

**FIRCREST CITY COUNCIL
REGULAR MEETING
AGENDA**

**TUESDAY, FEBRUARY 13, 2024
7:00 P.M.**

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

Pg.#

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. [Centennial Committee Appointments](#) 2
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Environmental, Planning, and Building
 - C. Finance, IT
 - D. Other Reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers/payroll checks](#) 3
 - B. [Sunset Christian Preschool Special Liquor License Application](#) 17
There were no objections registered for the approval of this liquor license application.
 - C. Approval of Minutes: [January 16, 2024, Study Session](#) 19
[January 23, 2024, Regular Meeting](#) 21
 - D. Setting a Public Hearing on February 27, 2024, at 7:15 pm or shortly thereafter to receive comments on a 6-Year Transportation Improvement Plan Amendment.
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Ordinance: Solid Waste Rate Adjustment](#) 25
 - B. [Ordinance: Water General Facility Charge & Connection Fees](#) 38
 - C. [Ordinance: Sewer General Facility Charge & Connection Fees](#) 43
 - D. [Resolution: Approval of the Department of Commerce PUG Grant Agreement](#) 48
 - E. [Resolution: Council Rules of Procedure Amendment](#) 65
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**

To Discuss Potential Litigation, pursuant to RCW 42.30.110 (1)(i) & To Review the Performance of Public Employee, pursuant to RCW 42.30.110(1)(g)
- 15. ADJOURNMENT**

FIRCREST CITY COUNCIL AGENDA SUMMARY

DATE: February 13, 2024

NEW BUSINESS: Confirmation of Centennial Celebration Steering Committee Appointments

ITEM 4B: Centennial Committee Appointments

FROM: Mayor Shannon Reynolds

RECOMMENDED MOTION: I move to confirm the Mayor’s appointments to the City of Fircrest Centennial Celebration Steering Committee as follows:

- Councilmember Nikki Bufford – Committee Chair
- Councilmember Brett Wittner
- Public Works Director Tyler Bemis

PROPOSAL: The City will celebrate its Centennial anniversary of incorporation in 2025. The City Council established the Centennial Celebration Steering Committee at the Council meeting on September 12, 2023, and appointed Steering Committee members on September 26, 2023. Due to the recent resignation of Councilmember David Viafore from the committee, another Councilmember needs to be appointed, and a new Committee Chair needs to be designated. Public Works Director Tyler Bemis is also being recommended for appointment to the Committee. This motion will confirm the Mayor’s appointment of the new Committee Chair and the new Steering Committee members. Additional Steering Committee members may be identified and brought forward for appointment at future meetings.

The Steering Committee is intended to oversee Celebration planning and implementation activities and will be the conduit to provide information to and seek guidance from the City Council.

The Steering Committee will identify working sub-committees to assist with Centennial Celebration planning and implementation. Sub-committees will include members from the community to assist them in carrying out their duties. Sub-committees may include fundraising, historical, community activities & events, marketing/outreach, and/or others necessary to prepare for the centennial year.

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
31625	01/31/2024	02/13/2024	10588 AHBL, Inc.	8,874.62	P#78 Whittier Park Master Plan - Professional Services - 11/26/23-12/25/23
	594 76 63 01	Other Improvements - Parks	001 000 576 General Fund	8,874.62	P#78 Whittier Park Master Plan - Professional Services - 11/26/23-12/25/23
31580	01/30/2024	02/13/2024	6811 Alarm Works NW LLC	15,729.15	Fire Alarm Upgrade, New Camera System & Upgrade to PW Gate
	594 31 62 00	Building Improvements - Stc	416 000 594 Storm Improver	3,932.29	Fire Alarm Upgrade, New Camera System & Upgrade to PW Gate
	594 32 62 00	Building Improvements - St	101 000 594 City Street Fund	3,932.28	Fire Alarm Upgrade, New Camera System & Upgrade to PW Gate
	594 34 62 00	Building Improvements - Wa	426 000 594 Water Improver	3,932.29	Fire Alarm Upgrade, New Camera System & Upgrade to PW Gate
	594 35 62 00	Building Improvements - Sev	432 000 594 Sewer Improver	3,932.29	Fire Alarm Upgrade, New Camera System & Upgrade to PW Gate
31705	02/05/2024	02/13/2024	10562 Amazon Capital Services	25.47	HDMI Cable for Camera System
	518 81 35 00	Small Tools & Equip - I/S	001 000 518 General Fund	25.47	HDMI Cable for Camera System
31706	02/05/2024	02/13/2024	10562 Amazon Capital Services	81.39	Ethernet Switches (4)
	512 51 35 00	Small Tools & Equip - Court	001 000 512 General Fund	81.39	Ethernet Switches (4)
31707	02/05/2024	02/13/2024	10562 Amazon Capital Services	165.13	Mobile File Cabinet
	514 23 35 00	Small Tools & Equip - Financ	001 000 514 General Fund	165.13	Mobile File Cabinet
31708	02/05/2024	02/13/2024	10562 Amazon Capital Services	233.42	Standing Desk (M Ryan) & Office Supplies
	514 23 31 00	Office & Oper Sup - Finance	001 000 514 General Fund	8.83	Office Supplies
	514 23 35 00	Small Tools & Equip - Financ	001 000 514 General Fund	224.59	Standing Desk (M Ryan)
			Total Amazon Capital Services	505.41	
31643	02/01/2024	02/13/2024	10678 Arrow Construction Supply, LLC	1,516.87	Pot Hole Patch Mix (56 - 50 lb Bags)
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	1,516.87	Pot Hole Patch Mix (56 - 50 lb Bags)
31574	01/29/2024	02/13/2024	1601 Baker, Thomas	67.00	Library Reimbursement - 1 Year (Marilyn)
	572 21 49 00	Library Services	001 000 572 General Fund	67.00	Library Reimbursement - 1 Year (Marilyn)
31626	02/01/2024	02/13/2024	2627 Broeckel, Alvin	21.01	05-03300.0 - 1126 MAGNOLIA DR

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343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-18.26	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (deç	-7.02	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (deç	4.27	
31702	02/05/2024	02/13/2024	6018 Canon Financial Services Inc	159.81	Police Copier/Fax Rental - January 2024
	591 21 70 22	Lease Payments - Police	001 000 591 General Fund	159.81	Police Copier/Fax Rental - January 2024
31632	02/01/2024	02/13/2024	6721 Cason, Nicole	2,228.90	01-02120.1 - 345 FARALLONE AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-494.08	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (deç	-540.41	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (deç	-1,194.41	
31656	02/02/2024	02/13/2024	7088 Certified Laboratories	668.80	Supplies for Oil & Hazardous Chemical Spills, De-Icer Equipment
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	668.80	Supplies for Oil & Hazardous Chemical Spills, De-Icer Equipment
31696	02/05/2024	02/13/2024	7088 Certified Laboratories	330.15	Gloves (2 Dozen)
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (deç	165.07	Gloves (2 Dozen)
	535 50 31 01	Oper Supplies - Sewer Main	430 000 535 Sewer Fund (deç	165.08	Gloves (2 Dozen)
			Total Certified Laboratories	998.95	
31693	02/05/2024	02/13/2024	4325 City Treasurer-Tacoma-SEWER	350,568.43	4th Qtr 2023 - Sewer Treatment
	535 60 44 02	Sewage Treatment	430 000 535 Sewer Fund (deç	350,568.43	4th Qtr 2023 - Sewer Treatment
31691	02/05/2024	02/13/2024	4324 City Treasurer-Tacoma	2,203.97	Semi Annual Billing for Streetlight Attachments 1/1/24-6/30/24
	542 63 48 02	Pole Attachment Charge	101 000 542 City Street Fund	2,203.97	Semi Annual Billing for Streetlight Attachments 1/1/24-6/30/24
31653	02/02/2024	02/13/2024	6268 Cole-Parmer Instrument Company	125.83	Dispensers for Chlorine Testing (2)
	534 80 31 02	Oper Supplies - Water Gen C	425 000 534 Water Fund (deç	125.83	Dispensers for Chlorine Testing (2)
31699	02/05/2024	02/13/2024	8188 Comcast Business Communications LLC	455.17	Internet Access Fee - February 2024
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	455.17	Internet Access Fee - February 2024
31665	02/02/2024	02/13/2024	7918 Contreras, Alejandra	170.00	Spanish Interpreting (2 hrs) 3A0756789
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	170.00	Spanish Interpreting (2 hrs) 3A0756789

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31681	02/05/2024	02/13/2024	7918 Contreras, Alejandra	170.00	Spanish Interpreting (2 hrs) 4A0131927, 4A0131928
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512	170.00	Spanish Interpreting (2 hrs) 4A0131927, 4A0131928
Total Contreras, Alejandra				340.00	
31667	02/02/2024	02/13/2024	3573 Copiers Northwest Inc	36.56	Printer Usage 12/28/23-01/28/24
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521	36.56	Printer Usage 12/28/23-01/28/24
31651	02/02/2024	02/13/2024	3589 Databar Inc	3,043.74	Utility Billing Rate Increase Flyer
	531 50 42 01	Postage - Storm	415 000 531	281.32	Utility Billing Rate Increase Flyer
	531 50 49 06	Mailing Service - Storm	415 000 531	733.26	Utility Billing Rate Increase Flyer
	534 10 42 01	Postage - Water Admin	425 000 534	281.31	Utility Billing Rate Increase Flyer
	534 10 49 06	Mailing Service - Water Adm	425 000 534	733.27	Utility Billing Rate Increase Flyer
	535 10 42 02	Postage - Sewer Admin	430 000 535	281.31	Utility Billing Rate Increase Flyer
	535 10 49 05	Mailing Service - Sewer Adm	430 000 535	733.27	Utility Billing Rate Increase Flyer
31649	02/02/2024	02/13/2024	3594 Dept Of Ecology	69,479.34	Principal & Interest Loan Payment #L1100018/#15 (BYSM)
	591 35 78 02	Principal Loan Payment - Se	430 000 591	48,981.23	Principal Loan Payment #L1100018/#15 (BYSM)
	592 35 83 01	Interest Payment - Loan	430 000 591	20,498.11	Interest Loan Payment #L1100018/#15 (BYSM)
31654	02/02/2024	02/13/2024	3612 DrainTech Northwest, L.L.C.	894.56	City Mainline Clear Blockage @ 457 Buena Vista
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535	894.56	City Mainline Clear Blockage @ 457 Buena Vista
31723	02/07/2024	02/13/2024	366 Employment Security Dept, UI Tax Admin	7.94	Benefit Charge - Q3/2023
	517 78 20 00	Unemployment Compensati	001 000 517	7.94	Benefit Charge - Q3/2023
31630	02/01/2024	02/13/2024	3182 Estate of Bill Notarfarnisco	160.56	07-02450.1 - 4033 FLORA DR
	343 40 00 00	Sale Of Water	425 000 340	-43.02	
	343 50 00 00	Sewer Revenues	430 000 340	-117.54	
31692	02/05/2024	02/13/2024	3627 Evergreen Rural Water of Washington	710.00	2024 Annual Conference - J Davis & J Marzano
	534 10 49 02	Reg & Tuition - Water Admi	425 000 534	710.00	2024 Annual Conference - J Davis & J Marzano
31694	02/05/2024	02/13/2024	3627 Evergreen Rural Water of Washington	1,025.00	2024 Membership Dues
	534 10 49 03	Dues/Member/Subscriptions	425 000 534	1,025.00	2024 Membership Dues

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			Total Evergreen Rural Water of Washington	1,735.00	
31695	02/05/2024	02/13/2024	10682 FBI National Academy Associates, Inc	120.00	2024 FBINAA National & Washington Chapter Dues - R Schaub
	521 22 49 03	Dues/Member/Subscriptions:	001 000 521 General Fund	120.00	2024 FBINAA National & Washington Chapter Dues - R Schaub
31568	01/29/2024	02/13/2024	3638 Fircrest Golf Club	1,366.81	Land Rental for Water Tank on Golf Course Property - February 2024
	591 34 70 00	Lease Payments - Water Adr	425 000 591 Water Fund (dep	1,366.81	Land Rental for Water Tank on Golf Course Property - February 2024
31647	02/02/2024	02/13/2024	10381 Frix Technologies	3,413.10	LaserFiche Annual Subscription (3/6/24-3/5/25)
	518 81 49 01	Software Licenses	001 000 518 General Fund	3,413.10	LaserFiche Annual Subscription (3/6/24-3/5/25)
31671	02/05/2024	02/13/2024	9338 Fuelman Fleet Program	1,668.12	Gas/Fuel - 01/2024
	548 65 31 06	Gas - Facilities	501 000 548 Equipment Rent:	72.58	Facilities - 01/2024
	548 65 31 08	Gas - Police	501 000 548 Equipment Rent:	1,037.98	Police - 01/2024
	548 65 31 11	Gas - Parks/Rec	501 000 548 Equipment Rent:	149.27	Parks - 01/2024
	548 65 31 12	Gas - Street	501 000 548 Equipment Rent:	194.70	Street - 01/2024
	548 65 31 14	Gas - Water/Sewer	501 000 548 Equipment Rent:	213.59	W/S - 01/2024
31631	02/01/2024	02/13/2024	6794 Garner Electric WA LLC	53.14	05-02350.1 - 1028 BROADVIEW DR
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-11.78	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (dep	-12.88	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-28.48	
31648	02/02/2024	02/13/2024	10679 Gilchrist Chevrolet, Buick, GMC Inc.	8,509.60	#62852 (2017 Chevrolet Silverado) - Transmission Replaced
	548 65 48 12	O & M - Street	501 000 548 Equipment Rent:	8,509.60	#62852 (2017 Chevrolet Silverado) - Transmission Replaced
31622	01/31/2024	02/13/2024	3666 Grainger Inc, Dept 826129041	72.40	Air Filters (12) - Pool
	576 20 31 03	Oper Supplies - Pool	001 000 576 General Fund	72.40	Air Filters (12) - Pool
31722	02/07/2024	02/13/2024	10305 Gunderson Law Office PLLC	12,000.00	City of Fircrest - January 2024
	515 41 41 03	City Prosecutor	001 000 515 General Fund	12,000.00	City of Fircrest - January 2024
31617	01/31/2024	02/13/2024	132 Hess, Jody	78.00	Library Reimbursement - 1 Year

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	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31619	01/31/2024	02/13/2024	3692 Home Depot Credit Services	20.91	Shop Paint
	518 30 31 00	Oper Supplies - Facilities	001 000 518 General Fund	20.91	Shop Paint
31620	01/31/2024	02/13/2024	3692 Home Depot Credit Services	15.42	Caulking for Camera Mounts
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	15.42	Caulking for Camera Mounts
31703	02/05/2024	02/13/2024	3692 Home Depot Credit Services	18.73	High Tank Reservoir Light
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (dep	18.73	High Tank Reservoir Light
31709	02/05/2024	02/13/2024	3692 Home Depot Credit Services	6.60	Lock Replacement
	571 10 31 01	Oper Supplies - Rec	001 000 571 General Fund	6.60	Lock Replacement
31710	02/05/2024	02/13/2024	3692 Home Depot Credit Services	0.52	Outlet Cover
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	0.52	Outlet Cover
			Total Home Depot Credit Services	62.18	
31635	02/01/2024	02/13/2024	4131 Humane Society - Tacoma	781.36	Febuary 2024 Boarding Contract
	554 30 41 00	Animal Control	001 000 554 General Fund	781.36	Febuary 2024 Boarding Contract
31634	02/01/2024	02/13/2024	8122 Jean, Robert W.	2,400.00	Project Coordinator Services - 1/8/24-1/30/24
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535 Sewer Fund (dep	2,400.00	Project Coordinator Services - 1/8/24-1/30/24
31663	02/02/2024	02/13/2024	6812 Kjetland, Larissa	78.00	Library Reimbursement - 1 Year (Larissa)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Larissa)
31683	02/05/2024	02/13/2024	3776 Lemay Mobile Shredding	74.00	Shredding - January 2024 - Police
	521 22 49 00	Miscellaneous - Police	001 000 521 General Fund	74.00	Shredding - January 2024 - Police
31572	01/29/2024	02/13/2024	2454 Lewis, John	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31655	02/02/2024	02/13/2024	3779 Liberty Towing	137.65	#62852D - (2017 Chevy Silverado) Towing Expense From PW to Gilchrist Buick GMC of Tacoma

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	548 65 48 12	O & M - Street	501 000 548 Equipment Rent:	137.65	#62852D - (2017 Chevy Silverado) Towing Expense From PW to Gilchrist Buick GMC of Tacoma
31679	02/05/2024	02/13/2024	6726 Linggi, Patrick	78.00	Library Reimbursement - 1 Year (Erica)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Erica)
31628	02/01/2024	02/13/2024	3325 Living Trust of June Bauch	10.21	11-00100.2 - 1313 ALAMEDA AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-19.51	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	9.30	
31670	02/02/2024	02/13/2024	1688 Maxey, Jerry	78.00	Library Reimbursement - 1 Year (Kathryn)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Kathryn)
31621	01/31/2024	02/13/2024	6369 McLendon Hardware Inc (Tacoma)	11.11	Repair Parts for Whittier Bathroom
	518 30 31 05	Oper Supplies - Parks Struct	001 000 518 General Fund	11.11	Repair Parts for Whittier Bathroom
31640	02/01/2024	02/13/2024	6369 McLendon Hardware Inc (Tacoma)	342.00	Supplies for Projects
	534 80 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (dep	132.06	Putty Knife & Hammer
	535 80 31 00	Oper Supplies - Sewer Gen C	430 000 535 Sewer Fund (dep	97.09	Gloves
	542 30 31 02	Oper Supplies - Street Reg	101 000 542 City Street Fund	112.85	Gas Mix
31650	02/02/2024	02/13/2024	6369 McLendon Hardware Inc (Tacoma)	22.05	Pressure Gauge for De-icer Unit
	548 65 48 12	O & M - Street	501 000 548 Equipment Rent:	22.05	Pressure Gauge for De-icer Unit
			Total McLendon Hardware Inc (Tacoma)	375.16	
31623	01/31/2024	02/13/2024	2316 McMillan, Michael	78.00	Library Reimbursement - 1 Year (Amy)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Amy)
31571	01/29/2024	02/13/2024	6456 Mell, Harriet	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31627	02/01/2024	02/13/2024	3400 Mell, Joan K.	140.88	12-00030.1 - 3552 63RD AVE W
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-140.88	
31575	01/30/2024	02/13/2024	10625 Mercurio's Service Corporation, Db	55.00	Refund for Duplicate Payment on 1/18/24 for Invoice #7562
	322 10 00 01	Mechanical Permit	001 000 320 General Fund	-55.00	Refund for Duplicate Payment on 1/18/24 for Invoice #7562

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31659	02/02/2024	02/13/2024	3841 Metropolitan Ballet of Tacoma	1,729.00	Ballet Instruction 09/14/23-12/07/23
	571 10 49 04	Instructor Fees	001 000 571 General Fund	1,729.00	Ballet Instruction 09/14/23-12/07/23
31618	01/31/2024	02/13/2024	10676 Michaels, Robert L	225.00	Pro Temp Judge - 01-31-24 (3 hrs) - FMC
	512 51 41 02	Prof Svcs - Pro Temp Judges	001 000 512 General Fund	225.00	Pro Temp Judge - 01-31-24 (3 hrs) - FMC
31646	02/02/2024	02/13/2024	10676 Michaels, Robert L	187.50	Pro Temp Judge - 02-01-24 (2.5 hrs) - RMC
	512 52 41 02	Prof Svcs - Pro Temp Judges	001 000 512 General Fund	187.50	Pro Temp Judge - 02-01-24 (2.5 hrs) - RMC
			Total Michaels, Robert L	412.50	
31581	01/30/2024	02/13/2024	3910 Office Depot	82.69	1099 NEC Forms For 2023
	514 23 31 00	Office & Oper Sup - Finance	001 000 514 General Fund	82.69	1099 NEC Forms For 2023
31661	02/02/2024	02/13/2024	3923 Orca Pacific Inc	687.56	Hypochlorite Solution (100 Gal); Muriatic Acid (15 Gal)
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (de	687.56	Hypochlorite Solution (100 Gal); Muriatic Acid (15 Gal)
31662	02/02/2024	02/13/2024	3958 PC Budget & Finance - Jail	995.61	Jail Services - December 2023
	523 60 40 01	Jail	001 000 523 General Fund	995.61	Jail Services - December 2023
31573	01/29/2024	02/13/2024	3957 PC Budget & Finance	15,948.95	2023 Voter Maintenance Charge
	514 40 41 01	Special Elections & Voter Re	001 000 511 General Fund	15,948.95	2023 Voter Maintenance Charge
31642	02/01/2024	02/13/2024	3957 PC Budget & Finance	9,243.93	2023 General Election Costs
	514 40 41 01	Special Elections & Voter Re	001 000 511 General Fund	9,243.93	2023 General Election Costs
31675	02/05/2024	02/13/2024	3957 PC Budget & Finance	3,361.16	2024 SSHAP Dues
	558 60 49 02	Dues/Member/Subscriptions:	001 000 558 General Fund	3,361.16	2024 SSHAP Dues
			Total PC Budget & Finance	28,554.04	
31720	02/07/2024	02/13/2024	10684 PFVT Motors, LLC, Peoria Ford	54,415.00	2023 Utility AWD Ford Explorer
	594 48 64 08	ERR Capital - Police	501 000 548 Equipment Rent:	54,415.00	2023 Utility AWD Ford Explorer
31721	02/07/2024	02/13/2024	10684 PFVT Motors, LLC, Peoria Ford	54,415.00	2023 Utility AWD Ford Explorer

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594 48 64 08	ERR Capital - Police		501 000 548 Equipment Rent:	54,415.00	2023 Utility AWD Ford Explorer
			Total PFVT Motors, LLC, Peoria Ford	108,830.00	
31689	02/05/2024	02/13/2024	8993 Pacific Office Automation - A/R	549.59	Copier Lease - 12/01/23-01/01/24
591 12 70 00	Lease Payments - Court		001 000 591 General Fund	104.42	Court 12/01/23-01/01/24
591 18 70 10	Lease Payments - Non-Dept		001 000 591 General Fund	203.44	City Hall 12/01/23-01/01/24
591 31 70 00	Lease Payments - Storm		415 000 591 Storm Drain	31.92	Storm 12/01/23-01/01/24
591 34 70 00	Lease Payments - Water Adr		425 000 591 Water Fund (dep	31.92	Water 12/01/23-01/01/24
591 35 70 00	Lease Payments - Sewer		430 000 591 Sewer Fund (dep	31.91	Sewer 12/01/23-01/01/24
591 71 70 00	Lease Payments - Recreation		001 000 591 General Fund	102.65	Rec 12/01/23-01/01/24
591 76 70 80	Lease Payments - Parks		001 000 591 General Fund	11.41	Parks 12/01/23-01/01/24
591 95 70 00	Lease Payments - Street		101 000 591 City Street Fund	31.92	Street 12/01/23-01/01/24
31660	02/02/2024	02/13/2024	8626 Pacific Office Automation Inc	152.83	Postage Meter Rental - February 2024
591 18 70 10	Lease Payments - Non-Dept		001 000 591 General Fund	152.83	Postage Meter Rental - February 2024
31698	02/05/2024	02/13/2024	3955 Petrocard Systems Inc	250.47	Gas/Fuel - 01/2024
548 65 31 13	Gas - Storm		501 000 548 Equipment Rent:	114.67	Storm - 01/2024
548 65 31 14	Gas - Water/Sewer		501 000 548 Equipment Rent:	135.80	W/S - 01/2024
31666	02/02/2024	02/13/2024	10221 Petty Cash-ParksRec	43.00	Petty Cash Reimbursement 02/13/24
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	43.00	Senior Morning Supplies
31682	02/05/2024	02/13/2024	7272 Positive Concepts Inc	260.00	Thermal Paper For Police Citations (36 Rolls)
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	260.00	Thermal Paper For Police Citations (36 Rolls)
31657	02/02/2024	02/13/2024	3751 Psomas, DBA KPG Psomas	13,034.00	P#77 Orchard St. Overlay 11/24/23-12/31/23
595 10 63 06	Project Engineering - Street		101 000 594 City Street Fund	13,034.00	P#77 Orchard St. Overlay 11/24/23-12/31/23
31690	02/05/2024	02/13/2024	3751 Psomas, DBA KPG Psomas	9,513.51	P#79 Claremont Wellhouse Structural Assessment 11/24/23-12/31/23
534 50 48 01	Rep & Maint - Water Maint		425 000 534 Water Fund (dep	9,513.51	P#79 Claremont Wellhouse Structural Assessment 11/24/23-12/31/23
			Total Psomas, DBA KPG Psomas	22,547.51	
31684	02/05/2024	02/13/2024	9721 Public Safety Psychological Services	450.00	Psychological Evaluation - C Rosen

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518 11 41 00	Prof Svcs - Personnel		001 000 518 General Fund	450.00	Psychological Evaluation - C Rosen
31685	02/05/2024	02/13/2024	9721 Public Safety Psychological Services	450.00	Psychological Evaluation - J Lease
518 11 41 00	Prof Svcs - Personnel		001 000 518 General Fund	450.00	Psychological Evaluation - J Lease
31686	02/05/2024	02/13/2024	9721 Public Safety Psychological Services	450.00	Psychological Evaluation - R Graham
518 11 41 00	Prof Svcs - Personnel		001 000 518 General Fund	450.00	Psychological Evaluation - R Graham
31687	02/05/2024	02/13/2024	9721 Public Safety Psychological Services	900.00	Psychological Evaluation - M Bugarin & R Schaub
518 11 41 00	Prof Svcs - Personnel		001 000 518 General Fund	900.00	Psychological Evaluation - M Bugarin & R Schaub
Total Public Safety Psychological Services				2,250.00	
31676	02/05/2024	02/13/2024	3985 Puget Sound Clean Air Agency	5,569.00	2024 Clean Air Assessment
553 70 40 00	Pollution Control		001 000 553 General Fund	5,569.00	2024 Clean Air Assessment
31701	02/05/2024	02/13/2024	3986 Puget Sound Energy, BOT-01H	1,149.09	Natural Gas - Pool/Bathhouse - January 2024
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	1,149.09	Natural Gas - Pool/Bathhouse - January 2024
31731	02/08/2024	02/13/2024	3986 Puget Sound Energy, BOT-01H	228.44	Natural Gas - City Hall January 2024
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	228.44	Natural Gas - City Hall January 2024
31732	02/08/2024	02/13/2024	3986 Puget Sound Energy, BOT-01H	127.89	Natural Gas - PW - January 2024
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	31.98	Natural Gas - PW - January 2024
534 10 47 00	Utility Services/Building - W:		425 000 534 Water Fund (dep	31.97	Natural Gas - PW - January 2024
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (dep	31.97	Natural Gas - PW - January 2024
542 30 47 02	Electricity & Gas/Bldg - Stret		101 000 542 City Street Fund	31.97	Natural Gas - PW - January 2024
Total Puget Sound Energy, BOT-01H				1,505.42	
31700	02/05/2024	02/13/2024	5710 Rainier Connect, Mashell Telecom	125.22	Internet Access Fee - City Hall - February 2024
518 81 42 00	Communication/Internet - I/		001 000 518 General Fund	125.22	Internet Access Fee - City Hall - February 2024
31639	02/01/2024	02/13/2024	4004 Reserve Account	2,000.00	#15690704 Postage Meter Refill - January 2024
518 10 42 01	Postage - Non Dept		001 000 518 General Fund	2,000.00	#15690704 Postage Meter Refill - January 2024
31658	02/02/2024	02/13/2024	337 Roberts, Christopher	25.00	Gym Fees Reimbursement - December 2023
521 22 20 00	Personnel Benefits - Police		001 000 521 General Fund	25.00	Gym Fees Reimbursement - December 2023

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31677	02/05/2024	02/13/2024	4035 Sarco Supply	29.95	Janitorial Supplies - Rec Bldg
	571 10 31 04		Janitorial Supplies - Rec Bldg 001 000 571 General Fund	29.95	Janitorial Supplies - Rec Bldg
31711	02/05/2024	02/13/2024	4035 Sarco Supply	122.70	Janitorial Supplies - Parks Structures
	576 80 31 01		Janitorial Supplies - Parks St 001 000 576 General Fund	122.70	Janitorial Supplies - Parks Structures
Total Sarco Supply				152.65	
31664	02/02/2024	02/13/2024	2068 Sheppard*, Joe	78.00	Library Reimbursement -1 Year (Joe)
	572 21 49 00		Library Services 001 000 572 General Fund	78.00	Library Reimbursement -1 Year (Joe)
31576	01/30/2024	02/13/2024	4060 Sir Speedy	354.20	2024 Annual Car Show Poster Artwork & Setup
	573 90 49 01		Community Events 001 000 573 General Fund	354.20	2024 Annual Car Show Poster Artwork & Setup
31652	02/02/2024	02/13/2024	4084 Staples Business Advantage	242.21	Scanner
	512 51 35 00		Small Tools & Equip - Court 001 000 512 General Fund	242.21	Scanner
31688	02/05/2024	02/13/2024	4084 Staples Business Advantage	219.43	Office Supplies - Central
	518 10 34 01		Office Supplies - Central 001 000 518 General Fund	219.43	Office Supplies - Central
Total Staples Business Advantage				461.64	
31712	02/05/2024	02/13/2024	4110 Superior Linen Service	52.42	Linen Service 01/10/24 - Pool Party Room
	576 20 49 02		Miscellaneous - Pool 001 000 576 General Fund	52.42	Linen Service 01/10/24 - Pool Party Room
31713	02/05/2024	02/13/2024	4110 Superior Linen Service	52.42	Linen Service 01/24/24 - Pool Party Room
	576 20 49 02		Miscellaneous - Pool 001 000 576 General Fund	52.42	Linen Service 01/24/24 - Pool Party Room
31714	02/05/2024	02/13/2024	4110 Superior Linen Service	124.77	Linen Service 01/10/24 - Rec Center
	518 30 48 01		Rep & Maint - Rec Bldg 001 000 518 General Fund	124.77	Linen Service 01/10/24 - Rec Center
31715	02/05/2024	02/13/2024	4110 Superior Linen Service	124.77	Linen Service 01/24/24 - Rec Center
	518 30 48 01		Rep & Maint - Rec Bldg 001 000 518 General Fund	124.77	Linen Service 01/24/24 - Rec Center
31716	02/05/2024	02/13/2024	4110 Superior Linen Service	81.41	Linen Service 01/12/24 - City Hall
	518 30 48 02		Rep & Maint - City Hall 001 000 518 General Fund	81.41	Linen Service 01/12/24 - City Hall

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31717	02/05/2024	02/13/2024	4110 Superior Linen Service	81.41	Linen Service 01/26/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.41	Linen Service 01/26/24 - City Hall
31718	02/05/2024	02/13/2024	4110 Superior Linen Service	49.12	Linen Service 01/12/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.12	Linen Service 01/12/24 - Public Works
31719	02/05/2024	02/13/2024	4110 Superior Linen Service	49.12	Linen Service 01/26/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.12	Linen Service 01/26/24 - Public Works
			Total Superior Linen Service	615.44	
31645	02/02/2024	02/13/2024	4328 Systems for Public Safety Inc	108.87	#71535D 2021 Ford Interceptor - LOF
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent:	108.87	#71535D 2021 Ford Interceptor - LOF
31668	02/02/2024	02/13/2024	4328 Systems for Public Safety Inc	351.62	#68055D - 2019 Ford Interceptor - Spotlight Replacement, Tire Repair, Tire Pressure Reset
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent:	351.62	#68055D - 2019 Ford Interceptor - Spotlight Replacement, Tire Repair, Tire Pressure Reset
31669	02/02/2024	02/13/2024	4328 Systems for Public Safety Inc	75.36	#BTS6572 2020 Ford Interceptor - Patch Tire
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent:	75.36	#BTS6572 2020 Ford Interceptor - Patch Tire
31680	02/05/2024	02/13/2024	4328 Systems for Public Safety Inc	436.95	#BTS6572 - 2020 Ford Interceptor - IDS Update, 15k Service, Install New Wiper Blades & Cabin Filter
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent:	436.95	#BTS6572 - 2020 Ford Interceptor - IDS Update, 15k Service, Install New Wiper Blades & Cabin Filter
			Total Systems for Public Safety Inc	972.80	
31569	01/29/2024	02/13/2024	9888 T-Mobile (Cell Phone Bill)	1,153.66	City Cell Phones & Air Cards 01/2024
	518 30 42 00	Communication - Fac/Equip	001 000 518 General Fund	90.72	Maint. Lead, 2 Workers 01/2024
	521 22 42 00	Communication - Police	001 000 521 General Fund	607.52	Police Officers, Chief and Air Cards 01/2024
	524 20 42 00	Communication- Building	001 000 524 General Fund	15.12	Community Development Dir. 01/2024
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	75.83	Public Works Crew, Director, PW Office Coord. 01/2024
	534 10 42 00	Communication - Water Adr	425 000 534 Water Fund (dep	106.97	Public Works Crew, Director, PW Office Coord., PW Water Meter Collector 01/2024

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535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (dep	75.83	Public Works Crew, Director, PW Office Coord. 01/2024
542 30 42 00	Communication - Street Reg		101 000 542 City Street Fund	75.83	Public Works Crew, Director, PW Office Coord. 01/2024
558 60 42 00	Communication - Planning		001 000 558 General Fund	15.12	Community Development Dir. 01/2024
576 80 42 00	Communication - Parks		001 000 576 General Fund	90.72	P/R Director, Events, Maint. Worker 01/2024
31624 01/31/202402/13/20249888			T-Mobile (Cell Phone Bill)	29.95	Court Fax Line
512 51 42 00	Communication - Court		001 000 512 General Fund	29.95	Court Fax Line
			Total T-Mobile (Cell Phone Bill)	1,183.61	
31644 02/02/202402/13/20244133			Tacoma Rubber Stamp	73.12	Nametags & Nameplates - N. Bufford & S. Reynolds
511 60 31 00	Office & Oper Sup - Legisl		001 000 511 General Fund	73.12	Nametags & Nameplates - N. Bufford & S. Reynolds
31697 02/05/202402/13/20244322			Tacoma, City of - POWER	3,177.76	Power - Various Locations - 01/2024
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (dep	2,387.46	PW, Well #6, #7, #8 & Weathervane Booster 01/2024
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (dep	755.48	Pumps/LS Power 01/2024
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	23.00	Traffic Control 01/2024
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	11.82	Street Lights 01/2024
31570 01/29/202402/13/20242836			Taylor, Jack	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31678 02/05/202402/13/202410614			Tennant Sales and Service Company	129.92	Riding Floor Machine Service
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	129.92	Riding Floor Machine Service
31636 02/01/202402/13/20245934			US Bank, City Hall Account	697.82	P-Card Charges thru 01/25/24
514 23 35 00	Small Tools & Equip - Financ		001 000 514 General Fund	94.97	Calculator for PT Accountant I
514 23 49 01	Reg & Tuition - Finance		001 000 514 General Fund	400.00	WPTA Conference - J Dunbar
518 10 42 01	Postage - Non Dept		001 000 518 General Fund	202.85	Postage - Passports
31638 02/01/202402/13/20248483			US Bank, Public Works Dept Account	1,486.72	P-Card Charges thru 01/25/24
518 30 31 05	Oper Supplies - Parks Struct		001 000 518 General Fund	422.58	Whittier Men's Bathroom Faucet Replacement
531 50 31 01	Office Supplies - Storm		415 000 531 Storm Drain	32.36	General Office Supplies
534 10 31 00	Office Supplies - Water Adm		425 000 534 Water Fund (dep	32.37	General Office Supplies

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534 10 43 00	Travel - Water Admin		425 000 534 Water Fund (de	310.04	Operator Workshop Registration - S Marez & R Parsons, Credit Refund for Annual Water Conference Lodging - B Wakefield
534 10 49 03	Dues/Member/Subscriptions:		425 000 534 Water Fund (de	210.00	Annual Water Certificate Renewals
535 10 31 00	Office Supplies - Swr Admin		430 000 535 Sewer Fund (de	32.37	General Office Supplies
542 30 31 01	Office Supplies - Street Reg		101 000 542 City Street Fund	32.36	General Office Supplies
542 30 35 00	Small Tools & Equip - Street		101 000 542 City Street Fund	317.86	Pump for De-icer Tank
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	96.78	Wireless Indoor Sensor for Both Locker Rooms at Pool
31637	02/01/202402/13/20248484		US Bank, Recreation Dept Account	323.87	P-Card Charges thru 01/25/24
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	78.78	Senior Morning Supplies
573 90 49 01	Community Events		001 000 573 General Fund	245.09	Community Event Supplies
31577	01/30/202402/13/20248873		Uni Selfie	552.50	Daddy Daughter Dance - Selfie Station
573 90 49 01	Community Events		001 000 573 General Fund	552.50	Daddy Daughter Dance - Selfie Station
31579	01/30/202402/13/20244179		Unum Life Insurance Company of America	56.90	Retired Benefits - February 2024
521 22 20 02	LEOFF I Long Term Care Pre		001 000 521 General Fund	56.90	Retired Benefits - February 2024
31704	02/05/202402/13/20244180		Utilities Underground	27.94	Locates 01/2024
534 10 49 00	Miscellaneous - Water Admi		425 000 534 Water Fund (de	13.97	Locates 01/2024
535 10 49 00	Miscellaneous - Sewer Admi		430 000 535 Sewer Fund (de	13.97	Locates 01/2024
31633	02/01/202402/13/20243645		WEX BANK, Wright Express FSC	1,606.57	Gas/Fuel - January 2024
548 65 31 08	Gas - Police		501 000 548 Equipment Rent:	1,320.35	Police 01/2024
548 65 31 12	Gas - Street		501 000 548 Equipment Rent:	286.22	Street 01/2024
31672	02/05/202402/13/20244214		WFOA	75.00	2024 WFOA Membership - Ryan
514 23 49 03	Dues/Member/Subscriptions:		001 000 514 General Fund	75.00	2024 WFOA Membership - Ryan
31673	02/05/202402/13/20244214		WFOA	75.00	2024 WFOA Membership - Dunbar
514 23 49 03	Dues/Member/Subscriptions:		001 000 514 General Fund	75.00	2024 WFOA Membership - Dunbar
31674	02/05/202402/13/20244214		WFOA	75.00	2024 WFOA Membership - Corcoran
514 23 49 03	Dues/Member/Subscriptions:		001 000 514 General Fund	75.00	2024 WFOA Membership - Corcoran
			Total WFOA	225.00	
31629	02/01/202402/13/20241321		Walton, Rendy	88.96	02-00370.1 - 302 ELDORADO AVE

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343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-33.57	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-34.18	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-21.21	
31578 01/30/2024	02/13/2024 4256		Winning Seasons	4,183.80	Youth Basketball Jerseys (400)
571 10 31 06	Program Supplies - Youth		001 000 571 General Fund	4,183.80	Youth Basketball Jerseys (400)
31641 02/01/2024	02/13/2024 4273		Zumar Industries Inc	242.87	#77371D New Bucket Truck Stickers
548 65 48 12	O & M - Street		501 000 548 Equipment Rent:	242.87	#77371D New Bucket Truck Stickers

Report Total: 684,277.96

Fund	
001 General Fund	80,912.64
101 City Street Fund	21,993.53
415 Storm Drain	1,763.87
416 Storm Improvement Fund	3,932.29
425 Water Fund (department)	18,521.36
426 Water Improvement Fund	3,932.29
430 Sewer Fund (department)	427,049.56
432 Sewer Improvement Fund	3,932.29
501 Equipment Rental Fund	122,240.13

This report has been reviewed by:

REMARKS:

Signature & Title

Date



SPECIAL OCCASION LIQUOR LICENSE

Applicant Information

Licensee Name: Sunset Christian Preschool
Establishment Name: Fircrest Golf Club
Address: 1500 Regents Blvd
Date: 03/01/2024, 7:00 P.M. to 10:00 P.M.
Request Received: 02/01/2024

Department Comments

Finance

No concerns.

Planning and Building

No concerns.

Police

No concerns.

Colleen Corcoran

Director Signature

02/07/2024

Date

Mark Newman

Director Signature

02/09/2024

Date

Ron Schaub

Police Chief Signature

02/08/2024

Date

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

TO: MAYOR OF FIRCREST

FEBRUARY 1, 2024

SPECIAL OCCASION #: 091274

SUNSET CHRISTIAN PRESCHOOL
8101 27TH STREET WEST
UNIVERSITY, WA 98466

DATE: MARCH 1, 2024

TIME: 7 PM TO 10 PM

PLACE: FIRCREST GOLF CLUB - 1500 REFENTS BLVD, FIRCREST

CONTACT: BRITTANY STOKES ([REDACTED]) [REDACTED]

SPECIAL OCCASION LICENSES

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

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

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

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

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

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

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

AGENDA MODIFICATIONS

There were none.

TACOMA PUBLIC SCHOOLS/WHITTIER ELEMENTARY DISCUSSION

Tacoma Public Schools' Executive Director of Planning and Construction, Morris Aldridge, and Parametrix representative, Jim Dugan provided an overview of the Whittier Elementary School's construction and improvement process. Discussions included student placement during the construction, the 2020 Tacoma Public Schools construction bond, community outreach and communications, and transparency. Mr. Aldridge stated that there would not be a Fircrest-Tacoma Public Schools land swap as a part of the Whittier Elementary School construction process.

There were no noted objections from the Council to allow public comment on the Whittier Elementary School construction process. Mayor Reynolds acknowledged the following individuals: former Councilmember Joe Barrentine, former Councilmember Denny Waltier, former Councilmember and Planning Commissioner Kathy McVay, and retired Judge John Miller.

The following individuals provided public comment:

- Katie Dorsey, 546 Forrest Park Drive, commented on the land swap topic, community outreach, and the educational model.
- Shelly Handford, 542 Forrest Park Drive, commented on the land swap topic, and McKinley Elementary School as a swing school site.
- Vern Harkins, 976 Altadena Drive, commented on the land swap topic, transparency, and Whittier Elementary School site soil properties.
- Kathy Owens, 545 Forrest Park Drive, commented on the Whittier Elementary School soil pollution.
- Dan Brett, 702 Contra Costa Ave, commented on traffic issues, zoning, and conducting a traffic study.
- Denny Waltier, 1315 Regents Boulevard, commented on the land swap topic.
- Chuck Chapman, 605 Elm Tree, commented on Contra Costa Ave speeding issues.
- Brian Rybolt, 1205 Daniels Drive, commented on the land swap topic and modular play structures.
- Michelle Bullinger, 631 Fir Park Lane, commented on school enrollment and Contra Costa Ave traffic issues.
- Shelly Hanford, 542 Forrest Park Drive, commented on on-street parking near Whittier Elementary School.
- Dan Brett, 702 Contra Costa Ave, commented on the budget, soil contamination, and construction schedule.

Council discussions included community engagement process, traffic issues, and the use of extra City police vehicles to deter speeding.

ADJOURNMENT

Councilmember Viafore MOVED to adjourn the meeting at 7:02 P.M., seconded by Councilmember Wittner. The Motion Carried (7-0).

Shannon Reynolds, Mayor

Arlette Burkhardt, Acting City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

PRESIDING OFFICER’S REPORT

A. Proclamation: Black History Month

Mayor Pro Tempore Bufford read the proclamation Black History Month into the record. **Councilmember Viafore MOVED to authorize the Mayor Pro Tempore’s signature on the proclamation proclaiming the month of February is Black History Month in the City of Fircrest; seconded by Councilmember George.** Mayor Pro Tempore Bufford invited Councilmember comment. Councilmember George expressed his excitement for the Black History Month community-led event. Councilmember Andrews stated that his granddaughter was taking part in an interpretive dance honoring Black History Month. Mayor Pro Tempore invited public comment.

- Jennifer Arnold, 333 Farallone Ave, commented on the Black History Month community event.
- Vince Navarre, 1205 Del Monte Ave, commented on the proclamation and African American history.
- Anastasia Greenmore, 502 Buena Vista Ave, thanked the City Council for the proclamation.

The Motion Carried (6-0).

B. 2024 Liaison Assignments

Mayor Reynolds reported on her proposed changes to the Council liaison assignments and read the Council liaison assignments into the record.

- Administration – Councilmember Wittner
- Finance, IT, & Facilities – Councilmember Mauer-Smith
- Parks & Recreation, & Sustainability – Councilmember Viafore
- Planning & Building – Councilmember George
- Public Safety & Court – Councilmember Bufford
- Street, Water, Sewer, & Storm – Councilmember Andrews

Council discussion included the process for amending the liaison titles and providing efficient workloads to the Council.

C. 2024 Committee Assignments

Mayor Reynolds briefed the Council on the Centennial and Investment Committees. There was a brief discussion on the Fircrest Centennial Celebration Steering Committee member's sunset date.

Councilmember Viafore MOVED to confirm Councilmember Wittner to the Fircrest Investment Committee; seconded by Councilmember George. Mayor Pro Tempore Bufford invited Councilmember comment; none were provided. Mayor Pro Tempore Bufford invited public comment; none were provided.

The Motion Carried (6-0).

CITY MANAGER COMMENTS

A. Planning Commission Joint Meeting Topic

Acting City Manager Corcoran stated that the City Council and Planning Commission Joint Meeting is scheduled for February 06, 2024, at 6:00 P.M. regarding the Comprehensive Plan Update and public outreach.

B. Capital Requests Update

Acting City Manager Corcoran provided an update to the Council regarding the City’s request for the Alameda Ave. Sidewalk Extension Project. Discussions included the project cost and grant application deadline. Councilmember Viafore requested further information on the City’s Capital Request.

DEPARTMENT HEAD COMMENTS

- Community Development Director Newman commented on several departmental work items including the upcoming Joint City Council and Planning Commission meeting, Planning and Building webpage updates, and the Comprehensive Plan update process.
- Parks & Recreation Director Grover commented on the upcoming Daddy/Daughter dance event, seasonal summer pool logistics, and Fircrest Parks and Recreation Foundation reporting.
- Public Works Director Bemis commented on current departmental work items including transportation meetings, and security system installs.
- Finance Director Corcoran commented on the State Auditor’s final report, employee W-2s, and year-end reports.

COUNCILMEMBER COMMENTS

- Councilmember Viafore commented on the City Council Rule 11. City Manager.
Councilmember Viafore MOVED to excuse City Manager Masko for the January 23, 2024 City Council meeting; seconded by Councilmember George. Mayor Pro Tempore Bufford invited Council comment. Discussions included Council policy adherence and policy clean-up.

The Motion Carried (6-0).

Lastly, Councilmember Viafore commented on his excitement for his liaison assignment.

- Councilmember Wittner thanked the meeting attendees.
- Councilmember George commented on the 7 Trees podcast and stated that he is excited about his liaison assignment.
- Mayor Reynolds; no comment provided.
- Councilmember Andrews commented on his liaison assignment and stated that he is excited.
- Mayor Pro Tempore Bufford thanked the meeting attendees and the Whittier Work Party volunteers.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Pro Tempore Bufford invited public comment. There were no public comments.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Parks & Recreation

There was no report.

B. Public Safety, Courts

There was no report.

C. Streets, Water, Sewer, Storm Drain, Facilities, & Equipment

There was no report.

D. Pierce County Regional Council

Councilmember Reynolds reported on Pierce County Regional Council's work plan to include amendments to the Urban Growth Area.

E. Other Liaison Reports

There were none.

CONSENT CALENDAR

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

- A. Approval of Check No. 220733 through 220799 in the amount of \$221,920.32.
Approval of payroll electronic funds transfer in the amount of \$159,124.19.
- B. Approval of the January 09, 2024, Regular meeting minutes.

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

The Motion Carried (6-0).

PUBLIC HEARING

A. To receive comments on a proposed Solid Waste Rate Adjustment

At 7:52 P.M., Mayor Pro Tempore Bufford opened the public hearing. Acting City Manager Corcoran briefed the Council on the proposed solid waste rate adjustment, stating the public hearing was to receive comments on the proposed solid waste rate adjustment. Mayor Pro Tempore Bufford invited Councilmember comments. There was a brief discussion on inviting solid waste representatives to the Council meeting.

Mayor Pro Tempore Bufford invited public testimony.

- Brian Rybolt, 1036 Daniels Drive, commented on the scheduled rate increase and the service provided.

At 7:57 P.M., Mayor Pro Tempore Bufford closed the public hearing.

UNFINISHED BUSINESS

There was no unfinished business.

NEW BUSINESS

A. Memorandum of Understanding – Fircrest Police Guild Incentive Pay

Acting City Manager Corcoran briefed the Council on the Memorandum of Understanding regarding the Fircrest Police Guild incentive pay. **Councilmember Wittner MOVED to authorize the City Manager to execute a Memorandum of Understanding with the Fircrest Police Guild regarding signing bonus incentive pay; seconded by Councilmember George.** Mayor Pro Tempore Bufford invited Councilmember comments; none were provided. Mayor Pro Tempore Bufford invited public comment; none were provided.

The Motion Carried (6-0).

CALL FOR FINAL COMMENTS

There was a brief discussion on the City Manager’s contract.

EXECUTIVE SESSION

There was no executive session scheduled.

ADJOURNMENT

Councilmember Viafore MOVED to adjourn the meeting at 8:03 P.M., seconded by Councilmember Wittner.

The Motion Carried (6-0).

Nikki Bufford, Mayor Pro Tempore

Arlette Burkhart, Acting City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Ordinance - Solid Waste Rate Adjustment
ITEM: 13A
DATE: February 13, 2024
FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Ordinance No. ____, amending Section 1 of Ordinance No. 1703 and Fircrest Municipal Code 6.08.130 relating to the schedule of rates and charges for solid waste collection.

PROPOSAL: The Council is being asked to approve the proposed ordinance setting new solid waste rates effective March 1, 2024.

FISCAL IMPACT: The rate changes include:

- 4.6% adjustment based on the June-to-June CPI-U.
- Disposal Site Fee charged by LRI increased by \$3.61 per ton, or 2.1%.
- Recycling commodities surcharge increased from 0.83% to 0.94%.

ADVANTAGE: The proposed rate adjustment is pursuant to and complies with the City's contract with Westside Disposal.

DISADVANTAGES: The cost to customers for solid waste collection will increase.

ALTERNATIVES: None. These rate adjustments are pursuant to contract and ordinance language, and therefore, there are no alternatives.

HISTORY: The City has had a long-standing relationship with Westside Disposal for refuse services. The current contract commenced in 1998 for a period of 32 years, terminating in 2030, with the option for an additional term of eight years.

The provisions of the contract allow Westside Disposal to increase rates annually based on the June-to-June Seattle-Tacoma-Bellevue All Urban Consumers (CPI-U) Consumer Price Index. Westside Disposal is also allowed to pass any disposal site fee increases on to customers based on the rate charged to dispose of solid waste/garbage at Pierce County Recycling, Composting & Disposal (dba LRI).

ATTACHMENTS: [Ordinance](#)
[Westside Disposal Rate Increase Notification Letter](#)
[Pierce County – LRI Disposal Rate Letter](#)
[Consumer Price Index \(CPI-U\) - June 2023](#)
[Rate Worksheet](#)

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**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF
ORDINANCE NO. 1703 AND FIRCREST MUNICIPAL CODE
6.08.130 RELATING TO THE SCHEDULE OF RATES AND
CHARGES FOR SOLID WASTE COLLECTION.**

WHEREAS, the City entered into a contract with Westside Disposal, Inc. (“Westside Disposal”) on June 1, 1998, for solid waste and recycling collection services and has since approved six amendments thereto, including those identified in the February 9, 2021, approval of Resolution No. 1709; and

WHEREAS, on February 14, 2023, the City Council passed Ordinance 1703 amending the Solid Waste and Recycling Rates for the year 2023 pursuant to the contract with Westside Disposal; and

WHEREAS, the City’s contract with Westside Disposal includes a provision for annual rate adjustments based on the June to June CPI-U percentage change, the disposal site fee charged by Pierce County Recycling, Composting & Disposal (LRI), and a recycling commodity surcharge; and

WHEREAS, the City received notification from Westside Disposal on November 27, 2023, of a rate increase based on a June 2023 CPI-U increase of 4.6%, a disposal site fee increase of 2.1%, and a recycling commodity surcharge increase of 0.11%; and

WHEREAS, the City Council has determined it is in the City’s best interest to amend Section 1 of Ordinance No. 1703 and Fircrest Municipal Code Section 6.08.130, to reflect the solid waste and recycling rate changes.

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

Section 1. Section 1 of Ordinance 1703 and Section 6.08.130 FMC are hereby amended to read as follows:

6.08.130 Schedule of Rates and Charges

Charges shall be made in accordance with the following schedule, which is adopted as the schedule of rates and charges for solid waste collection, as billed on a monthly basis for weekly or, as otherwise specified, pickup. Rates are shown below both with and without taxes. Taxes shall be listed separately on billing statement and shall be applied to all rates. It shall be understood that the rates without taxes shall be shown on billing statement and that some rounding may occur when taxes are added.

1		MONTHLY RATE	
2	<u>Type of Service</u>	<u>Pick-up Frequency</u>	
3		<u>without Taxes</u>	
3	Garbage toter rates below include up to: 3 Yard Waste and 1 Recycling toters.		
4	12 gal. Garbage Toter, curb	Weekly	\$ 21.79
5	24 gal. Garbage Toter, curb	Every-other week	\$ 20.23
6	24 gal. Garbage Toter, curb	Weekly	\$ 31.73
7	48 gal. Garbage Toter, curb	Every-other week	\$ 29.06
8	48 gal. Garbage Toter, curb	Weekly	\$ 43.84
9	64 gal. Garbage Toter, curb	Every-other week	\$ 36.37
10	64 gal. Garbage Toter, curb	Weekly	\$ 51.46
11	96 gal. Garbage Toter, curb	Weekly	\$ 67.12
12	<u>Recycling Toter, per unit, Off curb</u>		\$ 18.22
13	(does not apply to accounts charged for Multi-family Recycling)		
14	<u>Off-curb Garbage Charge (add to toter rate above) per toter</u>		
15	Up to 50' off-curb		\$ 10.41
16	Up to 100' off-curb		\$ 14.82
17	Over 100' off-curb		\$ 20.76
18	32 gal. Occasional Extra Garbage Tags:		\$ 9.46
19	Yard Waste Toter, 64 or 96 gal., per unit:		\$ 5.62
20	Late Payment Fee Minimum:		\$ 5.70
21	Customer stop and restart fee:		\$ 16.93
22	Toter redelivery fee:		\$ 16.93
23	Return trip charge:		\$ 16.93
24	<u>Special pickups (requiring a special trip), per pickup</u>		
25	(applies only to every-other week customers)		
26	12 gal. Garbage Toter		\$ 19.21
27	24 gal. Garbage Toter		\$ 21.25
28	48 gal. Garbage Toter		\$ 25.23
29	64 gal. Garbage Toter		\$ 31.74
30	96 gal. Garbage Toter		\$ 41.47
31	64 & 96 gal. Yard Waste Toter		\$ 20.29
	<u>Extra on-route, off-week pickups (not requiring a special trip), per pickup</u>		
	(applies only to every-other week customers)		
	24 gal. Garbage Toter		\$ 5.98
	48 gal. Garbage Toter		\$ 11.26
	64 gal. Garbage Toter		\$ 15.00

<u>Type of Service</u>	<u>Pick-up Frequency</u>	<u>MONTHLY RATE</u> <u>without Taxes</u>
<u>Commercial Containers (non-compacted)</u>		
Monthly charges for regular weekly service - Multiply rate times number of pick-ups per week (limited to 5 pick-ups per week)		
1 cubic yard	Weekly	\$ 126.56
1.5 cubic yards	Weekly	\$ 169.05
2 cubic yards	Weekly	\$ 209.57
3 cubic yards	Weekly	\$ 317.33
4 cubic yards	Weekly	\$ 390.51
6 cubic yards	Weekly	\$ 591.29
<u>Special, Occasional and Return trip Pickups, per pickup</u>		
1 cubic yard		\$ 38.38
1.5 cubic yards		\$ 48.92
2 cubic yards		\$ 59.72
3 cubic yards		\$ 81.63
4 cubic yards		\$ 102.91
6 cubic yards		\$ 145.03
Multi-family recycling charge, per unit: (charged on all multi-family units)		\$ 7.52
<u>Special Collection Services</u>		
Truck & driver - per hour		\$ 133.70
Each additional man:		\$ 57.51

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

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

Section 3. Effective Date. This Ordinance shall become effective March 1, 2024, after passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 13th day of February 2023.

APPROVED:

Shannon Reynolds, Mayor

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ATTEST:

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Arlette Burkhart, Acting City Clerk

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APPROVED AS TO FORM:

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Robert Zeinemann, City Attorney

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Dawn Masko, City Manager
 City of Fircrest
 115 Ramsdell St.
 Fircrest WA 98466

November 27, 2023

Re: Annual Rate Adjustment, effective 3-1-24

Ms. Masko-

Enclosed you will find documentation regarding our request for the annual rate adjustment. The adjustment is made up of three parts:

- **Disposal Tip Fee** charged to us by LRI, will be going from the current \$171.23 to \$174.84 per ton, an increase of \$3.61 per ton or 2.1%. This increase becomes effective March 1, 2024.
- **CPI adjustment** as allowed in Section 35.A. in our contract is based on the June - June CPI-U. The contract requires that the prior year disposal fee component amount be subtracted first, the remaining amount is then multiplied times 1 plus the CPI percent change June – June. The CPI percent change this year is 4.6%.
- **Recycling Commodities Surcharge** increase from 0.83% to 0.94%

Rate Examples (taxes not included):

Garbage Service Level	Pickup Frequency	Current Rate 3-1-23	Proposed Rate 3-1-24	Adjustment Amount	Adjustment Percent	Recy. Comm. Surcharge 0.94%
12 gal garbage cart	1 x per week	\$20.94	\$21.79	\$0.85	4.1%	\$0.20
24 gal garbage cart	Every other week	\$19.44	\$20.23	\$0.79	4.1%	\$0.19
64 gal garbage cart	Every other week	\$35.00	\$36.37	\$1.37	3.9%	\$0.34
1 yd container	1 x per week	\$122.18	\$126.56	\$4.38	3.6%	\$1.19

Please contact us with any questions you may have regarding this. Thank you.

Sincerely,



Michael Gruener
 Asst. General Manager
 Westside Disposal



9850 64th Street West
University Place, Washington 98467-1078
piercecountywa.gov/ppw

September 1, 2023

The Honorable Ryan Mello
Pierce County Council Chair
930 Tacoma Avenue South
Tacoma, WA 98402

Subject: 2024 Solid Waste Tipping Fee Adjustment

Council Chair Mello:

The 2008 Pierce County Waste Handling Agreement (Agreement) contains procedures for enacting annual rate adjustments, with specific steps and timelines outlined in the enclosed *Rate Setting and Services Guidelines (Guidelines)*. As directed by the Executive, the Planning and Public Works Department (Department) reviews and revises the rates annually.

Pursuant to the terms of the Agreement, rate adjustments may take effect administratively. The County Executive, however, is required to notify the County Council of any proposed rate adjustment. This letter serves as that notice.

Rates are calculated to increase \$3.61 per ton, effective March 1, 2024. Mandatory formulas specified in the Agreement account for a \$3.64 increase and non-mandatory adjustments account for a decrease of \$0.03. This 2.11% increase in solid waste tipping fees will increase a typical household’s monthly garbage collection bill by approximately \$.40 cents.

No action is required by the Council to implement this increase. The Council, however, may choose to hold a hearing to determine whether the proposed adjustment is consistent with the inflationary formula and other terms of the Waste Handling Agreement. Department staff can be available should the Council wish to hold a hearing or receive either a formal or informal briefing on this subject.

Enclosed is a chart showing the proposed rate adjustments by component, along with explanations of each component and a comparison with the current rate. Please contact me at (253) 798-8603 if I can be of further assistance in this matter.

Respectfully,

Ryan Dicks,
Sustainable Resources Administrator, Planning & Public Works

Council Chair Mello
September 1, 2023
Page 2

Project File: D&DO/WHA/March 2024 Rate Adjustment

Enclosures: Proposed Rates by Component

ec: Bruce F. Dammeier, Pierce County Executive
Dan Grimm, Deputy Executive/Chief Operating Officer
Brian Hardtke, Director of Policy and Deputy Counsel
Jen Tetatzin, Director, Planning and Public Works
Melanie Halsan, Assistant Director, Planning and Public Works
Bruce Wagner, Deputy Director, Planning and Public Works
Gary Robinson, Director, Finance Department
Hugh Taylor, Senior Legislative Analyst, Pierce County Council
Tom Swanson, Policy Analyst, Pierce County Council
Rick Johnston, Project Coordinator, Planning and Public Works
Chris Brown, Project Manager, Planning and Public Works
Kevin Green, Pierce County Recycling, Composting, and Disposal, LLC

PROPOSED RATES BY COMPONENT

Pursuant to the Agreement, the Department has calculated the following changes to solid waste tipping fees for the period March 1, 2024 to February 28, 2025:

Components	Effective Until 2/29/24	Effective Starting 3/1/24	Change
Component A – Transfer Facilities, Recycling, and Transportation	\$56.84	\$60.60	\$3.76
Component B – County Diversion Program	\$25.27	\$26.87	\$1.60
Component C – Disposal Services	\$71.87	\$70.15	(\$1.72)
Component D – Community Solid Waste Reduction and Support Programs	\$3.60	\$2.47	(\$1.13)
County Administrative Cost Component	\$13.65	\$14.75	\$1.10
System Base Rate (expressed on a dollars per ton basis)	\$171.23	\$174.84	\$3.61
Percentage Increase			2.11%

Components Explained

Pierce County Recycling, Composting and Disposal LLC d/b/a/ LRI (LRI) retains revenue from four components to operate the regional solid waste handling, disposal, and composting system.

Component A relates to the operation of solid waste transfer stations and recycling facilities; and costs to move waste from remote transfer stations to the LRI Landfill.

Component B is a charge on all solid waste disposal customers that subsidizes LRI’s offering of free yard waste composting to residents and businesses under one ton. Starting in January 2021 loads over one ton were charged a fee set by LRI. These services occur at a County-owned/Company-operated composting facility near Gig Harbor, at Company-owned/operated composting facilities on South Hill and in Thurston County, and as needed, at third party-facilities located outside Pierce County.

Component C funds the disposal of waste in the LRI Landfill.

Component D costs are those deemed by the County as “Solid Waste Reduction and Support Programs.” LRI retains all this revenue with the review and concurrence of Pierce County. For 2024-2025, these include two items:

- Acceptance of debit and credit cards for payment at the transfer stations. (The Agreement allows LRI to recoup costs imposed by the banks and credit processing companies.)
- Capital projects - The Prairie Ridge and Purdy projects are making improvements to County-owned facilities.

The County Administrative Cost Component is the portion of rates returned to the Planning and Public Works Department to fund Waste Reduction & Recycling, Environmental Education, Code Enforcement,

Council Chair Mello

September 1, 2023

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the Sustainability 2030 program, and to pay an “in-lieu-of-permit” fee to the Tacoma-Pierce County Health Department.

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE June 2023

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	1 Month ending					Year ending	1 Month ending	
	Jun 2022	May 2023	Jun 2023	May 2023	Jun 2023	Jun 2023	Jun 2022	May 2023	Jun 2023	May 2023	Jun 2023	Jun 2023
U. S. City Average.....	296.311	304.127	305.109	4.0	3.0	0.3	292.542	298.382	299.394	3.6	2.3	0.3
West.....	313.496	323.525	324.448	4.5	3.5	0.3	307.063	315.412	316.460	4.1	3.1	0.3
West – Size Class A ¹	322.591	332.600	333.674	4.5	3.4	0.3	314.046	321.214	322.351	3.7	2.6	0.4
West – Size Class B/C ²	182.790	188.833	189.295	4.4	3.6	0.2	184.457	190.313	190.898	4.4	3.5	0.3
Mountain ³	123.933	128.647	128.574	5.1	3.7	-0.1	125.518	130.024	129.852	5.0	3.5	-0.1
Pacific ³	121.046	124.642	125.169	4.3	3.4	0.4	122.522	125.483	126.101	3.7	2.9	0.5
Los Angeles-Long Beach-Anaheim, CA.....	314.072	320.514	322.055	3.2	2.5	0.5	305.577	309.096	310.540	2.4	1.6	0.5
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	May 2022	Mar 2023	May 2023	Mar 2023	May 2023	May 2023	May 2022	Mar 2023	May 2023	Mar 2023	May 2023	May 2023
Riverside-San Bernardino-Ontario, CA ³	123.893	127.707	128.768	4.6	3.9	0.8	124.853	128.027	129.226	4.2	3.5	0.9
San Diego-Carlsbad, CA.....	343.502	358.026	361.339	5.3	5.2	0.9	327.997	339.498	342.686	4.6	4.5	0.9
Urban Hawaii.....	317.207	322.608	323.708	3.3	2.0	0.3	314.884	321.671	323.432	4.0	2.7	0.5
BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending	2 Months ending					Year ending	2 Months ending	
	Jun 2022	Apr 2023	Jun 2023	Apr 2023	Jun 2023	Jun 2023	Jun 2022	Apr 2022	Jun 2023	Apr 2023	Jun 2023	Jun 2023
Phoenix-Mesa-Scottsdale, AZ ⁴	172.643	179.824	180.251	7.4	4.4	0.2	172.827	179.839	179.841	7.6	4.1	0.0
San Francisco-Oakland-Hayward, CA.....	330.539	338.496	340.056	4.2	2.9	0.5	328.137	333.478	335.725	3.6	2.3	0.7
Seattle-Tacoma-Bellevue, WA.....	326.656	338.487	341.734	6.9	4.6	1.0	321.626	332.082	336.135	6.8	4.5	1.2
Urban Alaska.....	268.916	258.866	259.930	3.1	-3.3	0.4	265.859	256.349	257.506	2.0	-3.1	0.5

1 Population over 2,500,000 2 Population 2,500,000 and under, Dec 1996 = 100 3 Dec 2017=100 4 Dec 2001=100

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf

1967=100 base year indexes and tables with semiannual and annual average data are available at: www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm

Release date July 12, 2023. The next release date is scheduled for August 10, 2023. For questions, please contact us at BLInfoSF@bls.gov or (415) 625-2270.

City of Fircrest - Westside Disposal Contract

Schedule 1. - Rate Worksheet 3-1-24

CPI Adjustment	
CPI	4.60%
x Factor	100.00%

Garbage, Recycling and Yard Waste Collection

	Monthly Base Rates	Disposal Fee 3/1/23	Less LRI Disposal Fee Component	Basis Rates for Annual Rate	Wa. State B&O Tax Increase	CPI-U Jun-Jun Seattle-Tacoma- Bellevue	Adjustment effective rate	Disposal Fee 3/1/24	Add for LRI Tip Fee Component	Monthly Base Rates Without Taxes*
Type of Service	Pickup Frequency									
Column #		a	i	d	e	f	g		h	i
Column Formula			(e+f+g+h)	(-\$169.41 x (a/2000))	(b+c+d)	(e x 0.00%)	((e + f) x10.10%)		(\$174.28 x (a/2000))	(e+f+g+h)
Garbage toter rates below include up to: 3 Yard Waste and 1 Recycling toters.										
12 gal. Garbage Toter, curb	Weekly	52	\$ 20.94	\$ (4.53)	\$ 16.41	\$ -	\$ 0.75	\$ -	\$ 4.63	\$ 21.79
24 gal. Garbage Toter, curb	Every-other week	50	\$ 19.44	\$ (4.36)	\$ 15.09	\$ -	\$ 0.69	\$ -	\$ 4.45	\$ 20.23
24 gal. Garbage Toter, curb	Weekly	88	\$ 30.52	\$ (7.67)	\$ 22.85	\$ -	\$ 1.05	\$ -	\$ 7.83	\$ 31.73
48 gal. Garbage Toter, curb	Every-other week	94	\$ 27.97	\$ (8.19)	\$ 19.78	\$ -	\$ 0.91	\$ -	\$ 8.36	\$ 29.06
48 gal. Garbage Toter, curb	Weekly	140	\$ 42.20	\$ (12.20)	\$ 30.00	\$ -	\$ 1.38	\$ -	\$ 12.46	\$ 43.84
64 gal. Garbage Toter, curb	Every-other week	111	\$ 35.00	\$ (9.67)	\$ 25.32	\$ -	\$ 1.16	\$ -	\$ 9.88	\$ 36.37
64 gal. Garbage Toter, curb	Weekly	153	\$ 49.52	\$ (13.33)	\$ 36.19	\$ -	\$ 1.66	\$ -	\$ 13.61	\$ 51.46
96 gal. Garbage Toter, curb	Weekly	221	\$ 64.63	\$ (19.26)	\$ 45.37	\$ -	\$ 2.09	\$ -	\$ 19.66	\$ 67.12
Recycling Toter, per unit (does not apply to accounts charged for Multi-family Recyc		0	\$ 17.42	\$ -	\$ 17.42	\$ -	\$ 0.80	\$ -	\$ -	\$ 18.22
Off-curb Garbage Charge (add to toter rate above) per toter										
Up to 50' off-curb		0	\$ 9.95	\$ -	\$ 9.95	\$ -	\$ 0.46	\$ -	\$ -	\$ 10.41
Up to 100' off-curb		0	\$ 14.17	\$ -	\$ 14.17	\$ -	\$ 0.65	\$ -	\$ -	\$ 14.82
Over 100' off-curb		0	\$ 19.85	\$ -	\$ 19.85	\$ -	\$ 0.91	\$ -	\$ -	\$ 20.76
32 gal. Occasional Extra Garbage Tags:		31	\$ 9.11	\$ (2.71)	\$ 6.40	\$ -	\$ 0.29	\$ -	\$ 2.77	\$ 9.46
Yard Waste Toter, 64 or 96 gal., per unit		0	\$ 5.37	\$ -	\$ 5.37	\$ -	\$ 0.25	\$ -	\$ -	\$ 5.62
Late Payment Fee Minimum		0	\$ 5.45	\$ -	\$ 5.45	\$ -	\$ 0.25	\$ -	\$ -	\$ 5.70
Customer stop and restart fee:		0	\$ 16.18	\$ -	\$ 16.18	\$ -	\$ 0.74	\$ -	\$ -	\$ 16.93
Toter redelivery fee		0	\$ 16.18	\$ -	\$ 16.18	\$ -	\$ 0.74	\$ -	\$ -	\$ 16.93
Return trip charge:		0	\$ 16.18	\$ -	\$ 16.18	\$ -	\$ 0.74	\$ -	\$ -	\$ 16.93
Special pickups (requiring a special trip), per pickup										
12 gal. garbage toter		13	\$ 18.39	\$ (1.13)	\$ 17.26	\$ -	\$ 0.79	\$ -	\$ 1.16	\$ 19.21
24 gal. garbage toter		44	\$ 20.40	\$ (3.83)	\$ 16.57	\$ -	\$ 0.76	\$ -	\$ 3.91	\$ 21.25
48 gal. garbage toter		47	\$ 24.21	\$ (4.10)	\$ 20.12	\$ -	\$ 0.93	\$ -	\$ 4.18	\$ 25.23
64 gal. garbage toter		55.5	\$ 30.46	\$ (4.84)	\$ 25.62	\$ -	\$ 1.18	\$ -	\$ 4.94	\$ 31.74
96 gal. garbage toter		55.25	\$ 39.76	\$ (4.81)	\$ 34.94	\$ -	\$ 1.61	\$ -	\$ 4.92	\$ 41.47
64 & 96 gal. yard waste toter		0	\$ 19.40	\$ -	\$ 19.40	\$ -	\$ 0.89	\$ -	\$ -	\$ 20.29
Extra on-route, off-week pickups (not requiring a special trip), per pickup										
- applies only to every-other week customers										
24 gal. garbage toter		25	\$ 5.77	\$ (2.18)	\$ 3.59	\$ -	\$ 0.17	\$ -	\$ 2.22	\$ 5.98
48 gal. garbage toter		47	\$ 10.86	\$ (4.10)	\$ 6.77	\$ -	\$ 0.31	\$ -	\$ 4.18	\$ 11.26
64 gal. garbage toter		55.5	\$ 14.46	\$ (4.84)	\$ 9.62	\$ -	\$ 0.44	\$ -	\$ 4.94	\$ 15.00
Commercial Containers (non-compacted)										
Multiply rate X number of pickups per week										
1 yd. Weekly		570	\$ 122.18	\$ (49.67)	\$ 72.51	\$ -	\$ 3.34	\$ -	\$ 50.72	\$ 126.56
1.5 yd. Weekly		814	\$ 163.31	\$ (70.93)	\$ 92.37	\$ -	\$ 4.25	\$ -	\$ 72.43	\$ 169.05
2 yd. Weekly		1,055	\$ 202.55	\$ (91.93)	\$ 110.61	\$ -	\$ 5.09	\$ -	\$ 93.87	\$ 209.57
3 yd. Weekly		1,541	\$ 306.57	\$ (134.28)	\$ 172.29	\$ -	\$ 7.93	\$ -	\$ 137.11	\$ 317.33
4 yd. Weekly		1,997	\$ 377.48	\$ (174.02)	\$ 203.46	\$ -	\$ 9.36	\$ -	\$ 177.69	\$ 390.51
6 yd. Weekly		2,736	\$ 570.96	\$ (238.41)	\$ 332.55	\$ -	\$ 15.30	\$ -	\$ 243.44	\$ 591.29
Special, Occasional and Return trip Pickups, per pickup										
1 yd.		143	\$ 36.99	\$ (12.42)	\$ 24.58	\$ -	\$ 1.13	\$ -	\$ 12.68	\$ 38.38
1.5 yd.		204	\$ 47.20	\$ (17.73)	\$ 29.46	\$ -	\$ 1.36	\$ -	\$ 18.11	\$ 48.92
2 yd.		264	\$ 57.64	\$ (22.98)	\$ 34.65	\$ -	\$ 1.59	\$ -	\$ 23.47	\$ 59.72
3 yd.		385	\$ 78.84	\$ (33.57)	\$ 45.27	\$ -	\$ 2.08	\$ -	\$ 34.28	\$ 81.63
4 yd.		499	\$ 99.42	\$ (43.50)	\$ 55.91	\$ -	\$ 2.57	\$ -	\$ 44.42	\$ 102.91
6 yd.		684	\$ 140.07	\$ (59.60)	\$ 80.47	\$ -	\$ 3.70	\$ -	\$ 60.86	\$ 145.03
Multi-family recycling charge, per unit:		0	\$ 7.19	\$ -	\$ 7.19	\$ -	\$ 0.33	\$ -	\$ -	\$ 7.52
Truck & driver - per hour		0	\$ 127.82	\$ -	\$ 127.82	\$ -	\$ 5.88	\$ -	\$ -	\$ 133.70
Each additional man:		0	\$ 54.98	\$ -	\$ 54.98	\$ -	\$ 2.53	\$ -	\$ -	\$ 57.51

* Fircrest Utility Taxes and Wa. St. Refuse Collection Tax are not included in rates shown, but shall be shown as line items on customer bills.

Recycling Commodity Adjustment - Separate from the rate, shown as line item on bill. Will float up and down with pricing. Based on Recycling Commodity Revenues divided by Customer Rate Revenues.

City of Fircrest - Westside Disposal Contract																																																																	
Schedule 1. - Rate Worksheet 3-1-24																																																																	
11/14/2023																																																																	
Garbage, Recycling and Yard Waste Collection																																																																	
Recycling Commodity Adjustment 3-1-2024																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 10%; text-align: center;">Monthly</td> <td style="width: 10%; text-align: center;">Total</td> <td style="width: 10%; text-align: center;">Total</td> <td colspan="2" style="width: 20%;">Basis period: Nov 2021 - Oct 2022</td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Base</td> <td style="text-align: center;">Rate</td> <td style="text-align: center;">Rate</td> <td colspan="2">Recycling Commodity Revenue</td> <td style="text-align: right;">-\$14,229.08</td> </tr> <tr> <td></td> <td style="text-align: center;">Rates</td> <td style="text-align: center;">Difference</td> <td style="text-align: center;">Increase</td> <td colspan="2">B&O Tax 1.75%</td> <td style="text-align: right;">1.781%</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td colspan="2">Gross Recy Commodity Revenue</td> <td style="text-align: right;">(\$14,482.52)</td> </tr> <tr> <td></td> <td style="text-align: center;">Without</td> <td colspan="2">2024 rate as a %</td> <td colspan="2">/ Rate Fee Revenue</td> <td style="text-align: right;">\$ 1,544,266.36</td> </tr> <tr> <td></td> <td style="text-align: center;">Taxes*</td> <td colspan="2">2023 rate</td> <td colspan="2">Recy Comm Revenue as a % of Rate Fees</td> <td style="text-align: right;">-0.94%</td> </tr> <tr> <td></td> <td style="text-align: center;">Effective</td> <td colspan="2">3/1/2024</td> <td colspan="2"></td> <td></td> </tr> <tr> <td></td> <td></td> <td colspan="2"></td> <td colspan="2">Shown on statement as a line item</td> <td></td> </tr> </table>											Monthly	Total	Total	Basis period: Nov 2021 - Oct 2022				Base	Rate	Rate	Recycling Commodity Revenue		-\$14,229.08		Rates	Difference	Increase	B&O Tax 1.75%		1.781%					Gross Recy Commodity Revenue		(\$14,482.52)		Without	2024 rate as a %		/ Rate Fee Revenue		\$ 1,544,266.36		Taxes*	2023 rate		Recy Comm Revenue as a % of Rate Fees		-0.94%		Effective	3/1/2024									Shown on statement as a line item		
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	Garbage Wt.	Pounds per Service Level	per Month	a	i	j	k	l	m																																																								
	Type of Service	Pickup Frequency		(e+f+g+h)	(b-i)	(j/b)	(i x -0.94%)																																																										
Garbage toter rates below include up to: 3 Yard Waste and 1 Recycling toters.																																																																	
	12 gal. Garbage Toter, curb	Weekly	52	\$ 21.79	\$ 0.85	4.1%	\$ (0.20)																																																										
	24 gal. Garbage Toter, curb	Every-other week	50	\$ 20.23	\$ 0.79	4.0%	\$ (0.19)																																																										
	24 gal. Garbage Toter, curb	Weekly	88	\$ 31.73	\$ 1.21	4.0%	\$ (0.30)																																																										
	48 gal. Garbage Toter, curb	Every-other week	94	\$ 29.06	\$ 1.08	3.9%	\$ (0.27)																																																										
	48 gal. Garbage Toter, curb	Weekly	140	\$ 43.84	\$ 1.64	3.9%	\$ (0.41)																																																										
	64 gal. Garbage Toter, curb	Every-other week	111	\$ 36.37	\$ 1.37	3.9%	\$ (0.34)																																																										
	64 gal. Garbage Toter, curb	Weekly	153	\$ 51.46	\$ 1.95	3.9%	\$ (0.48)																																																										
	96 gal. Garbage Toter, curb	Weekly	221	\$ 67.12	\$ 2.49	3.9%	\$ (0.63)																																																										
	Recycling Toter, per unit (does not apply to accounts charged for Multi-family Recycl		0	\$ 18.22			\$ (0.17)																																																										
Off-curb Garbage Charge (add to toter rate above) per toter																																																																	
	Up to 50' off-curb		0	\$ 10.41	\$ 0.46	4.6%	\$ (0.10)																																																										
	Up to 100' off-curb		0	\$ 14.82	\$ 0.65	4.6%	\$ (0.14)																																																										
	Over 100' off-curb		0	\$ 20.76	\$ 0.91	4.6%	\$ (0.19)																																																										
	32 gal. Occasional Extra Garbage Tags:		31	\$ 9.46	\$ 0.35	3.9%	\$ (0.09)																																																										
	Yard Waste Toter, 64 or 96 gal., per unit		0	\$ 5.62	\$ 0.25	4.6%	\$ (0.05)																																																										
	Late Payment Fee Minimum		0	\$ 5.70	\$ 0.25	4.6%	\$ (0.05)																																																										
	Customer stop and restart fee:		0	\$ 16.93	\$ 0.74	4.6%	\$ (0.16)																																																										
	Toter redelivery fee		0	\$ 16.93	\$ 0.74	4.6%	\$ (0.16)																																																										
	Return trip charge:		0	\$ 16.93	\$ 0.74	4.6%	\$ (0.16)																																																										
Special pickups (requiring a special trip), per pickup																																																																	
	12 gal. garbage toter		13	\$ 19.21	\$ 0.82	4.4%	\$ (0.18)																																																										
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	48 gal. garbage toter		47	\$ 25.23	\$ 1.01	4.2%	\$ (0.24)																																																										
	64 gal. garbage toter		55.5	\$ 31.74	\$ 1.28	4.2%	\$ (0.30)																																																										
	96 gal. garbage toter		55.25	\$ 41.47	\$ 1.71	4.3%	\$ (0.39)																																																										
	64 & 96 gal. yard waste toter		0	\$ 20.29	\$ 0.89	4.6%	\$ (0.19)																																																										
Extra on-route, off-week pickups (not requiring a special trip), per pickup																																																																	
- applies only to every-other week customers																																																																	
	24 gal. garbage toter		25	\$ 5.98	\$ 0.21	3.7%	\$ (0.06)																																																										
	48 gal. garbage toter		47	\$ 11.26	\$ 0.40	3.7%	\$ (0.11)																																																										
	64 gal. garbage toter		55.5	\$ 15.00	\$ 0.54	3.8%	\$ (0.14)																																																										
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	4 yd.		499	\$ 102.91	\$ 3.49	3.5%	\$ (0.97)																																																										
	6 yd.		684	\$ 145.03	\$ 4.96	3.5%	\$ (1.36)																																																										
	Multi-family recycling charge, per unit:		0	\$ 7.52	\$ 0.33	4.6%	\$ (0.07)																																																										
	Truck & driver - per hour		0	\$ 133.70	\$ 5.88	4.6%	\$ (1.25)																																																										
	Each additional man:		0	\$ 57.51	\$ 2.53	4.6%	\$ (0.54)																																																										
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FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Amending Water General Facility Charge & Connection Fees
ITEM: 13B
DATE: February 13, 2024
FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Sections 1(a), 2(a), and 2(b) of Ordinance No. [1706](#) and amending Fircrest Municipal Code [21.01.030](#) – General Facilities Charge, and Fircrest Municipal Code [21.04.130](#) – Service Connection Fee and Meter Drop-In Fee.

PROPOSAL: Fircrest Municipal Code [21.01.030](#) and [21.04.130](#) states that the Water General Facilities Charge (GFC), the Service Connection Fees, and the Meter Drop-In Fees shall be updated annually at a rate adjusted in accordance with the Consumer Price Index All Urban Consumers (CPI-W) for the Seattle-Tacoma-Bremerton area. This ordinance increases the Water GFC, service connection fees, and the water meter drop-in fees by 4.3% based on the CPI-W for the year ending December 2023. These charges are paid by property owners seeking to connect to the City’s water system and include not only the physical connection to the system but also a proportionate share of the existing infrastructure as well as a proportionate share of planned capital projects.

FISCAL IMPACT: The December-to-December CPI-W is 4.3%.

ADVANTAGE: Adjusting these fees on an annual basis in accordance with the December CPI-W rate allows these fees to remain current.

DISADVANTAGES: If this item were not passed, future connections to the water system would be disproportionate across ratepayers. Also, if fees are not kept current, the City could find themselves in a position to raise the fees by an extraordinary amount at a future date.

ALTERNATIVES: Do not increase the fees or adjust the fees with a methodology different from what is specified in the Fircrest Municipal Code.

HISTORY: In 1995, Ordinance No. 1098 established a water general facilities charge based on residential meter equivalency, as developed by Gray & Osborne in a January 1995 water and sewer rate study. The charge was based on the customer’s proportionate share of the value of existing facilities and planned capital improvements. The GFCs were adjusted in May 2001 by Ordinance 1279 and again in November 2001 by Ordinance 1292, when the drop-in fee for meters was also established. In 2008, these fees were reviewed and recalculated per the July 27, 2008 memos from the City Engineer and increased accordingly by Ordinance 1464, effective January 1, 2009. Increases were also implemented in October of 2018 under Ordinance [1619](#), in November of 2022 under Ordinance [1701](#), and in March of 2023 under Ordinance [1706](#). Increases were put on hold for calendar years 2019, 2020, and 2021. The Fircrest Municipal Code is currently written to include an annual increase based on the December CPI-W.

ATTACHMENTS: [Ordinance](#)
[Consumer Price Index \(CPI-W\) - December 2023](#)

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING ORDINANCE NO. 1706
SECTION 1(a) AND FMC 21.01.030 GENERAL FACILITIES
CHARGE; AMENDING ORDINANCE NO. 1706 SECTION 2(a)(b) AND
FMC 21.04.130 SERVICE CONNECTION FEES AND WATER METER
DROP-IN FEES**

WHEREAS, the City Council of the City of Fircrest determined to increase the water system general facilities charge, connection fees, and water meter drop-in fees to more appropriately recover costs associated with connections to the water system and the customer's proportionate share of the value of the existing facilities, based on present-day values.

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

21.01.030 General facilities charge.

Each connection to the city water system shall be charged a water general facilities charge based on the customer's proportionate share of the existing facilities and the planned capital improvements at the time of connection. The general facilities charge shall be paid as specified in FMC 17.10.070 for each property served based on the meter size required to provide the water service requested, as shown in the following table:

(a) The following general facilities charges shall be as follows:

Meter Size	General Facilities Charge
5/8"	\$ 5,447.00 <u>5,681</u>
1"	\$ 13,617.00 <u>14,203</u>
1-1/2"	\$ 27,235.00 <u>28,406</u>
2"	\$ 43,576.00 <u>45,450</u>
3"	\$ 87,152.00 <u>90,900</u>
4"	\$ 136,175.00 <u>142,031</u>

(b) Such general facilities charges shall be credited to the specific premises served and no other property, and the premises shall be noted by address and permanently filed in the records of the city. Properties with existing services shall be considered to have satisfied the general facilities charges; however, change of use shall require payment for any differential in residential equivalents.

(c) The general facility charge schedule shall be updated annually at a rate adjusted in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bremerton area, rounded to the nearest dollar, ending December of each year to be effective February 1st of the following year. (Ord.

1 [1706 § 1, 2023](#); Ord. 1701 § 1, 2022; Ord. 1619 § 1, 2018; Ord. 1464 § 1, 2008; Ord.
2 1292 § 1, 2001; Ord. 1279 § 2, 2001; Ord. 1098 § 1, 1995; Ord. 961 § 4, 1990; Ord. 521,
3 1965; Ord. 279 § 28(b), 1955).

3 **21.04.130 Service connection fee and meter drop-in fee.**

4 A service connection fee or meter drop-in fee shall be charged and collected by the city
5 for each new permanent connection to its water distribution system, which fee shall be
6 paid before any water is furnished through such connection.

6 The service connection fee will be charged in the event that the city is required to make
7 the physical connection to the existing water main, extend the service line to the property
8 line, and install a complete water meter assembly.

8 The meter drop-in fee will be charged in the event that a developer makes the physical
9 connection to a new water main, extends the service line to the property line, and installs
10 a water meter assembly, and the city inspects such work and installs the water meter in
11 the water meter assembly. The service connection fees and meter drop-in fees will be
12 charged as follows:

11 (a) Service Connection Fee.

Meter Size	Service Connection Fee
5/8"	\$ 2,556.00 <u>2,666</u>
1"	\$ 2,644.00 <u>2,758</u>
1-1/2"	\$ 2,866.00 <u>2,989</u>
2"	\$ 3,515.00 <u>3,666</u>

17 For meters larger than two inches, the fee will be the actual costs of labor and materials
18 for furnishing and installing the connection, plus an amount equal to 25 percent of the
19 cost of labor and materials for overhead. In addition to the [service connection](#) fees listed
20 above, an additional fee of \$ ~~3132.00~~ per square foot of pavement restoration required for
21 the connection shall be charged based on measurements made at the time of the
22 connection, and the actual costs of any other related costs shall be the responsibility of
23 the property owner, payable to the city prior to final inspection.

22 The service connection fee shall be updated annually at a rate adjusted in accordance with
23 the Consumer Price Index [for Urban Wage Earners and Clerical Workers](#) (CPI-W) for the
24 Seattle-Tacoma-Bremerton area, [rounded to the nearest dollar](#), ending December of each
25 year to be effective February 1st of the following year.

24 (b) Meter Drop-In Fee.

Meter Size	Service Connection Fee
5/8" <u>"</u>	\$ 532 <u>555.00</u>
1" <u>"</u>	\$ 600 <u>626.00</u>
1-1/2" <u>"</u>	\$ 730 <u>761.00</u>
2" <u>"</u>	\$ 916 <u>955.00</u>

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The meter drop-in fee shall be updated annually at a rate adjusted in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bremerton area, rounded to the nearest dollar, ending December of each year to be effective January 1st of the following year. (Ord. 1706 § 2, 2023; Ord. 1701 § 2, 2022; Ord. 1619 § 2, 2018; Ord. 1464 § 2, 2008; Ord. 1292 § 2, 2001; Ord. 1279 § 5, 2001; Ord. 1098 § 2, 1995; Ord. 961 § 5, 1990; Ord. 385, 1960; Ord. 279 § 13, 1955).

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APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 13th day of February 2024.

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APPROVED:

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Shannon Reynolds, Mayor

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ATTEST:

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Arlette Burkhardt, Acting City Clerk

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APPROVED AS TO FORM:

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Robert Zeinemann, City Attorney

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CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

December 2023

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		1 Month ending				Year ending		1 Month ending
	Dec 2022	Nov 2023	Dec 2023	Nov 2023	Dec 2023	Dec 2023	Dec 2022	Nov 2023	Dec 2023	Nov 2023	Dec 2023	Dec 2023
U. S. City Average.....	296.797	307.051	306.746	3.1	3.4	-0.1	291.051	301.224	300.728	3.0	3.3	-0.2
West.....	314.599	326.299	325.932	3.3	3.6	-0.1	306.762	318.299	317.689	3.1	3.6	-0.2
West – Size Class A ¹	323.322	335.522	335.308	3.4	3.7	-0.1	312.793	324.235	323.863	3.0	3.5	-0.1
West – Size Class B/C ²	183.686	190.409	190.095	3.1	3.5	-0.2	184.829	191.999	191.462	3.1	3.6	-0.3
Mountain ³	125.349	129.252	129.156	2.9	3.0	-0.1	126.516	130.765	130.406	2.8	3.1	-0.3
Pacific ³	121.105	125.904	125.743	3.5	3.8	-0.1	122.023	126.781	126.574	3.2	3.7	-0.2
Los Angeles-Long Beach-Anaheim, CA.....	312.601	323.341	323.456	2.8	3.5	0.0	302.271	311.684	311.427	2.2	3.0	-0.1
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Nov 2022	Sep 2023	Nov 2023	Sep 2023	Nov 2023	Nov 2023	Nov 2022	Sep 2023	Nov 2023	Sep 2023	Nov 2023	Nov 2023
Riverside-San Bernardino-Ontario, CA ³	125.983	131.372	131.372	4.9	4.3	0.0	126.453	131.946	131.963	4.9	4.4	0.0
San Diego-Carlsbad, CA.....	348.145	367.185	366.343	4.7	5.2	-0.2	331.524	349.402	347.878	4.6	4.9	-0.4
Urban Hawaii.....	319.971	328.905	331.428	2.2	3.6	0.8	318.464	327.946	330.577	2.6	3.8	0.8
BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Dec 2022	Oct 2023	Dec 2023	Oct 2023	Dec 2023	Dec 2023	Dec 2022	Oct 2023	Dec 2023	Oct 2023	Dec 2023	Dec 2023
Phoenix-Mesa-Scottsdale, AZ ⁴	175.019	181.391	179.733	2.9	2.7	-0.9	174.903	181.521	179.593	2.7	2.7	-1.1
San Francisco-Oakland-Hayward, CA.....	331.222	341.219	339.915	2.8	2.6	-0.4	326.465	337.698	335.597	2.5	2.8	-0.6
Seattle-Tacoma-Bellevue, WA.....	330.489	345.992	344.982	4.8	4.4	-0.3	324.906	340.263	338.852	4.4	4.3	-0.4
Urban Alaska.....	256.634	263.984	261.178	1.1	1.8	-1.1	255.001	261.285	258.598	0.1	1.4	-1.0

1 Population over 2,500,000 2 Population 2,500,000 and under, Dec 1996 = 100 3 Dec 2017=100 4 Dec 2001=100

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf

1967=100 base year indexes and tables with semiannual and annual average data are available at: www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm

Release date January 11, 2024. The next release date is scheduled for February 13, 2024. For questions, please contact us at BLInfoSF@bls.gov or (415) 625-2270.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Amending Sewer General Facility Charge & Connection Fees
ITEM: 13C
DATE: February 13, 2024
FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Ordinance No. _____, amending Sections 1(a), 2(a), and 2(c) of Ordinance No. [1705](#) and amending Fircrest Municipal Code [20.04.025](#) – General Facilities Charge, and Fircrest Municipal Code [20.04.030](#) – Service Connection Fee and Inspection Fee.

PROPOSAL: Fircrest Municipal Code [20.04.025](#) and [20.04.030](#) states that the Sewer General Facilities Charge (GFC), the Service Connection Fee, and the Inspection Fee shall be updated annually at a rate adjusted in accordance with the Consumer Price Index All Urban Consumers (CPI-W) for the Seattle-Tacoma-Bremerton area. This ordinance increases the Sewer GFC, the service connection fee, and the inspection fee by 4.3% based on the CPI-W for the year ending December 2023. These charges are paid by property owners seeking to connect to the City’s sewer system and include not only the physical connection to the system but also a proportionate share of the existing infrastructure as well as a proportionate share of planned capital projects.

FISCAL IMPACT: The December-to-December CPI-W is 4.3%.

ADVANTAGE: Adjusting these fees on an annual basis in accordance with the December CPI-W rate allows these fees to remain current.

DISADVANTAGES: If this item were not passed, future connections to the water system would be disproportionate across ratepayers. Also, if fees are not kept current, the City could find themselves in a position to raise the fees by an extraordinary amount at a future date.

ALTERNATIVES: Do not increase the fees or adjust the fees with a methodology different from what is specified in the Fircrest Municipal Code.

HISTORY: In 1995, Ordinance No. 1099 established a sewer general facilities charge based on residential meter equivalency, as developed by Gray & Osborne in a January 1995 water and sewer rate study. The charge was based on the customer’s proportionate share of the value of existing facilities and planned capital improvements. The GFCs were adjusted in May 2001 by Ordinance 1280 and again in November 2001 by Ordinance 1293, when the inspection fee was also established. In 2008, these fees were reviewed and recalculated per the July 27, 2008 memos from the City Engineer and increased accordingly by Ordinance 1465, effective January 1, 2009. Increases were also implemented in October of 2018 under Ordinance [1621](#), in November of 2022 under Ordinance [1699](#), and in March of 2023 under Ordinance [1705](#). Increases were put on hold for calendar years 2019, 2020, and 2021. The Fircrest Municipal Code is currently written to include an annual increase based on the December CPI-W.

ATTACHMENTS: [Ordinance](#)
[Consumer Price Index \(CPI-W\) - December 2023](#)

**CITY OF FIRCREST
ORDINANCE NO. ____**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AMENDING ORDINANCE NO. 1705
SECTION 1(a) AND FMC 20.04.025 GENERAL FACILITIES CHARGE;
AMENDING ORDINANCE NO. 1705 SECTION 2(a)(c) AND FMC
20.04.030 SERVICE CONNECTION FEE AND INSPECTION FEE.**

WHEREAS, the City Council of the City of Fircrest determined to increase the sewer system general facilities charge, connection fees, and inspection fees to more appropriately recover costs associated with connections to the sewer system and the customer’s proportionate share of the value of the existing facilities, based on present-day values.

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

Section 1. Section 1 of Ordinance No. 1705 and FMC 20.04.025 are hereby amended to read as follows:

20.04.025 General facilities charge.

Each connection to the city sanitary sewer system shall be charged a general facilities charge based on the customer’s proportionate share of the value of the existing facilities and the planned capital improvements at the time of connection for each property served. The general facilities charge shall be a flat rate of \$ ~~6,190,456~~.00 except for business, commercial, and industrial connections.

(a) The general facilities charge for business, commercial, and industrial connections shall be computed by multiplying the base rate of \$~~6,190,456~~.00 times the meter equivalent, based on the meter size table as follows:

Meter Size	Meter Equivalent	General Facilities Charge
5/8"	1.0	\$ 6,190.00 <u>6,456</u>
1"	2.5	\$ 15,474.00 <u>16,139</u>
1-1/2"	5.0	\$ 30,949.00 <u>32,280</u>
2"	8.0	\$ 49,518.55 <u>51,648</u>
3"	16.0	\$ 99,036.00 <u>103,295</u>
4"	25.0	\$ 154,745.00 <u>161,399</u>

(b) Such general facilities charges shall be credited to the specific premises served and no other property, and the premises shall be noted by address and permanently filed in the records of the city. Properties with existing services shall be considered to have satisfied

1 the general facilities charges; however, change of use shall require payment for any
2 differential in residential equivalents.

3 (c) The general facility charge schedule shall be updated annually at a rate adjusted in
4 accordance with the Consumer Price Index for Urban Wage Earners and Clerical
5 Workers (CPI-W) for the Seattle-Tacoma-Bremerton area, rounded to the nearest dollar,
6 ending December of each year, to be effective February 1st of the following year. (Ord.
7 1705 § 1, 2023; Ord. 1699 § 1, 2022; Ord. 1621 § 1, 2018; Ord. 1465 § 1, 2008; Ord.
8 1293 § 1, 2001; Ord. 1280 § 3, 2001; Ord. 1099 § 2, 1995).

9 **Section 2.** Section 2 of Ordinance No. 1621 and FMC 20.04.030 are hereby amended to
10 read as follows:

11 **20.04.030 Service connection fee and inspection fee.**

12 A service connection fee or inspection fee for each residential unit or equivalent shall be
13 charged and collected by the city for each new permanent connection to its sewer
14 collection system. The service connection fee will be charged in the event that the city is
15 required to make the physical connection to the existing sewer main and extend the
16 service line to the property line. The inspection fee will be charged in the event that a
17 developer makes the physical connection to a new or existing sewer main, extends the
18 service line to the property line, completes all surface restoration, and the city inspects
19 said work. The service connection fee and inspection fees shall be charged as follows:

20 (a) Service connection fee: \$ ~~3,033.00~~ 3,163.163. In addition to the service connection fee, an
21 additional fee of \$ ~~3132.00~~ per square foot of pavement restoration required for the
22 connection shall be charged based on measurements made at the time of connection, and
23 the actual cost of any other related work shall be the responsibility of the property owner
24 payable to the city prior to final inspection.

25 (b) The service connection fee shall be updated annually at a rate adjusted in accordance
26 with the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)
27 for the Seattle-Tacoma-Bremerton area, rounded to the nearest dollar, ending December
28 of each year to be effective February 1st of the following year.

29 (c) Inspection fee: \$ ~~434453.00~~.

30 (d) The inspection fee shall be updated annually at a rate adjusted in accordance with the
31 Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the
Seattle-Tacoma-Bremerton area, rounded to the nearest dollar, ending December of each
year to be effective February 1st of the following year. (Ord. 1705 § 2, 2023; Ord. 1699 §
2, 2022; Ord. 1621 § 2, 2018; Ord. 1465 § 2, 2008; Ord. 1293 § 3, 2001; Ord. 1280 § 4,
2001; Ord. 1099 § 1, 1995; Ord. 961 § 1, 1990; Ord. 913 § 2, 1988; Ord. 116 § 3, 1947).

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON,** at a regular meeting thereof this 13th day of February
2024.

APPROVED:

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Shannon Reynolds, Mayor

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ATTEST:

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Arlette Burkhardt, Acting City Clerk

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APPROVED AS TO FORM:

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Robert Zeinemann, City Attorney

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CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

December 2023

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

MONTHLY DATA	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		1 Month ending				Year ending		1 Month ending
	Dec 2022	Nov 2023	Dec 2023	Nov 2023	Dec 2023	Dec 2023	Dec 2022	Nov 2023	Dec 2023	Nov 2023	Dec 2023	Dec 2023
U. S. City Average.....	296.797	307.051	306.746	3.1	3.4	-0.1	291.051	301.224	300.728	3.0	3.3	-0.2
West.....	314.599	326.299	325.932	3.3	3.6	-0.1	306.762	318.299	317.689	3.1	3.6	-0.2
West – Size Class A ¹	323.322	335.522	335.308	3.4	3.7	-0.1	312.793	324.235	323.863	3.0	3.5	-0.1
West – Size Class B/C ²	183.686	190.409	190.095	3.1	3.5	-0.2	184.829	191.999	191.462	3.1	3.6	-0.3
Mountain ³	125.349	129.252	129.156	2.9	3.0	-0.1	126.516	130.765	130.406	2.8	3.1	-0.3
Pacific ³	121.105	125.904	125.743	3.5	3.8	-0.1	122.023	126.781	126.574	3.2	3.7	-0.2
Los Angeles-Long Beach-Anaheim, CA.....	312.601	323.341	323.456	2.8	3.5	0.0	302.271	311.684	311.427	2.2	3.0	-0.1
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Nov 2022	Sep 2023	Nov 2023	Sep 2023	Nov 2023	Nov 2023	Nov 2022	Sep 2023	Nov 2023	Sep 2023	Nov 2023	Nov 2023
Riverside-San Bernardino-Ontario, CA ³	125.983	131.372	131.372	4.9	4.3	0.0	126.453	131.946	131.963	4.9	4.4	0.0
San Diego-Carlsbad, CA.....	348.145	367.185	366.343	4.7	5.2	-0.2	331.524	349.402	347.878	4.6	4.9	-0.4
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1967=100 base year indexes and tables with semiannual and annual average data are available at: www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm

Release date January 11, 2024. The next release date is scheduled for February 13, 2024. For questions, please contact us at BLInfoSF@bls.gov or (415) 625-2270.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Department of Commerce Year 2 Grant Authorization
ITEM: 13E
DATE: February 13, 2024
FROM: Mark Newman, Community Development Director

RECOMMENDED MOTION: I move to adopt Resolution No. ____, authorizing the City Manager to execute a grant contract with the Washington State Department of Commerce for \$62,500 to assist with the periodic Comprehensive Plan and Development Regulations update required by the Growth Management Act.

PROPOSAL: The Council is being asked to authorize the City Manager to execute a grant contract with the Department of Commerce for \$62,500. The City was allocated \$125,000 total in grant funding separated into two grants of \$62,500 in 2023 and 2024, respectively. This is the second of the two contracts. The grants may be used for planning work needed to review or revise our Comprehensive Plan and development regulations as required to implement the 2024 periodic update. Work completed through June 30, 2024 can be reimbursed with this grant.

FISCAL IMPACT: \$62,500 grant towards the cost of the periodic update.

ADVANTAGE: This contract allows us to access grant funds.

DISADVANTAGES: None identified.

ALTERNATIVES: Not access grant funds and provide staff with alternative direction/budget.

HISTORY: Every ten years, as required by the Growth Management Act (GMA), cities are required to update their Comprehensive Plan. Fircrest's last major update was conducted in 2016, with amendments in 2020. The process of this update is expected to take about two years to complete, with the Council set to adopt the 2024 Plan by the end of 2024. On January 24, 2023, [Resolution No. 1819](#) authorized the City Manager to execute a Professional Services Agreement with BHC Consultants, LLC for \$115,000 to assist with this work. The Department of Commerce grant will be used to reimburse the City for payments made to BHC.

ATTACHMENTS: [Resolution](#)
[Department of Commerce Grant Contract](#)

**CITY OF FIRCREST
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE A GRANT CONTRACT WITH THE
WASHINGTON STATE DEPARTMENT OF COMMERCE FOR
\$62,500 FOR THE PERIODIC UPDATE OF THE CITY OF
FIRCREST'S COMPREHENSIVE PLAN AND DEVELOPMENT
REGULATIONS**

WHEREAS, every ten years, as required by the Growth Management Act, cities are required to update their comprehensive plans; and

WHEREAS, the State legislature has allocated funds for cities to update their comprehensive plans and development regulations to align with Vision 2050 and the development of newly required elements; and

WHEREAS, the City of Fircrest's last major Comprehensive Plan Update was conducted in 2016, with amendments occurring in 2020; and

WHEREAS, the process of updating the City of Fircrest's Comprehensive Plan is expected to take approximately two years to complete; and

WHEREAS, this second grant agreement with the Washington State Department of Commerce represents the second portion of the allocated \$125,000 the City was awarded.

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 grant contract with the Washington State Department of Commerce for \$62,500 for the City of Fircrest to update and revise its Comprehensive Plan and development regulations.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 13th day of February 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, Acting City Clerk

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APPROVED AS TO FORM:

Robert Zeinemann, City Attorney



Interagency Agreement with

City of Fircrest

through

Growth Management Services

**Contract Number:
24-63335-252**

For

GMA Periodic Update Grant – FY2024

Dated: Date of Execution

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Face Sheet

Contract Number: 24-63335-252

**Local Government Division
Growth Management Services
GMA Periodic Update Grant (PUG)**

1. Contractor City of Fircrest Planning & Building 115 Ramsdell Street Fircrest, WA 98466		2. Contractor Doing Business As (as applicable) N/A	
3. Contractor Representative Mark Newman Community Development Director 253-238-4129 mnewman@cityoffircrest.net		4. COMMERCE Representative Valerie Smith Deputy Managing Director (36) 725-3062 Valerie.smith@commerce.wa.gov PO Box 42525 1011 Plum St. SE Olympia, WA 98504	
5. Contract Amount \$62,500	6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	7. Start Date Date of Execution	8. End Date June 30, 2024
9. Federal Funds (as applicable) N/A		Federal Agency: N/A ALN N/A	
10. Tax ID # N/A	11. SWV # <div style="background-color: black; width: 100px; height: 15px;"></div>	12. UBI # 278-009-045	13. UEI # N/A
14. Contract Purpose Grant funding to assist the City of Fircrest with planning work for the completion the Growth Management Act (GMA) requirement to review and revise the comprehensive plan and development regulations under RCW 36.70A.130(5). COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget.			
FOR CONTRACTOR <hr/> Dawn Masko, City Manager City of Fircrest <hr/> Date		FOR COMMERCE <hr/> Mark K. Barkley, Assistant Director Local Government Division <hr/> Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed **sixty-two thousand, five hundred dollars (\$62,500)**, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

4. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 24-63335-252. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement. Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

Grant Start Date

COMMERCE will pay the Contractor for costs incurred beginning July 1, 2023, for services and deliverables described under this Agreement.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

Line Item Modification of Budget

- A. Notwithstanding any other provision of this contract, the Contractor may, at its discretion, make modifications to line items in the Budget (Attachment B) that will not increase the line item by more than fifteen percent (15%).
- B. The Contractor shall notify COMMERCE in writing (by email or regular mail) when proposing any budget modification or modifications to a line item of the Budget (Attachment B) that would increase the line item by more than fifteen percent (15%). Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this contract that would cause one or more budget line items to exceed the 15 percent (15%) threshold increase described above.
- C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email or regular mail), and such written approval shall amend the Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.
- D. Nothing in this section shall be construed to permit an increase in the amount of funds available for the Project, as set forth in Section 3 of this contract, nor does this section allow any proposed changes to the Scope of Work, including Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

5. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

6. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

7. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

8. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and

iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

- B.** The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C.** Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As

an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and

(iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further

damage.

- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. **WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

Attachment A: Scope of Work

Tasks / Actions / Deliverables	Description	End Date
Task 2.0	Prepare internal Housing Element draft as a subset within the Comprehensive Plan; finalize visioning	October 2023
Action 2.1	Hold Community Open House with City Council to discuss Vision and goals for Housing Element as a subset within the Comprehensive Plan	
Deliverable 2.0	Internal Housing Element Draft as a subset within the Comprehensive Plan	October 2023
Task 3.0	Prepare internal Comp Plan draft; finalize visioning	October 2023
Action 3.1	SEPA Process	September 2023
Action 3.2	Hold Community Open House with City Council to discuss Vision and goals for comp plan update	
Deliverable 3.0	Internal Comp Plan Draft	October 2023
Task 4.0	Prepare Draft 2024 Comprehensive Plan	October 2023
Action 4.1	Incorporate all comments received	October 2023
Deliverable 4.0	Draft 2024 Comprehensive Plan ready, SEPA Checklist	January 2024
Task 5.0	State Review	March 2024
Action 5.1	Submit notice of proposed comprehensive plan amendments to Washington State Department of Commerce	March 2024

Action 5.2	Incorporate all comments received by Washington State Department of Commerce and other State Departments	May 2024
Deliverable 5.0	Completed State Review and Incorporate comments	May 2024
Task 6.0	Present proposed comprehensive plan amendments to City Council	May 2024
Action 6.1	Present to City Council the comprehensive plan amendments for adoption and hold public hearing	May 2024
Deliverable 6.0	Draft Development Regulations to maintain consistency with Comp Plan Update	June 15, 2024
Task 7.0	Present memo of proposed code changes to Planning Commission	April 2024
Task 7.1	Present to City Council and hold public hearing	May 2024
Deliverable 7.0	Final draft of prevised development code changes	June 15, 2024

Attachment B: Budget

Year 2 Task/Deliverable	Year 2 Amount
Deliverable 2 - Internal Housing Element Draft	\$N/A, no grant funding expected to go toward this deliverable.
Deliverable 3 - Internal Comp Plan Draft	\$N/A, no grant funding expected to go toward this deliverable.
Deliverable 4 - SEPA Checklist Draft 2024 Comprehensive Plan with incorporated public comments	\$37,500
Deliverable 5 - Completed State Review with incorporated comments	\$15,000
Deliverable 6 - Draft Development Regulations	\$N/A, no grant funding expected to go toward this deliverable.
Deliverable 7 - Comprehensive Plan amendments adopted by City Ordinance/Final 2024 Comprehensive Plan	\$10,000
Total Grant (SFY 2024 only)	\$62,500

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Approval of Council Rules of Procedure Amendment
ITEM: 13E
DATE: February 13, 2024
FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. ____, rescinding Resolution No. [1832](#) relating to City Council Rules of Procedure and adopting new City Council Rules of Procedure.

PROPOSAL: The Council is being asked to approve a resolution rescinding Resolution No. [1832](#) and revising the City Council Rules of Procedure. The resolution revises Rule 24 – Council Liaisons to implement Mayor Reynolds' proposed liaison program assignments.

FISCAL IMPACT: None.

ADVANTAGE: The proposed Council Rules of Procedure would be updated to reflect revised functional areas for Council liaison assignments.

DISADVANTAGES: Some Council liaisons will need to meet with more than one Department Director to keep informed of operations, developments, and issues related to their assigned area.

ALTERNATIVES: Continue to operate under the existing Council Rules of Procedure.

HISTORY: The City Council adopted the City Council Rules of Procedure on June 6, 1990 with Resolution 441 and revised the Rules of Procedure in 1994 (Resolution 528), 2003 (Resolution 760), 2008 (Resolution No. 1027), 2009 (Resolution No. 1076), 2018 (Resolution No. [1542](#)), 2020 (Resolution No. [1649](#)), 2021 (Resolution No. [1708](#)), and 2023 (Resolution No. [1832](#)).

The proposed revisions (for Council liaison reporting purposes) include:

- Combine Water, Sewer, Storm, Streets, and Equipment into a Public Works group.
- Move Facilities out of Public Works and into Finance and Information Technology (IT).
- Create a new Sustainability functional area and add it to Parks and Recreation.

The updated Council Rules include the addition of Sustainability as a regular topic for Council liaison reports due to the City's increasing pursuit of sustainability grants. A Council liaison should be regularly briefed on this topic by the appropriate Department Director so that the City can be ready to act on any grant applications that could arise.

Additionally, moving Facilities from Public Works and combining this area with Finance and IT reduces the current Public Works portfolio, which is presently large and a lot for one Councilmember to keep briefed on. Prior to 2009, Finance, IT, and Facilities were combined as one functional reporting area.

ATTACHMENTS: [Resolution Rule 24 – Updated Version](#)
[Exhibit A - City Council Rules of Procedure](#)

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**CITY OF FIRCREST
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF FIRCREST, WASHINGTON, RESCINDING
RESOLUTION NO. 1832 RELATING TO THE CITY
COUNCIL RULES OF PROCEDURE AND ADOPTING NEW
CITY COUNCIL RULES OF PROCEDURE.**

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 441 on June 26, 1990, which constituted the City Council’s Rules of Procedure; and

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 528, Resolution No. 760, Resolution No. 1027, Resolution No. 1076, Resolution No. 1542, Resolution No. 1649, Resolution No. 1708, and Resolution No. 1832, which rescinded previous Resolutions and made revisions to the City Council’s Rules of Procedure; and

WHEREAS, the City Council wishes to make changes to the Rules of Procedure which were adopted on May 23, 2023, to revise functional areas for Council liaison assignments.

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

Section 1. Resolution No. 1832 is hereby rescinded.

Section 2. The attached City Council Rules of Procedure, hereto referred to as Exhibit “A,” and by this reference thereto incorporated herein as if fully set forth, are hereby adopted effective immediately.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 13th day of February, 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, Acting City Clerk

APPROVED AS TO FORM:

Robert D. Zeinemann, City Attorney

RULE 24. COUNCIL LIAISONS

- A. In order to build additional Council expertise in various areas of City operations, the Mayor shall designate functional areas and appoint a Councilmember, at the beginning of the fiscal year, to serve as a liaison to the City Manager. Functional areas for liaison assignments may include the following, though specific areas may be adjusted depending on the organization of the City:
- Parks, Recreation, and Sustainability
 - Built Environment, Planning and Building
 - Administration
 - Finance, Information Technology, and Facilities
 - Public Works
 - Police/Public Safety and Court
- B. The City Manager and respective department heads shall strive to provide liaisons with additional information beyond that normally provided to the Council as a whole, and to keep the liaisons abreast of developments, trends, conditions and issues in the various functional areas of City government.



THE CITY OF FIRCREST

Fircrest City Council

Rules of Procedure

2023 Revision—Adopted by Resolution No. 1832—May 23, 2023
2024 Revision - Adopted by Resolution No. XXXX – February 13, 2024

Fircrest City Council Rules of Procedure

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FIRCREST CITY COUNCIL RULES OF PROCEDURE
RESOLUTION NO. 1832

SECTION I – GENERAL PROVISIONS

RULE 1. COUNCIL MEETING - LOCATION

All meetings of the City Council shall be held at the location (City Hall) specified in [FMC 2.12.020](#) or other such location within the City as may be designated by resolution. Committee of the Whole meetings, study sessions, or retreats may be held at places that are reasonably accessible to the general public, whether within or without the corporate limits of the City.

RULE 2. COUNCIL MEETING - TIME

The regular meetings of the City Council shall be held at the times (2nd and 4th Tuesdays at 7:00 P.M.) specified in [FMC 2.12.010](#). If a meeting falls on a holiday, it shall be held the next business day unless otherwise provided by the Council. As specified in [Rule 20\(O\)](#), regular meetings of the City Council are not permitted to continue beyond 10:30 P.M. without the approval of the majority of the Councilmembers who are present and eligible to vote.

RULE 3. COUNCIL MEETINGS - OPEN TO THE PUBLIC

All meetings of the City Council and of committees thereof shall be open to the public, except as provided for in [RCW 42.30.110](#) or [RCW 42.30.140](#) as amended.

RULE 4. ELECTION OF OFFICERS

Procedures for election officers are as follows:

- A. Biennially, at the first meeting of the new Council, the members thereof shall choose a chair from among their number who shall have the title of Mayor. In addition to the powers conferred upon him/her as Mayor, he/she shall continue to have all the rights, privileges, and immunities of a member of the Council. If a vacancy occurs in the Office of Mayor, the members of the Council at their next regular meeting shall select a Mayor from among their number for the unexpired term. ([RCW 35A.13.030](#))
- B. In conjunction with the above election, a Mayor Pro Tempore shall also be elected for a two-year term. An alternate Mayor Pro Tempore may also be elected periodically. ([RCW 35A.13.035](#))
- C. The City Clerk shall call the meeting to order and shall chair the meeting until a new Mayor is elected. The above elections shall be by affirmative motion.

RULE 5. PRESIDING OFFICER

- A. The Mayor shall preside at all meetings of the Council, and be recognized as the head of the City for all ceremonial purposes. The Mayor has no regular administrative or executive purposes.
- B. Mayor Pro Tempore.
In case of the Mayor's absence or temporary disability, the Mayor Pro Tempore shall act as Mayor during the continuance of the absence. In case of the absence or temporary disability

EXHIBIT A

of the Mayor and the Mayor Pro Tempore, the City Clerk shall call the meeting to order and shall chair the meeting until an alternate Mayor Pro Tempore is selected by members of the Council. The alternate Mayor Pro Tempore shall act as Mayor during the continuance of the absences or disabilities. An alternate Mayor Pro Tempore may be selected by the members of the Council.

- C. The Mayor, Mayor Pro Tempore and Alternate Mayor Pro Tempore are referred to as "Presiding Officer" from time to time in these Rules of Procedure. ([RCW 35A.13.030](#))
- D. Presiding Officer's Duties.

It shall be the duty of the Presiding Officer to:

1. Call the meeting to order.
2. Keep the meeting to its order of business.
3. Control discussion in an orderly manner.
 - a. Every Councilmember who wishes an opportunity to speak must be recognized by the Chair.
 - b. Permit audience participation at the appropriate times.
 - c. Require all speakers to speak to the question and to observe the rules of order.
4. State each motion before it is discussed and before it is voted upon.
5. Put motions to a vote and announce the outcome.

RULE 6. QUORUM

At all meetings of the Council, four (4) Councilmembers, who are present and eligible to vote, shall constitute a quorum for the transaction of business. A less number may adjourn from time to time, provided that written notice of said adjournment be posted on the exterior City Hall front entry doors per [RCW 42.30.090](#). Council meetings adjourned under the previous provision shall be considered to have been duly conducted for all purposes.

RULE 7. ATTENDANCE, EXCUSED ABSENCES

[RCW 35A.12.060](#) provides that a Councilmember shall forfeit his/her office by failing to attend three consecutive regular meetings of the Council without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Presiding Officer prior to the meeting and state the reason for his/her inability to attend the meeting. If the member is unable to contact the Presiding Officer, the member shall contact the City Manager or designee, who shall convey the message to the Presiding Officer. Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and excuse the member's absence. The Clerk will make an appropriate notation in the minutes. If another Councilmember questions the member's absence, the Presiding Officer shall inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes.

[RCW 35A.13.035](#) provides that in the event of extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

EXHIBIT A

During times of emergency, crisis, or as otherwise determined necessary by the City Council, City Council meetings may be attended remotely by City Council members. Councilmembers who attend remotely shall be deemed present and eligible to vote and shall constitute members of a quorum for the transaction of business. The City Clerk shall establish the procedure for a Councilmember to attend remotely.

RULE 8. SPECIAL COUNCIL MEETINGS

- A. A special meeting may be called by the Mayor or any four (4) members of the Council.
- B. Notice of the special meeting shall be prepared in writing by the Clerk. The notice shall contain the following information about the meeting: time, place, and business to be transacted.
- C. The notice shall be delivered by mail or personally to each Councilmember, the City Manager, and the business office of each local newspaper and radio and television station which has on file a written request for notice of special meetings. The notice must be delivered personally or by mail at least twenty-four (24) hours prior to the meeting.
- D. The notices provided in this section may be dispensed within the circumstances provided by [RCW 42.30.080](#), that is:
 - 1. As to any member who at or prior to the time of the meeting convenes files with the Clerk a written waiver of notice,
 - 2. As to any member who was actually present at the meeting at the time it convenes, and
 - 3. In the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.
- E. Final disposition shall not be taken on any other matter.

RULE 9. REGULAR COUNCIL MEETING AGENDA

- A. The City Manager or designee shall arrange a list of such matters ascending to the order of business and prepare an agenda for the Council with the concurrence of the Mayor.
- B. A copy of the agenda and Council packets containing supporting materials shall be prepared for Councilmembers and the City Manager on or before 4:30 P.M. two working days before a regular Council meeting.
- C. A copy of the agenda shall be prepared for the press on or before 4:30 P.M. two working days before a regular Council meeting.
- D. The Council shall have the option of deleting any item from the agenda or deferring an item on the agenda to a subsequent Council meeting. The Presiding Officer, one Councilmember, or the City Manager may introduce a new item to the agenda.

RULE 10. STUDY SESSIONS

- A. Study sessions may be designated as **Committee of the Whole Study Sessions** where no official action is contemplated. Study sessions may be held for the purpose of considering current issues of the City, coordinating the work of the City Council, and discussing draft ordinances, resolutions, and policy issues in detail. The City Clerk, under the direction of the City Manager and concurrence of the Mayor, shall arrange a Council work study session

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agenda for the Study Session. The Council study session agenda shall list the topics of discussion. After the proposed Council study session agenda has been approved by the City Manager, a copy of it along with any supporting materials shall be prepared for Councilmembers and the City Manager on or before 4:30 P.M. at least 24 hours before the Council study session.

- B. During the Council study session, the Presiding Officer may:
 - 1. introduce the subject and give background information;
 - 2. identify the eventual goal of the study session;
 - 3. act as a facilitator to keep the meeting discussion focused on the subject; and
 - 4. alert the Council when it is appropriate to call for a motion or other official direction of the Council.
- C. Minutes shall be taken of Council study sessions recording the names of Councilmembers present, motions made, actions taken, and an account of business discussed.
- D. Standing study sessions may be set by the majority vote of the Council for specific dates and times.
- E. Study sessions shall be held to a two-hour time limit unless extended by a motion and voice vote.

RULE 11. CITY MANAGER

The City Manager shall have the powers and duties listed in [RCW 35A.13.080](#), including having general supervision over the administrative affairs of the City and attending all meetings of the Council at which his/her attendance may be required by that body unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in the discussions of the Council, but shall have no vote. When the City Manager has an excused absence, the designee shall attend the meeting.

RULE 12. CLERK OF THE COUNCIL

The City Clerk shall be ex-officio Clerk of the Council and shall see that minutes are kept and shall perform such other and further duties in the meeting as may be required by the Council, Presiding Officer, or City Manager. In the absence of the City Clerk, the City Manager shall appoint another qualified person to act as Clerk of the Council.

RULE 13. CITY ATTORNEY

The City Attorney shall attend all regular meetings of the Council unless excused by the City Manager who will notify the Presiding Officer of the excused absence. The City Attorney shall, upon request, give an opinion, either written or oral, on legal questions. The City Attorney shall act as the Council's parliamentarian and decide all questions of order. The Acting City Attorney shall attend meetings when the City Attorney has been excused if his/her attendance is required.

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SECTION II –DUTIES AND PRIVILEGES OF MEMBERS

RULE 14. FORMS OF ADDRESS

The Mayor shall be addressed as "Mayor (surname)", "Your Honor", or "Mr./Madam Mayor". The Mayor Pro Tempore, when acting for the Mayor, shall be addressed as "Mayor Pro Tem (surname)". Members of the Council shall be addressed as "Councilmember (surname)".

RULE 15. SEATING ARRANGEMENT

Councilmembers shall occupy the respective seats in the Council Chambers assigned to them by the Mayor.

RULE 16. APPEARANCE OF FAIRNESS DOCTRINE AND ITS APPLICATION

A. Appearance of Fairness Doctrine Defined.

1. "When the law which calls for public hearings gives the public not only the right to attend but the right to be heard as well, the hearings must not only be fair but must appear to be so. It is a situation where appearances are quite as important as substance. The test of whether the appearance of fairness doctrine has been violated is as follows: Would a disinterested person, having been apprised of the totality of a board member's personal interest in a matter being acted upon, be reasonably justified in thinking that partiality may exist? If answered in the affirmative, such deliberations, and any course of conduct reached thereon, should be voided." *Zehring v. Bellevue*, 99 Wn.2d 488 (1983).

B. Types Of Hearings To Which Doctrine Applies.

1. The Appearance of Fairness Doctrine shall apply only to those actions of the Council which are quasi-judicial in nature. Quasi-Judicial actions are defined as actions of the City Council which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested proceeding.
2. Quasi-judicial actions do not include the legislative actions adopting, amending, or revising comprehensive, community or neighborhood plans or other land use planning documents, or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance. ([RCW 42.36.010](#))
3. Some examples of quasi-judicial actions which may come before the Council are:
 - rezones or reclassifications of specific parcels of property
 - appeals from decisions of the Planning Commission
 - substantive appeals of threshold decisions under the State Environmental Protection Act, subdivisions, street vacations, and special land use permits

C. Obligations of Councilmembers, Procedure.

1. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require the establishment of a conflict of interest, but whether there is an appearance of a conflict of interest to the average person. This may involve the Councilmember or a Councilmember's business associate or a member of the Councilmember's immediate family. It could involve ex parte (outside the hearing) communications, ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents or opponents, announced predisposition, and the like.

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2. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If a potential violation exists, no matter how remote, the Councilmember should disclose such facts to the City Manager who may seek the opinion of the City Attorney as to whether a potential violation exists. The City Manager shall communicate such opinion to the Councilmember and to the Presiding Officer.
3. Anyone seeking to disqualify a Councilmember from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known or reasonably should have been made known prior to the issuance of the decision; upon failure to do so, the Doctrine may not be relied upon to invalidate the decision. The party seeking to disqualify the Councilmember shall state with specificity the basis for disqualification; for example: demonstrated bias or prejudice for or against a party to the proceedings, a monetary interest in the outcome of the proceedings, prejudgment of the issue prior to hearing the facts on the record, or ex parte contact. Should such challenge be made prior to the hearing, the City Manager shall direct the City Attorney to interview the Councilmember and render an opinion as to the likelihood that an Appearance of Fairness violation would be sustained in superior court.
4. Should such a challenge be made in the course of a quasi-judicial hearing, the Presiding Officer shall call a recess to permit the City Attorney to make such an interview and render such an opinion.
5. The Presiding Officer shall have sole authority to request a Councilmember to excuse himself/herself on the basis of an Appearance of Fairness violation. Further, if two (2) or more Councilmembers believe that an Appearance of Fairness violation exists, such individuals may move to request a Councilmember to excuse himself/herself on the basis of an appearance of Fairness violation. In arriving at this decision, the Presiding Officer or other Councilmembers shall give due regard to the opinion of the City Attorney.
6. Notwithstanding the request of the Presiding Officer or other Councilmembers, the Councilmember may participate in any such proceeding.

D. Specific Statutory Provisions.

1. Candidates for the City Council may express their opinions about pending or proposed quasi-judicial actions while campaigning. ([RCW 42.36.040](#))
2. A candidate for the City Council who complies with all provisions of applicable public disclosure and ethics laws shall not be limited under the Appearance of Fairness Doctrine from accepting campaign contributions to finance the campaign, including outstanding debts. ([RCW 42.36.050](#))
3. During the pendency of any quasi-judicial proceeding, no Councilmember may engage in ex parte communications with proponents or opponents about a proposal involved in the pending proceeding, unless the Councilmember:
 - a. places on the record the substance of such oral and written communications; and
 - b. provides that a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. This does not prohibit correspondence between a citizen and his or her elected official if the correspondence is made a part of the record when it pertains to the subject matter of a quasi-judicial proceeding. ([RCW 42.36.060](#))

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E. Procedure on Application.

Any person making an application for any action leading to a quasi-judicial hearing shall be provided with a document containing the following information:

1. the names and addresses of all members of the City Council, and the Planning Commission; and
2. a statement that if the applicant intends to raise an Appearance of Fairness issue, the applicant should do so at least two weeks prior to any public hearing. The applicant shall acknowledge receipt of such document.

RULE 17. DISSENTS AND PROTESTS

Any Councilmember shall have the right to express dissent from or protest against any ordinance or resolution of the Council and have the reason, therefore, entered in the minutes.

RULE 18. RULES OF ORDER

Robert's Rules of Order Newly Revised shall be used as the guideline for the conduct of Council Meetings, except in those cases where specific provisions contrary to Robert's Rules are provided in these rules.

RULE 19. MOTIONS

All ordinances, resolutions, contracts, and items of business that require Council approval prior to the expenditure of funds shall be in the form of an affirmative motion.

RULE 20. ORDER OF BUSINESS

The business of all regular meetings of the Council shall be transacted as follows; provided, however, that the Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously. Further, any Councilmember may request additions, corrections, or other modifications to the agenda prior to or during a regular Council meeting.

- A. Call to order by the Presiding Officer.
- B. Pledge of Allegiance.
- C. Roll Call. (See [Rule 7](#) for the procedure to excuse an absence).
- D. Presiding Officer's Report.
- E. City Manager Comments.
- F. Department Head Comments.
- G. Councilmember Comments.
- H. Public Comments (for items not on the agenda).
 1. Subjects either on the Consent Calendar or not on the current agenda. Any member of the public may request time to address the Council after first stating their name, address, and the subject of their comments. The Presiding Officer may then allow the comments subject to such time limitations as the Presiding Officer deems necessary, generally five (5) minutes. Following such comments, the Presiding Officer may place the matter on the current agenda or a future agenda, or refer the matter to the City Manager for investigation and report.

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2. Subjects on the current agenda. Any member of the public who wishes to address the Council on an item on the current agenda shall make such a request to the Presiding Officer at the time when comments from the public are requested. As an option, the Presiding Officer may invoke the sign-in procedure defined in [Rule 21\(A\)](#). The Presiding Officer shall rule on the appropriateness of public comments as the agenda item is reached. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings, e.g. proponents, opponents, adjacent owners, vested interests, etc.
 3. Any ruling by the Presiding Officer relative to the preceding two subsections may be overruled by a vote of a majority of members present.
- I. Committee, Commission, and Liaison Reports.
- J. Consent Calendar.
1. The City Manager, in consultation with the Mayor, shall set the following items of business on the Consent Calendar. Consent Calendar items shall consist of items that have been previously discussed or policies set by the Council and/or are so routine or technical in nature that passage is likely, such as, but not limited to, the following:
 - a. approval of vouchers/payroll warrants;
 - b. approval of minutes;
 - c. setting public hearings;
 - d. Communications requiring no action (e.g. liquor license renewals); and
 - e. Other items designated by the City Council by super majority vote of the City Council.
 2. The Clerk of the Council shall read the Consent Calendar.
 3. The proper Council motion on the Consent Calendar is as follows: “I move for adoption of the Consent Calendar.” This motion is non-debatable and will have the effect of moving to adopt all items on the Consent Calendar. Since the adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar.
 4. Therefore, prior to the vote on the motion to adopt the Consent Calendar, the Presiding Officer shall inquire if any Councilmember wishes an item to be withdrawn from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for the current or a future meeting. Items not removed shall be adopted by a unanimous vote of the Councilmembers present without discussion.
- K. Public Hearings (see [Rule 21](#) for procedural details).
- L. Unfinished Business.
1. All matters of business that have been presented to Council previously but which have not reached closure will be listed as sub-parts.
 2. All necessary ordinances or resolutions will be included with sub-parts and listed by title.
- M. New Business.
1. All matters of new business will be listed as sub-parts.
 2. All necessary ordinances or resolutions will be included with sub-parts and listed by title.

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N. Call for Final Comments.

Executive Session(s).

O. Adjournment.

No meeting shall be permitted to continue beyond 10:30 P.M. without the approval of the majority of the Councilmembers who are present and eligible to vote. A new time limit must be established before taking a Council vote to extend the meeting. In the event that a meeting has not been closed or continued by Council vote prior to 10:30 P.M., the items not acted on shall be deferred to the next regular Council meeting, unless the Council, by a majority vote of the members present, determines otherwise.

RULE 21. ACTIONS FOR A PUBLIC HEARING

(See appendix for full procedures):

A. Presiding Officer:

1. May require speakers to sign in with Clerk and may set time limits.
2. Asks Councilmembers if any reason requiring member to excuse themselves pursuant to Appearance of Fairness Doctrine. If answered in the affirmative, Councilmember excuses himself/herself and exits the Council Chamber.
3. Introduces item, opens hearing, announces rules of order:
 - If zoning amendment or zoning reclassification, asks parties to limit presentation to information within scope of legal standards and may ask Planner to announce legal standards.
4. Asks City Manager to describe matter under consideration.
5. Calls for proponents in quasi-judicial proceedings and speakers in non-quasi-judicial proceedings.
 - If zoning amendment or zoning reclassification may ask Planner to announce that site plans, artistic renditions, etc. in support of zoning amendment should be avoided and such plans are to go through the City's design review process through the Planning Commission.
6. Calls for additional proponents 3 times.
7. Call for opponents.
8. Calls for additional opponents 3 times.
9. Calls for proponents to speak in rebuttal.
10. Calls for Administration to introduce any material to subjects raised by proponents or opponents or alter initial recommendations.
11. Asks Councilmembers if questions and if so, appropriate person is recalled to podium.
12. Closes public hearing.
13. Asks if motion by any Councilmember
 - Must be in the form of affirmative motion.
 - Then ask for discussion by Council.

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- Asks administration for final comments/recommendations.
- May ask Clerk to conduct a roll call vote.

RULE 22. VOTING

The votes during all meetings of the Council shall be transacted as follows:

- A. Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a roll call shall be taken by the Clerk. The Clerk shall call the names in an alphabetical sequence with the Mayor, as Presiding Officer, voting last. Names for subsequent votes will go down the alphabetical list and the Clerk will call on the next name in alphabetical sequence with the Mayor, as Presiding Officer, voting last. This rotating alphabetical sequence will be continued throughout the meeting during voting sequences.
- B. In case of a tie in votes on any proposal, the proposal shall be considered lost.
- C. Every member who was in the Council Chambers when the question was put, shall give their vote unless the Council, for special reasons, shall excuse the member by motion or unless the Councilmember is excused in accordance with [Rule 16](#). When the City Council has determined that remote attendance is allowed per [Rule 7](#) of the City Council Rules of Procedures, City Councilmembers attending City Council meetings remotely will have all rights to vote as if they were physically present in Council Chambers.
- D. The general rule is that when a Councilmember refuses to vote, such member is regarded as having voted with the majority.
 1. Neutrality in voting is frowned upon except when a Councilmember has a direct or pecuniary interest that would result in a conflict of interest or when participation is prevented due to the Appearance of Fairness Doctrine. In that instance, the refusal to vote shall not be considered as an affirmative vote.
 2. In all other instances, except as hereinafter noted, the rule is that when a quorum is present, members present and not voting are deemed to have voted with the majority.
 3. If the vote is tied with a member abstaining, such member will be considered as voting in the affirmative so that the proposition being considered passes.
 4. However, when an affirmative vote of a majority is required by statute or ordinance, a failure to indicate a yea or nay vote will be considered as a negative indication, as abstention cannot be considered in fulfilling such affirmative vote requirement. Most matters before Council merely require a concurrence of a majority and this would be considered to be an exception to the general rule.
 5. When abstaining from voting, Councilmembers must explain the basis for their abstention. If the reason involves a legitimate rationale for not voting, the abstention will not be considered as a vote for the majority. If the rationale does not involve disqualifying circumstances, the abstention will be counted as a vote with those voting in the majority, unless the noted exception outlined previously applies.

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- E. The affirmative vote of at least a majority of the whole membership of the Council (4 Councilmembers) is required for the passage of:
- ordinances;
 - grant or revocation of franchise or license;
 - any resolution for the payment of money;
 - any approval of warrants; and
 - any resolution pertaining to personnel actions.
- F. The affirmative vote of at least a majority of the whole Council plus one (5 Councilmembers) is required for the passage of:
- public emergency ordinances (which take effect immediately);
 - expenditures for any calamity, violence of nature, riot, insurrection, or war; and
 - budget amendments.
- G. The affirmative vote of at least a majority of the membership of Council who are present and eligible to vote is required for the passage of:
- motions or resolutions not subject to the provisions of RCW, FMC, or these rules as amended.

RULE 23. COMMITTEES

All Committee meetings shall be open to the public. The Committee structure of the Council and the procedures governing all committees shall be as follows:

A. Committee of the Whole.

1. The only standing committee of the Council shall be the Committee of the Whole (COW), composed of the entire Council sitting as a legislative study committee. The Committee of the Whole shall not take any official action while in committee.
2. The Presiding Officer chairs the COW.

B. Special Ad Hoc Council Study Committees.

1. Special Ad Hoc Council Study Committees may be created by the Council for a particular purpose, or when the issue is so complex and time consuming that it cannot be reasonably handled at a Council or COW meeting.
2. Ad Hoc Study Committees shall consist of three Councilmembers appointed by the Mayor.
3. The Mayor shall appoint the Chair of Ad Hoc Study Committees.
4. Special Ad Hoc Council committees shall sunset at the end of their mission, but no later than the end of each calendar year unless specifically continued by the Council thereafter for a specified time period.

C. Special Ad Hoc Citizen Advisory Committees.

1. Special Ad Hoc Citizen Advisory Committees may be created by the Council for a particular purpose. Committee members shall be appointed by the Mayor, with the advice and consent of the Council.
2. The Mayor shall appoint the Chair of the Committee.
3. Ad Hoc Citizen Advisory Committees shall sunset at the end of each calendar year unless specifically continued by the Council thereafter for a specified time period.

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4. At least one Councilmember will be appointed as a member and liaison of a Citizen Advisory Committee.
- D. Committees may make recommendations on proposed programs, services, ordinances, and resolutions within their area of responsibility before action is taken by the Council. The Committee Chair may present the recommendations of the committee during the discussion of the item of business.
- E. Employees shall staff the various committees as directed by the City Manager, but no staff person shall serve as a member of a Council or citizen study committee.
- F. Minutes need not be taken of committee meetings, except for the Committee of the Whole.

RULE 24. COUNCIL LIAISONS

- A. In order to build additional Council expertise in various areas of City operations, the Mayor shall designate functional areas and appoint a Councilmember, at the beginning of the fiscal year, to serve as a liaison to the City Manager. Functional areas for liaison assignments may include the following, though specific areas may be adjusted depending on the organization of the City:
 - Parks ~~and~~, Recreation, and Sustainability
 - Built Environment, Planning, ~~and~~ Building
 - Administration
 - Finance, ~~IT~~ Information Technology, and Facilities
 - ~~Water, Sewer, Storm~~ Public Works
 - Police/Public Safety, ~~and~~ Court
 - ~~Streets, Facilities & Equipment~~
- B. The City Manager and respective department heads shall strive to provide liaisons with additional information beyond that normally provided to the Council as a whole, and to keep the liaisons abreast of developments, trends, conditions and issues in the various functional areas of City government.

RULE 25. ENACTED ORDINANCES, RESOLUTIONS, MOTIONS, AND PROCLAMATIONS

- A. An enacted **ordinance** is a legislative act prescribing general, uniform, and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct which continue in force until repealed, or where such conduct is enforced by penalty.
- B. An enacted **resolution** is an internal legislative act which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.
- C. An enacted **motion** is a form of action taken by the Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

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- D. An enacted **proclamation** is an official announcement made by either the City Council or the Mayor to proclaim occasions of importance or significance, certain people, groups, events, cultures, or causes. Proclamations should contain positive messages or call upon the support of the community.

RULE 26. PROCLAMATIONS

A. City Council Proclamations.

City Council proclamations shall be publicly read at a City Council meeting and presented to or forwarded to a representative of the proclamation's subject matter.

B. Mayor's Proclamations.

Are requested by a special interest group from within the City. Mayor's proclamations are signed by the Mayor and forwarded to a representative of the proclamation's subject matter.

- C. The Mayor and City Manager shall determine if the proclamation request is for a City Council proclamation or a Mayor's proclamation.

- D. All proclamation requests shall be submitted to the City Clerk.

RULE 27. RESOLUTIONS

- A. Except for franchise resolutions as provided under [Rule 28\(B\)](#), a resolution may be put to its final passage on the same day on which it was introduced.

- B. The Presiding Officer will read a summary statement of the Resolution prior to its passage; provided, should a majority of the Councilmembers present request that the entire resolution or certain of its sections be read, such requests shall be granted.

- C. Printed copies shall be made available upon request to any person attending a Council meeting.

- D. Resolutions take effect immediately after they are approved by the vote of the Council, unless otherwise provided.

RULE 28. ORDINANCES

The procedure for ordinances is as follows:

- A. With the exception of franchise ordinances as provided below, an ordinance may be put to its final passage on the same day on which it was introduced.

1. The Presiding Officer will read a summary statement of the Ordinance prior to its passage; provided, should a majority of the Councilmembers present request that the entire ordinance or certain of its sections be read, such requests shall be granted.

2. Printed copies shall be made available upon request to any person attending a Council meeting.

3. No ordinance shall contain more than one subject.

4. An ordinance does not take effect until five days after date of publication, except for emergency situations.

B. Franchises.

All resolutions and ordinances granting a franchise require two readings prior to adoption. The second reading must be at least five (5) days after the first reading.

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1. All franchise ordinances and resolutions may be passed only at a regular meeting of the Council; and at least four (4) Councilmembers must vote in favor of the franchise.
- C. Emergency Ordinances.
- By vote of one more than the majority (5 Councilmembers), the City Council may, without notice or hearing, adopt an emergency ordinance authorizing expenditures for a public emergency as defined and prescribed in [RCW 35.33.081](#).
- D. A Councilmember may, in open session, request of the Presiding Officer that the Council study the wisdom of enacting a particular ordinance. By affirmative motion, the Council may assign the proposed ordinance to a specific committee or the Committee of the Whole for study and consideration. The committee shall report its findings to the Council.
- E. If a motion to pass an ordinance fails, the ordinance shall be considered lost.
- F. Any ordinance amending or repealing any portion of the FMC shall also amend or repeal the respective portions of any underlying ordinance(s).

RULE 29. PERMISSION TO ADDRESS THE COUNCIL

Persons other than Councilmembers and management shall be permitted to address the Council upon introduction by the Presiding Officer or the chair of the appropriate Council committee.

RULE 30. RECONSIDERATION

- A. Any action of the Council, including final action on applications for changes in land use status; but excluding a reconsideration of any action previously reconsidered, motions to adjourn, motions to suspend the rules, an affirmative vote to lay on the table or to take from the table, or a vote electing to office one who is present and does not decline; shall be subject to a motion to reconsider.
1. Such motions can be made only by a member of the prevailing side on the original action.
- B. A motion to reconsider must be made no later than the next succeeding regular Council meeting.
- C. A motion to reconsider is debatable only if the action being reconsidered is debatable.
- D. Upon passage of a motion to reconsider, the subject matter is returned to the table anew for any action the Council deems advisable.

RULE 31. COMPLAINTS AND SUGGESTIONS TO COUNCIL

When citizen complaints or suggestions are brought before the City Council not on an agenda, the Presiding Officer shall first determine whether the issue is legislative or administrative in nature and then:

- A. If legislative and a complaint about the letter or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Council may refer the matter to a committee, Administration or the Committee of the Whole for study and recommendation.
- B. If administrative and a complaint regarding administrative staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the City Manager, the Presiding Officer should then refer the complaint directly to the City

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Manager for his/her review if said complaint has not been so reviewed. The City Council may direct that the City Manager brief or report to the City Council when his/her response is made.

RULE 32. FILLING COUNCIL VACANCIES

- A. If a vacancy occurs in the office of Councilmember, the Council will follow the procedures outlined in [RCW 42.12.070](#).
- B. To hold office as a Councilmember, the person must be a registered voter and a Fircrest resident for a period of at least one year prior.
- C. Where one position is vacant, the remaining members of the Council shall appoint a qualified person to fill the vacant position.
- D. Where two or more positions are vacant and two or more Councilmembers remain in office, the remaining Councilmembers shall appoint a qualified person to fill one of the vacant positions.
 1. The remaining Councilmembers and the newly appointed Councilmember shall appoint another qualified person to fill another vacant position, and so on until each of the vacant positions is filled.
 2. If less than two Councilmembers remain in office, the County Council shall appoint a qualified person or persons to the Council until the Council has two members.
- E. If the City Council fails to appoint a qualified person to fill a vacancy within ninety days of the occurrence of the vacancy, the County Council shall appoint a qualified person to fill the vacancy.
 1. If the County Council fails to appoint a qualified person to fill the vacancy within 180 days, the governor may be petitioned to appoint a qualified person to fill the vacancy.
- F. As provided in [RCW 29A.24.191](#) and [RCW 29A.52.240](#), each person appointed serves until a qualified person is elected at the next Council election that occurs 28 days or more after the occurrence of the vacancy.
 1. A primary is held if time exists and more than two candidates file for the vacant office; otherwise, a primary shall not be held and the person receiving the greatest number of votes is elected.
 2. The person elected takes office immediately when qualified and serves the remainder of the unexpired term.
 3. If an election for the position that became vacant would otherwise have been held at this general election date, only one election to fill the position shall be held and the person elected to fill the succeeding term for that position shall take office immediately when qualified and shall serve both the remainder of the unexpired term and the succeeding term.

RULE 33. PHOTOGRAPHS, MOTION PICTURES, VIDEO TAPE -- PERMISSION REQUIRED FOR ARTIFICIAL ILLUMINATION

No photographs, motion pictures, or video tapes that require the use of flash bulbs, electronic flashes, flood lights, or similar artificial illumination shall be made at City Council meetings without the consent of the Presiding Officer or a majority of the Council.

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RULE 34. COUNCIL TRAVEL

- A. The Council may appropriate funds for Council travel in the legislative department of the annual City budget.
1. Any Councilmember who desires to expend Council travel funds, where the cost of such travel, lodging and meals would exceed \$150, shall complete the regular City "Training Attendance Request" form.
 2. Upon receipt by the City Manager, the completed form will be put in the Council packets for the next regular meeting. The City Manager shall bring the item to the floor under City Manager Comments, and the Council shall act to approve, disapprove, or modify the request.

RULE 35. APPROVAL OF CITY MANAGER TRAVEL EXPENSE CLAIMS AND PERSONNEL ACTION FORMS

The Presiding Officer or designee will approve City Manager travel expense claims and Personnel Action forms.

RULE 36. VACANCIES IN COMMISSIONS AND BOARDS

Notices will be posted at all public buildings when vacancies exist in commission and board positions. Notices will request letters of interest and list any required qualifications.

RULE 37. PUBLICATION AND POSTING OF NOTICES FOR HEARINGS AND FORTHCOMING COUNCIL MEETINGS

A. Public Hearings.

Except where a specific means of notifying the public of a public hearing is otherwise provided by law or ordinance, notice of upcoming public hearings before the City Council shall be given by one publication of notice containing the time, place, and date when the hearing is to be held and subject thereof, in the City's official newspaper at least ten (10) days before the date set for the hearing.

B. Council Meetings.

The public shall be notified of the preliminary agenda for a forthcoming Council meeting by posting a copy of the agenda at the following four (4) public places at least twenty-four (24) hours in advance of the meeting:

1. Fircrest City Hall
2. Fircrest Recreation Center Building
3. Fircrest Public Safety Building
4. Fircrest Public Works Facility

RULE 38. COUNCILMEMBERS' MAIL AND MESSAGES

- A. The majority of Council's mail is sent to City Hall. Unless marked "personal" or "confidential", staff opens and date stamps all mail unless notified by a Councilmember to leave it sealed. Each Councilmember is assigned a mail and message box, which is located in City Hall. All mail and messages will be included in Council packets.

EXHIBIT A

- B. A message box will be maintained for "General Council Information" and will be located near the individual Councilmembers' mail and message boxes.
- C. Phone messages will be taken and placed in Council mail and message boxes. Councilmembers' home and work telephone numbers will be given to the general public upon request, unless a Councilmember has an unlisted phone number or requests that a number not be given.

RULE 39. REQUESTS FOR LEGAL OPINIONS

- A. It is the policy of the City that all requests for legal assistance from the City Attorney's Office which require a written response (opinion, resolution, or ordinance) be processed through the City Manager's office or with the approval of the Mayor in recognition that the City Attorney also serves the City Council as a whole.
- B. This policy shall not apply to requests made by motion of the Council or to routine matters that can be addressed over the phone or in person without a formal written response.

RULE 40. CODE OF ETHICS

The conduct of Councilmembers will be in compliance with [FMC 2.46 Conduct of Public Officials](#). (See attachment)

RULE 41. MISCELLANEOUS

When Councilmembers register to attend an official conference requiring voting delegates, such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting, by a majority vote; when possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.

RULE 42. SUSPENSION AND AMENDMENT OF RULES

Any provision of these rules not governed by state law or ordinance, may be temporarily suspended by a majority vote of the Council.

These rules may be amended, or new rules adopted, by a majority vote of the Council.

EXHIBIT A
**CITY OF FIRCREST
RESOLUTION NO. 1832**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIRCREST,
WASHINGTON, RESCINDING RESOLUTION NO. 1708 RELATING TO
THE CITY COUNCIL RULES OF PROCEDURE AND ADOPTING NEW
CITY COUNCIL RULES OF PROCEDURES.**

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 441 on June 26, 1990, which constituted the City Council’s Rules of Procedure; and

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 528 on May 10, 1994, which rescinded Resolution No. 441 and made revisions to the City Council’s Rules of Procedure; and

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 760 on January 14, 2003, which rescinded Resolution No. 528 and made revisions to the City Council’s Rules of Procedure; and

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 1027 on March 11, 2008, which rescinded Resolution No. 760 and made revisions to the City Council’s Rules of Procedure; and

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 1076 on February 10, 2009, which rescinded Resolution No. 1027 and made revisions to the City Council’s Rules of Procedure; and

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 1542 on August 28th, 2018 which rescinded Resolution No. 1076 and made revisions to the City Council’s Rules of Procedure; and

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 1649 on March 24th, 2020, which rescinded Resolution No. 1542 and made revisions to the City Council’s Rules of Procedure; and

WHEREAS, the City Council of the City of Fircrest adopted Resolution No. 1708 on January 26, 2021, which rescinded Resolution No. 1649 and made revisions to the City Council’s Rules of Procedure; and

WHEREAS, the City Council wishes to make changes to the Rules of Procedures, which were adopted on January 26, 2021, and finds it is in the public interest to provide a more effective means of conducting the business of the City. Now, Therefore,

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

Section 1. Resolution No. 1708 is hereby rescinded.

Section 2. The attached City Council Rules of Procedures, hereto referred to as Exhibit “A”, and by this reference thereto incorporated herein as if fully set forth, are hereby adopted effective immediately.

EXHIBIT A

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 23rd day of May, 2023.

APPROVED:

Brett L. Wittner, Mayor

ATTEST:

Jayne Westman, City Clerk

APPROVED AS TO FORM:

Robert D. Zeinemann, City Attorney

EXHIBIT A
City of Fircrest
City Council Rules of Procedure
Record of Amendments

Adopted May 10, 1990	Resolution No. 441	
Amended May 10, 1994	Resolution No. 528	Rescinded Resolution No. 441
Amended January 14, 2003	Resolution No. 760	Rescinded Resolution No. 528
Amended March 11, 2008	Resolution No. 1027	Rescinded Resolution No. 760
Amended February 10, 2009	Resolution No. 1076	Rescinded Resolution No. 1027
Amended August 28, 2018	Resolution No. 1542	Rescinded Resolution No. 1076
Amended March 24, 2020	Resolution No. 1649	Rescinded Resolution No. 1542
Amended January 26, 2021	Resolution No. 1708	Rescinded Resolution No. 1649
Amended May 23, 2023	Resolution No. 1832	Rescinded Resolution No. 1708
<u>Amended February 13, 2024</u>	<u>Resolution No. XXXX</u>	<u>Rescinded Resolution No. 1832</u>