PARK MASTER PLAN PROCESS.**

**WHEREAS**, the City of Fircrest awarded a professional services agreement to AHBL, Inc. for the Whittier Park Master Plan Process; and

**WHEREAS**, the Whittier Park Master Plan Process will continue into 2024; and

**WHEREAS**, the Council is being asked to authorize the City Manager to execute an amendment to the professional services agreement extending the agreement with AHBL, Inc. to July 31, 2024.

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

**Section 1.** The City Manager is hereby authorized and directed to execute an amendment to the professional services agreement with AHBL, Inc. for the Whittier Park Master Plan Process, extending the term of the agreement through July 31, 2024.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 26<sup>th</sup> day of December 2023.

**APPROVED:**

\_\_\_\_\_  
Brett L. Wittner, Mayor

**ATTEST:**

\_\_\_\_\_  
Arlette Burkhart, Acting City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert Zeinemann, City Attorney



**AMENDMENT #1  
TO THE CITY OF FIRCREST  
PROFESSIONAL SERVICES AGREEMENT  
WITH AHBL, INC.  
FOR THE WHITTIER PARK MASTER PLAN PROCESS**

This First Amendment is hereby made and entered into this 26th day of December 2023 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and AHBL, Inc., hereinafter referred to as “Consultant”, to be effective January 1, 2024.

**WITNESSETH:**

1. **Purpose**

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

2. The Term of Agreement shall be extended through July 31, 2024.

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**

**AHBL, Inc.**

By \_\_\_\_\_  
Dawn Masko, City Manager

By \_\_\_\_\_

Approved as to Form:

By \_\_\_\_\_  
Robert Zeinemann, City Attorney

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** Audio-Visual System Replacement Contract Extension  
**ITEM:** 13C  
**DATE:** December 26, 2023  
**FROM:** Colleen Corcoran, Finance Director

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_ authorizing the City Manager to execute Amendment #2 to the Professional Services Agreement with DescoAV for the Council Chambers audio-visual system replacement.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to execute Amendment #2 to the Professional Services Agreement with DescoAV to extend the term of the agreement to March 31, 2024.

**FISCAL IMPACT:** This amendment does not have a fiscal impact.

**ADVANTAGE:** This amendment will provide the necessary time to finish this project. The project is expected to be completed in January of 2024.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** The contract with DescoAV was adopted by Resolution #1806 on December 13, 2022. Council approved Change Order #1 at the December 12, 2023 Council meeting to add a rechargeable battery system for wireless microphones, an additional touchscreen controller and stand, replacement of audio cables, and adding the lobby speakers to the system. Due to scheduling issues, this project will not be completed before the end of the year. The goal is to have this completed in January 2024.

**ATTACHMENTS:** Resolution  
Amendment #2

**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 DESCOAV  
FOR THE COUNCIL CHAMBERS AUDIO-VISUAL SYSTEM  
REPLACEMENT PROJECT.**

**WHEREAS**, the City of Fircrest contracted with DescoAV for the Council Chambers Audio-Visual Replacement Project; and

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

**WHEREAS**, the City of Fircrest wishes to continue utilizing DescoAV to finish this project.

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

**Section 1.** The City Manager is hereby authorized and directed to execute an amendment to the professional services agreement with DescoAV, extending the term of the agreement through March 31, 2024.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 26<sup>th</sup> day of December 2023.

**APPROVED:**

\_\_\_\_\_  
Brett L. Wittner, Mayor

**ATTEST:**

\_\_\_\_\_  
Arlette Burkhart, Acting City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert Zeinemann, City Attorney

**AMENDMENT #2  
TO THE CITY OF FIRCREST  
PROFESSIONAL SERVICES AGREEMENT  
WITH DESCOAV FOR THE COUNCIL CHAMBERS  
AUDIO-VISUAL SYSTEM REPLACEMENT**

This Second Amendment is hereby made and entered into this 26<sup>th</sup> day of December 2023 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City” and DescoAV, hereinafter referred to as “Consultant”, to be effective January 1, 2024.

WITNESSETH:

1. Purpose

The purpose of this Second Amendment is to amend the December 13, 2022 agreement. This amendment is limited to the amendments set forth herein. All of the remaining terms and conditions of the December 13, 2022 agreement shall remain in full force and effect. The amendments are as follows:

2. The Term of Agreement shall be extended through March 31, 2024.

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

DESCOAV

By \_\_\_\_\_  
Dawn Masko, City Manager

By \_\_\_\_\_

Approved as to Form:

By \_\_\_\_\_  
Robert Zeinemann, City Attorney

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Electronic Timesheet Services Agreement  
**ITEM:** 13D  
**DATE:** December 26, 2023  
**FROM:** Colleen Corcoran, Finance Director

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_ authorizing the City Manager to execute an Agreement with Andrews Technology HMS, Inc. to provide electronic timesheet services to the City of Fircrest.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to execute an agreement with Andrews Technology HMS, Inc. to provide electronic timesheet services to the City of Fircrest.

**FISCAL IMPACT:** The annual hosting and maintenance agreement fee with Andrews Technology is \$4,435, not including eligible taxes. There is also a one-time implementation fee of \$3,000. These amounts are included in the 2024 budget.

**ADVANTAGE:** Utilization of an electronic timesheet program will increase efficiency and accuracy of payroll processing.

**DISADVANTAGES:** None.

**ALTERNATIVES:** Do not approve the recommended contract and continue with manual timesheets.

**HISTORY:** The implementation of an electronic timesheet service that integrates with our Springbrook Financial Software system was discussed during the budget process and approved as part of the 2024 Annual Budget.

**ATTACHMENTS:** Resolution  
Master Customer Agreement  
Pricing Worksheet

**CITY OF FIRCREST  
RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AN AGREEMENT WITH ANDREWS  
TECHNOLOGY HMS, INC. TO PROVIDE ELECTRONIC  
TIMESHEET SERVICES TO THE CITY OF FIRCREST.**

**WHEREAS**, the City of Fircrest is in need of electronic timesheet services; and

**WHEREAS**, Andrews Technology HMS, Inc. has the required experience and expertise to provide these necessary 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 a Master Customer Agreement and Maintenance Agreement with Andrews Technology HMS, Inc. to provide electronic timesheet services.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 26<sup>th</sup> day of December, 2023.

**APPROVED:**

\_\_\_\_\_  
Brett L. Wittner, Mayor

**ATTEST:**

\_\_\_\_\_  
Arlette Burkhart, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Robert Zeinemann, City Attorney

**ANDREWS TECHNOLOGY**  
**UKG TIME & ATTENDANCE PROJECT**  
**Statement of Work**

**Prepared for the City of Fircrest**  
**December 12th, 2023**

Overall Statement of Responsibility.....	1
Master Agreement.....	2
Statement of Work	
- Deliverables.....	7
- Vendor Installation Responsibilities.....	7
-Customer Installation Responsibilities.....	8
- Professional Services Overview.....	9
- Software Training Overview.....	11
- Phase _____ Sign-off.....	12
Exhibit A - Order Form.....	See Attached
Exhibit B – Maintenance Agreement.....	13

**Andrews Technology - Overall Statement of Responsibility**

Andrews Technology has **complete responsibility** for the following:

- Delivery of System as described on the Andrews Technology UKG Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of SPRINGBROOK PAYROLL Interface
- Unlimited Training of all Administrators and Supervisors
  - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period(s)
- Unparalleled Customer Satisfaction During all of the Above
- Ongoing System Maintenance (see "Maintenance Agreement – Exhibit B")
  - Includes all software licenses as shown on the Andrews Technology Purchase Order Form –(See Exhibit A).

## **Andrews Technology** **Master Customer Agreement**

---

This Master Customer Agreement (called the "Agreement") and its applicable Transaction Documents along with the above Description of Responsibilities and Exhibits are the complete Agreement regarding the products and services provided by Andrews Technology to the City of Fircrest.

### **Definitions**

**Transaction Document** is any document including, but not limited to the: "Master Customer Agreement"; "Statement of Work"; "Project Plan"; "Payment Schedule" and "Maintenance Agreement" that requires execution to be effective.

**Change Order** is a document completed by both of us that authorizes a change to a Transaction Document or Statement of Work.

**Discovery** is a process performed to define a Statement of Work.

**Deliverable** is any item, specified in a Transaction Document or Statement of Work, which we provide (Software, Hardware, Documentation, Training, Reports or Materials, Etc.).

**Materials** are work products such as programs, program listings, programming tools, documentation, reports, and drawings. The term "Materials" does not include Program Products, but does include modifications of a Program Product.

**Product** is a machine, its features, elements, cables, or accessories, or any combination thereof or a program product. The term "Product" includes the documentation required to install, support, use, and maintain the product.

**Program Product** is a commercially available software product and the documentation required to install, support, use, and maintain it. City of Fircrest is the licensee (Andrews Technology is not the licensee.).

**Services** are technical work that we perform to complete a Statement of Work or the delivery of customer offerings. Deliverables may result from such work.

**Statement of Work** is a detailed list of tasks to be performed during the implementation of a project.

**Changes to the Master Agreement, Project Plan or Statement of Work:** Any modification of the above including, but not limited to, additional project phases, changes in system design or timeline, after execution below, will be considered a change in the agreement. Any such change may only be modified by a Change Order, which both of us must sign prior to performed services. Any such changes may affect the estimated schedule, payments, and other terms.

### **Our Relationship**

**Mutual Responsibilities:** Each of us agrees that under this Agreement:



- All information exchanged is non-confidential. If either of us requires the exchange of confidential information, it will be done under a signed Non-Disclosure Agreement;
- Each will allow the other reasonable opportunity to comply before it claims that the other has not met its obligations;
- Neither of us will bring a legal action against the other more than two years after the cause of action arose.

**Your other responsibilities:** You agree to do the following:

- To not assign or otherwise transfer, this Agreement, without our prior written consent;
- To provide us with sufficient, free and safe access to your facilities for us to fulfill our obligations; and

**To not disclose the terms of this Agreement without our prior written consent.**

### License Terms

Customer agrees to comply, in all material respects, with the following terms and conditions:

1. to operate and process the Software and use the Service for its own internal business purposes only, without the right to further sublicense;
2. not to decompile, disassemble or reverse engineer the Software;
3. that the license to use the Software and the Service is limited based upon authorized Usage;
4. not permit use of the Software or the Service (including timesharing or networking use) by any third party;
5. not remove the Equipment from the place of original installation without the Company's prior written consent nor sell or encumber the Equipment;
6. to grant permission to combine Customer's business data with that of other customers in a manner that does not identify the Customer or any individual in order to evaluate and improve the services offered to customers;
7. that the sublicense agreement inures to the benefit of the licensors of software and other applications, and that such licensors may directly enforce the terms of the sublicense agreement in order to protect their interests in the Software and the Service.
8. to take all reasonable steps to ensure that no unauthorized persons have access to the Service, and to ensure that no persons authorized to have such access shall take any action that would be in violation of this Agreement;

9. to ensure that the Customer has the right to publish and disclose the data and other content Customer includes in the Service, and that the Content will not (i) infringe or violate any third-party right, including (but not limited to) intellectual property, privacy, or publicity rights; (ii) be abusive, profane, or offensive to a reasonable person; or (iii) be hateful or threatening;
10. that Customer shall not (i) use, or allow the use of, the Service or the Content in contravention of any federal, state, local, foreign or other applicable law, or rules or regulations of regulatory or administrative organizations; (ii) introduce into the Service any virus or other code or routine intended to disrupt or damage the Service, or alter, damage, delete, retrieve, or record information about the Service or its users; (iii) excessively overload the systems used to provide the Service; (iv) perform any security integrity review, penetration test, load test, denial of service simulation or vulnerability scan (including without limitation the use any tool designed to automatically emulate the actions of a human user in connection with such testing); or (v) otherwise act in a fraudulent, malicious or negligent manner when using the Service;
11. to comply with the minimum security requirements for using the Service as reasonably determined by Company;
12. that when using and applying the information generated by the Services, Customer is responsible for ensuring that Customer complies with the applicable requirements of federal and state law; that if Customer is using any payroll service hereunder: (i) Customer is solely responsible for the content and accuracy of all reports and documents prepared in whole or in part by using such Service, (ii) using such Service does not release Customer of any professional obligation concerning the preparation and review of such reports and documents, (iii) Customer does not rely upon the Service provider or its third party licensor(s) for any advice or guidance regarding compliance with federal and state laws or the appropriate tax treatment of items reflected on such reports or documents, and (iv) Customer will review any calculations made by using such Service to satisfy itself that those calculations are correct.
13. that Customer will acknowledge and agree that no person nor entity not a party to this Agreement will be a third party beneficiary of any provision of this Agreement and, by way of further clarification, none of its employees or other personnel is an intended beneficiary with respect to the payroll or other services provided in connection with the Service or Software; and

14. that Customer will acknowledge and agree that use of the Service includes the ability to enter into agreements and/or to make transactions electronically. As such, the following provision will be included in Partner's agreement with the Customer: "Use of the Service includes the ability to enter into agreements and/or to make transactions electronically. CUSTOMER ACKNOWLEDGES THAT WHEN IT INDICATES ACCEPTANCE OF AN AGREEMENT AND/OR TRANSACTION ELECTRONICALLY, THAT ACCEPTANCE WILL CONSTITUTE ITS LEGAL AGREEMENT AND INTENT TO BE BOUND BY AND TO PAY FOR SUCH AGREEMENTS AND TRANSACTIONS. THIS ACKNOWLEDGEMENT THAT CUSTOMER INTENDS TO BE BOUND BY SUCH ELECTRONIC ACCEPTANCE APPLIES TO ALL AGREEMENTS AND TRANSACTIONS CUSTOMER ENTERS INTO THROUGH THE SERVICE, SUCH AS ORDERS, CONTRACTS, STATEMENTS OF WORK, AND NOTICES OF CANCELLATION.

#### **Personnel**

Each of us will authorize a person to represent us in all matters concerning this Agreement. These representatives will be available throughout the term of this Agreement. Each of us will 1) address all notices to the other's representative and 2) promptly notify the other in writing if this person is replaced.

You agree to not hire or attempt to hire any Andrews Technology employee on either a temporary or permanent basis, either directly or through a third party, without the express written consent of Andrews Technology.

#### **Ownership and Proprietary Rights**

Notwithstanding anything to the contrary stated herein, no transfer is made to Customer of any ownership to or proprietary rights in the Licensed Products, software programs, software interfaces and Documentation, and all copies of the Licensed Products, software programs, software interfaces and Documentation, including modifications by Andrews Technology contained in customized versions and related software. Customer shall NOT have any right to copy any Licensed Products, software programs, software interfaces and Documentation for use, sale, sublicensing, distribution or any other purpose.

#### **Compliance with Laws**

You agree to comply, and assist us in complying, with all applicable 1) Federal, State, and local laws and regulations and 2) building codes, ordinances, and standards.

#### **Prices, Payment, and Taxes**

You will pay to Andrews Technology the price reflected in City of Fircrest Response Form. Payment is due on the dates agreed. Annual Maintenance after year one will be billed directly from Andrews Technology to the City of Fircrest.

Charges for services outside of the scope of the Customer Master Agreement; Project Plan and Statement of Work are billed at a rate of \$225/hour including travel. Our payment terms are Net 30.

You agree to pay all transportation charges as required by the project and mutually agreed upon for the shipment of Equipment and Program Products (if applicable) to the location you specify.

Occasionally a manufacturer will charge us "rework" charges if a configuration is changed after a certain point in the manufacturing cycle. We will make every effort to avoid rework

charges on your behalf. If rework charges are incurred due to configuration changes requested by you, these charges will be passed on to you. You will be notified in advance of such charges.

**Confidentiality**

Andrews Technology will maintain the confidentiality of any information received throughout this project. This includes any confidential employee information. Upon termination Andrews Technology will return any confidential information at the request of the Customer. Customer has the responsibility of extracting any data from the system prior to the termination date. After the termination date access to the database will no longer be granted.

**Termination**

We may terminate this agreement or associated document for non-payment upon providing thirty days written notice. Otherwise, a Statement of Work terminates when our obligations under it are met.

You may terminate this Agreement effective upon the completion of the Statement of Work.

Customer may terminate the agreement if it does not appropriate funding to continue the use of UKG, or related services. To so terminate, Customer must give Andrews Technology written notice of the non-appropriation at least 30 days before the next annual billing following the non-appropriation. Customer may also terminate for cause. Andrews Technology will be provided a 30 day cure period to resolve any identified issues to prevent the termination.

Any terms of this Agreement, which by their nature extend beyond its termination, remain in effect until fulfilled, and apply to respective successors and assignees.

**Electronic Communications**

Each of us may communicate with the other by electronic means. Each of us agrees that email and respective attachments when accepted by return email are binding.

**Governing Law**

The laws of the State of Minnesota govern this Agreement. Any legal action brought under this agreement shall be brought only in the State of Minnesota.

Agreed to: City of Fircrest

Agreed to: Andrews Technology

By: \_\_\_\_\_  
Authorized signature

By: \_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Name (type or print):

Amanda Hernandez  
\_\_\_\_\_  
Name (type or print):

\_\_\_\_\_  
Title

Director of Sales  
\_\_\_\_\_  
Title

Date: \_\_\_\_\_  
City of Fircrest

Date: \_\_\_\_\_  
Andrews Technology

## **STATEMENT OF WORK**

### **ANDREWS TECHNOLOGY – DELIVERABLES**

As per the electronically attached "Order Form – Exhibit A", Andrews Technology has the following responsibilities throughout the three phased Project Plan as described above:

#### **Software Phase**

- Delivery of Software as described on Andrews Technology Purchase Order Form
- Installation of UKG Web Based Software on UKG Servers
- Configuration of Software
- Rules Questionnaire Assistance
- Employee File Creation Assistance
- Installation of Rules and Employee File
- Installation of SPRINGBROOK PAYROLL Interface
- Unlimited Training of all Administrators and Supervisors Associated with Phase I
  - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

#### **Hardware Phase – (Not Applicable)**

- Delivery of Wall Mounted Hardware
- Installation of Hardware
- Unlimited Training of all Administrators and Supervisors Associated with Phase II
  - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

#### **Go Live Phase**

- Unlimited Training of all Administrators and Supervisors Associated with Phase III
  - Training is central site or via web
- System Testing (Adjustments as Required)
- Support During Go Live Period
- Unparalleled Customer Service During all of the Above

#### **Ongoing System Maintenance** (see "Maintenance Agreement – Exhibit B")

- Includes all hardware and software listed on Andrews Technology Purchase Order Form(s)

### **Other Andrews Technology Installation Responsibilities**

To ensure an optimally performing UKG System, Andrews Technology will perform the following:

- Provide a person who will function as the Project Manager, responsible for securing and scheduling resources for City of Fircrest.
- Verify that all hardware and technology readiness checks have been completed.
- If necessary, recommend a Network Readiness and Performance Assessment to ascertain what improvements are required to provide sufficient response time.
- Understand any other applications that will reside on the database server, and discuss any performance implications.
- Advise the customer of any conditions, which, in the opinion of Andrews Technology, will reduce the performance of the UKG System.
- Provide server configuration assistance as requested.

### **Customer Installation Responsibilities**

- Schedule personnel for appropriate Andrews Technology training classes to be held at a central customer site or via the web.
- Unless otherwise specified on the order form, Customer is responsible for any ethernet cabling/jacks, phone lines, power and surge suppression at the terminal locations, unless otherwise noted.
- Provide a Customer Project Manager whose responsibilities include but are not limited to:
  - Participate in periodic meetings and status conference calls.
  - Review and approve all Project Plan Phases.
- Andrews Technology will need a completed pay rules questionnaire addressing specific pay policies, basic work rules and overtime limits. Andrews Technology must receive the completed document within three (3) weeks of scheduled installation date. The pay rules survey establishes the baseline rules used to initialize the UKG system. During the Implementation Phase you will have an opportunity to test your baseline rules.
- Provide Andrews Technology with payroll contact information for interfacing to the payroll system, if applicable.
- Work with your Andrews Technology project leader to verify communications to all terminals.

- Provide Andrews Technology access to the appropriate resources during all phases.
- Provide appropriate resources to test the UKG System to the System Specification.
- Sign-off that the Software Phase Responsibilities have been completed.
- Sign-off that the Hardware Phase Responsibilities have been completed. (If Applicable)
- Sign-off that the Go Live Phase Responsibilities have been completed.

### **Professional Services Overview**

#### **Payroll Rules Questionnaire:**

The purpose of this document is to assist your payroll staff in defining the rules and regulations that govern your labor cost management requirements. This survey is also used as a guideline for Andrews Technology to custom configure your UKG system. Your staff members responsible for payroll and work regulations should complete this. Your Andrews Technology Representative will guide you through this survey and Andrews Technology technical staff members will answer any questions that you may have.

#### **Employee File Creation:**

City of Fircrestis responsible for the creation of an employee import file. The content of which will be discussed with your assigned Andrews Technology project leader.

#### **Software Configuration and Programming**

Once your Payroll Rules Questionnaire and Employee File are created, your UKG software will be configured to meet your specifications. During Phase I, test data will be entered and test reports will be generated and validated. This will be a thorough process. Modifications will be made as required.

#### **Ethernet Cable/Phone Line Installation (Not Applicable)**

City of Fircrestis responsible for the installation of all Ethernet cable and jacks and phone lines/jacks. Andrews Technology can assist you by providing information regarding the correct type of communications cable and proven installation techniques to insure error free transfer of punch data from the terminal to your UKG software. If POE is an identified requirement, Ethernet Jacks would not be necessary and Andrews Technology would design and implementation work accordingly.

#### **Software Installation:**

Communications will be tested between the server and terminal(s) after the customer installs the hardware.

**Software Training:**

The next aspect of the Implementation Phase of the project is the training of the key users and supervisors. Arrangements should be made to allow for uninterrupted training. This ensures that the quality of the training received is the highest possible. All training will be central site (at the customer's main office or via the web). City of Fircrestis responsible for notifying all attendees of their assigned class schedule. All software training for key users and supervisors is **unlimited** in availability. (See below for more information)

**Hardware Trainer:** Andrews Technology upon completion of software installation will train the customer's Installer as to how to install and program selected terminals. (Not Applicable)

**Implementation Testing and Adjustments:**

Once the hardware and software is installed, programming and configuration of the system will be tested and adjustments may be made. Any changes that need to be made which vary from the pay rules survey will be identified as a change order item and may be billed on a time and materials basis. It is highly recommended that City of Fircrestrun a parallel test for one (1) to two (2) pay periods. This gives the UKG key users and supervisors time to familiarize themselves with the operation of the new software, as well as, develop new ways for management information review.

**Interface Installation and Training:**

The SPRINGBROOK PAYROLL Payroll interface should be reviewed by the project leaders from both teams to determine if any modifications are required. The SPRINGBROOK PAYROLL Payroll interface will be tested and is 100% guaranteed to work in accordance with the customer's application specifications.



## **Software Training Overview**

### **Key User Training**

Suggested Attendees: Payroll Manager, HR Manager, Supervisor/Administrative Assistant

#### **Course Description – Initial Training For Key Users**

This session will last for approximately six hours at your facility after the installation of the software. The class is intended to provide participants with an understanding of how to maintain employee records and schedules, setup supervisor's privileges and accounts, edit timesheets and process reports. This course also provides key users with an understanding of pay period operations that are necessary for keeping track of and managing employee time and labor data, as well as accessing and interpreting pay period based reports.

#### **Course Description – Follow-up Training for Key Users**

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be for the previously trained employees and will last from two to four (2 to 4) hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no additional charge.

### **Supervisor Training**

Suggested Attendees: Supervisors and Supervisor Assistants

#### **Course Description- Initial Supervisor Training**

This course provides participants with an understanding of the daily operations that are necessary for keeping track of and managing employee time and labor data. This includes providing information needed to build and maintain individual and group schedules. Procedures will be covered for the standard client and the Supervisor and Employee Web Services. This training is available at the customer's central site or via the web. Class size should not exceed 12 students per class (maximum 2 hours per class). Supervisors are expected to train their employees on the use of Employee Web Services (if appropriate). Andrews Technology will train supervisors as to how to train their employees how to use biometric terminals. Andrews Technology has full responsibility for training employees on the use of all data collection technology (EWS/Swipe/Biometric).

#### **Course Description – Follow-up Training for Supervisors**

Following the initial training session and system installation, Andrews Technology support personnel will return for a second training session at your facility. This session will be a refresher for previously trained employees, and an introduction for supervisors not yet trained. The class will last from two to four hours. It will be a review of the first class; and an opportunity to answer any questions that have come up since the first training session. Additional classes are available at no charge. Our quote includes 24/7/365 support and unlimited webex training/support.

## **Statement Of Work Phase Completion Sign-Off**

When a Phase is complete, a meeting of both implementation teams is held. At this meeting, the system is signed off as being complete for all areas of responsibility as addressed in the Statement of Work.

### **Software Phase Sign-Off**

Agreed to: City of Fircrest

Agreed to: Andrews Technology

By: \_\_\_\_\_  
Authorized signature

By: \_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Name (type or print):

Amanda Hernandez  
Name (type or print):

\_\_\_\_\_  
Title

Director of Sales  
Title

Date: \_\_\_\_\_  
City of Fircrest

Date: \_\_\_\_\_  
Andrews Technology

### **Hardware Phase Sign-Off**

Agreed to: City of Fircrest

Agreed to: Andrews Technology

By: \_\_\_\_\_  
Authorized signature

By: \_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Name (type or print):

Amanda Hernandez  
Name (type or print):

\_\_\_\_\_  
Title

Director of Sales  
Title

Date: \_\_\_\_\_  
City of Fircrest

Date: \_\_\_\_\_  
Andrews Technology

### **Go Live Phase Sign-Off**

Agreed to: City of Fircrest

Agreed to: Andrews Technology

By: \_\_\_\_\_  
Authorized signature

By: \_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Name (type or print):

Amanda Hernandez  
Name (type or print):

\_\_\_\_\_  
Title

Director of Sales  
Title

Date: \_\_\_\_\_  
City of Fircrest

Date: \_\_\_\_\_  
Andrews Technology

## **Exhibit B - Maintenance Agreement**

Execution below entitles City of Fircrest(the "Customer") to full maintenance coverage provided by Andrews Technology ("Vendor") for the attached time and attendance system for five years from the date of execution below. This agreement is renewed automatically every five years unless advised by the Customer in writing no less than thirty days prior to the five year anniversary of the date of execution of this agreement.

Maintenance coverage is all inclusive and is described in more detail below:

- On-Site Maintenance includes the following features:
  - All technicians are dispatched locally
  - Service is available 24 hours-a-day; seven days-a-week.
  - Customer's assigned technical team can be reached directly by cell phone 24/7.
  - Toll-Free support is available as a back-up to direct contact with assigned technical team.
  - On-site support is available.
  - Machine replacement is next day provided call received prior to 2:00pm.
  - Parts replacement is next day provided call is received prior to 2:00pm as mentioned above.
  - Customer is responsible for annually completing brief "Customer Satisfaction Survey" to determine assigned technician's performance regarding above standards.
- Hardware depot maintenance. Vendor will overnight the customer a replacement device. The Customer is responsible for sending the failing device back to the Vendor.
- Labor
- Hardware upgrades
- Software upgrades
- Toll-free online support
- On-line support

If the customer elects not to execute this document, and therefore be covered on a time and materials basis, the customer is responsible for all machine and parts replacements. The Vendor's hourly rate for service, including travel, is \$225 per hour (two hour minimum). Hardware and software upgrades are chargeable to the Customer when not covered under maintenance contract.

### Maintenance Terms

**WARRANTEE:** Vendor warrants the listed products to be free from defects in material and workmanship, and perform in material respects in accordance with the system specifications (or equivalent) document under normal use for the Warranty Period of 90 days. The term of this agreement will begin after the expiration of the warranty, run for a term of five years from such date, and continue for subsequent five-year terms thereafter until terminated. After the first 5 year term, maintenance will be billed at the applicable rate at that time.

**MAINTENANCE COVERAGE:** Five years of software and equipment support for the products listed above will be provided by Vendor to maintain proper functioning of the entire system and the replacement of malfunctioning devices. This signed agreement provides unlimited remote telephone and/or internet support, covering any questions with the configuration or operation of the system. Software updates or patches of the installed version will be provided on a need, or request, basis at no additional charge.

**SUPPORT TERMS:** Support is available twenty-four hours a day; seven days a week except holidays. Without a maintenance agreement, service will be billed at the prevailing hourly rate. In this instance, there will be a two hour minimum per phone call for support.

**PRICE INCREASES:** The annual maintenance charges will not exceed the consumer price index in place at the time of the announced increase. Historically 3% annually.

**LIMITS OF LIABILITY:** Failure due to customer alteration of equipment with which the above products are connected, moving or altering of the software or equipment, and/or any problems caused by such actions are not covered under this agreement and are subject to billing at the prevailing hourly rate. This agreement does not cover accidents, misuse, theft, power failure/surge, lightning or storm, or other casualties. The unserviceability of the products will be solely determined by the Vendor. This agreement is not valid until properly signed by the Customer's authorized agent and the Vendor, and may not be amended unless approved by both parties, in writing, and signed by a duly authorized officer of both parties. This agreement may be canceled by either party upon 30 days written notice. Terms are net, paid yearly in advance and renewed each year at the prevailing rates. Additional equipment, or software, may be added by the customer providing written notification. In no situation, will the Vendor, or its employees, be held responsible for any loss incurred pertaining to the use, misuse, or failure of the above-mentioned products and or services.

Agreed to: City of Fircrest

Agreed to: Andrews Technology

By: \_\_\_\_\_  
Authorized signature

By: \_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Name (type or print):

Amanda Hernandez  
\_\_\_\_\_  
Name (type or print):

\_\_\_\_\_  
Title

Director of Sales  
\_\_\_\_\_  
Title

Date: \_\_\_\_\_  
City of Fircrest

Date: \_\_\_\_\_  
Andrews Technology



**Andrews Technology HMS, Inc.**  
 1213 Culbreth Drive  
 Wilmington, NC. 28405  
[Sales@AndrewsTechnology.net](mailto:Sales@AndrewsTechnology.net)  
 P: (800) 319 - 8096 F: (516) 674 - 8119



**VENDOR HOSTED ORDER FORM**

<b>Invoice To:</b>	City of Fircrest, WA	<b>Hosted By:</b>	Vendor
<b>Ship To:</b>	TBD	<b>Terms:</b>	5 Year Term, Billed Annually 100 % Upon Execution
<b>Account Executive:</b>	Amanda Hernandez		
Quantity	Description	Item	Monthly
	<b>UKG Web- Based Time &amp; Attendance System</b>		
100	UKG Web-Based Time and Attendance Software	\$3.50	\$350
100	Employee Web Services (PC Entry and Smart Phone Application)	Included	Included
10	Supervisor Module (Approve, Reporting, Review, Modification)	5	50
<b>1</b>	<b>Springbrook Payroll Interface (100% Guaranteed Interface)</b>	<b>Included</b>	<b>Included</b>
1	Electronic In/Out Board	Included	Included
1	Labor Tracking Module (Activity Based Reporting)	Included	Included
1	Accrual Module (Includes Sick, Vacation, Personal, etc.)	Included	Included
1	Standard Supply and Demand Scheduling Module	Included	Included
1	Borrowing Manager Module	Included	Included
1	Schedule Lockout Module	Included	Included
	<b>Government Software Discount</b>	<b>20%</b>	<b>-\$80.00</b>
1	Advanced Scheduling Module (Up to 200)	\$700	Optional
1	Report Scheduler (Up to 5 Gig/month)	\$100	Optional
1	Document Storage (Up to 10 Gig/month of Upload/Download and Storage)	\$60	Optional
100	Single Sign On Module	\$0.50	Optional
100	Leave of Absence Module	\$1.50	Optional
100	Facial Recognition/Thermal Reading Module	\$1.50	Optional
EA	iPad Station Fee (Client must provide iPads)	\$50	Optional
	<b>Monthly Total</b>		<b>\$320.00</b>
	12 Month Vendor Hosting Total		\$3,840
EA	Synel Synergy Biometric Finger Terminal	\$1,990	Optional
EA	InTouch DX Biometric Finger Terminal	\$2,795	Optional
EA	InTouch DX Facial Recognition Terminal	\$2,995	Optional
EA	UKG Thermal Reader	\$695	Optional
	Annual Software Maintenance	\$595/yr	\$595
	Implementation	See Below	\$3,000
	Sales Tax		TBD
	<b>First Year System Total</b>		<b>\$7,435.00</b>
	<b>One Time Implementation Fees</b>	<b>Included</b>	
	Initial Planning Session	Included	
	Rules Questionnaire Assistance	Included	
	Install Web-Base UKG Software	Included	
	Install Payroll Rules and Employee Files	Included	
	<b>Unlimited Supervisor, Management and Administrative Training</b>	<b>Included</b>	
	Program Hardware	N/A	
	Install Hardware	N/A	
	System Test & Go Live	Included	
	<b>Total One Time Fees</b>	<b>\$3,000.00</b>	

Agreement will automatically renew unless customer provides 90 days written notice prior to 60 month anniversary of date below.

All components of this Agreement/Order Form may be assigned by Andrews Technology.

\_\_\_\_\_  
Customer Authorization Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Andrews Technology HMS, Inc. Title

\_\_\_\_\_  
Date