

**FIRCREST CITY COUNCIL  
REGULAR MEETING  
AGENDA**

**TUESDAY, MARCH 26, 2024  
7:00 P.M.**

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

	<b>Pg.#</b>
<b>1. CALL TO ORDER</b>	
<b>2. PLEDGE OF ALLEGIANCE</b>	
<b>3. ROLL CALL</b>	
<b>4. PRESIDING OFFICER'S REPORT</b>	
<b>5. CITY MANAGER COMMENTS</b>	
<b>6. DEPARTMENT HEAD COMMENTS</b>	
<b>7. COUNCILMEMBER COMMENTS</b>	
<b>8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA</b>	
<b>9. COMMITTEE, COMMISSION &amp; LIAISON REPORTS</b>	
A. Parks, Recreation, and Sustainability	
B. Police/Public Safety and Court	
C. Public Works	
D. Pierce County Regional Council	
E. Other Liaison Reports	
<b>10. CONSENT CALENDAR</b>	
A. Approval of <a href="#">vouchers</a> /payroll checks	2
B. <a href="#">Stina's Cellar Liquor License Renewal</a>	12
<i>There were no objections registered for the approval of this liquor license application</i>	
C. Approval of Minutes: <a href="#">February 27, 2024, Regular Meeting</a>	14
D. Setting a Public Hearing on April 09, 2024, at 7:15 pm or shortly thereafter to receive comments on the Stormwater Management Program Plan.	
<b>11. PUBLIC HEARING</b>	
<b>12. UNFINISHED BUSINESS</b>	
<b>13. NEW BUSINESS</b>	
A. <a href="#">Resolution: Middle Housing Consultant Agreement</a>	18
B. <a href="#">Ordinance: 2024 Budget Amendment #1 - 1<sup>st</sup> Reading</a>	48
C. <a href="#">Resolution: Community Center Closeout</a>	54
D. <a href="#">Resolution: AHBL, Inc. Contract Amendment</a>	65
E. <a href="#">Resolution: RWJ Consultant Contract Amendment # 2</a>	71
F. <a href="#">Comprehensive Plan Update Budget Discussion</a>	75
<b>14. CALL FOR FINAL COMMENTS</b>	
<b>15. EXECUTIVE SESSION</b>	
To Discuss Labor Negotiations, pursuant to RCW 42.30.140(4)(b)	
<b>16. ADJOURNMENT</b>	

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
31975	03/14/2024	03/26/2024	4298 AWC Employee Benefit Trust	775.14	04/2024 Retired Medical
	521 22 20 01		LEOFF I Medical Premiums 001 000 521 General Fund	775.14	04/2024 Retired Medical
32010	03/16/2024	03/26/2024	10712 Alan Environmental Products Inc.	300.71	Bee Spray (Qty 12 cans)
	576 80 31 02		Oper Supplies - Parks 001 000 576 General Fund	300.71	Bee Spray (Qty 12 cans)
31967	03/13/2024	03/26/2024	6811 Alarm Works NW LLC	18,045.38	Fire & Burglar Alarm Upgrade at City Hall
	594 18 62 00		Buildings & Structures - Faci 001 000 518 General Fund	18,045.38	Fire & Burglar Alarm Upgrade at City Hall
31942	03/13/2024	03/26/2024	10562 Amazon Capital Services	20.31	Ethernet Cables for Cart TV in Council Chambers
	518 81 35 00		Small Tools & Equip - I/S 001 000 518 General Fund	20.31	Ethernet Cables for Cart TV in Council Chambers
31943	03/13/2024	03/26/2024	10562 Amazon Capital Services	28.55	Mic Stand & Ethernet Cables
	511 60 31 00		Office & Oper Sup - Legisl 001 000 511 General Fund	8.80	Mic Stand
	512 51 35 00		Small Tools & Equip - Court 001 000 512 General Fund	8.80	Mic Stand
	518 81 35 00		Small Tools & Equip - I/S 001 000 518 General Fund	10.95	Ethernet Cables
31997	03/14/2024	03/26/2024	10562 Amazon Capital Services	154.13	USB-C Dock & Adapter
	518 81 35 00		Small Tools & Equip - I/S 001 000 518 General Fund	154.13	USB-C Dock & Adapter
			Total Amazon Capital Services	202.99	
31992	03/14/2024	03/26/2024	10229 Casey Civil, PLLC	1,806.80	Lift Station Professional Svcs. thru February 2024
	594 35 63 03		Project Engineering - Sewer 432 000 594 Sewer Improver	1,806.80	P#68 44th St. Lift Station Professional Svcs. thru February 2024
32018	03/18/2024	03/26/2024	5805 CenturyLink (Lumen LD)	11.64	Long Distance Access & Usage 03/2024
	518 10 42 00		Communication - Non Dept 001 000 518 General Fund	11.64	Long Distance Access & Usage 03/2024
31945	03/13/2024	03/26/2024	3994 CenturyLink	571.05	Telecommunications - 03/2024
	518 10 42 00		Communication - Non Dept 001 000 518 General Fund	190.46	City Hall Alarm & Fax (3) - 03/2024
	521 22 42 00		Communication - Police 001 000 521 General Fund	263.55	Police BA/Modem & Fax - 03/2024
	531 50 42 00		Communication - Storm 415 000 531 Storm Drain	15.87	PW Alarm - 03/2024
	531 50 42 00		Communication - Storm 415 000 531 Storm Drain	-2.86	PW Fax - 03/2024
	534 10 42 00		Communication - Water Adr 425 000 534 Water Fund (de	15.87	PW Alarm - 03/2024
	534 10 42 00		Communication - Water Adr 425 000 534 Water Fund (de	32.50	PW DSL/Telemetry - 03/2024
	534 10 42 00		Communication - Water Adr 425 000 534 Water Fund (de	-2.86	PW Fax - 03/2024
	535 10 42 01		Communication - Sewer Adr 430 000 535 Sewer Fund (de	15.87	PW Alarm - 03/2024

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (dep	32.50	PW DSL/Telemetry - 03/2024
535 10 42 01	Communication - Sewer Adr		430 000 535 Sewer Fund (dep	-2.86	PW Fax - 03/2024
542 30 42 00	Communication - Street Reg		101 000 542 City Street Fund	15.87	PW Alarm - 03/2024
542 30 42 00	Communication - Street Reg		101 000 542 City Street Fund	-2.86	PW Fax - 03/2024
31980	03/14/2024	03/26/2024	4324 City Treasurer-Tacoma	69,221.50	Fire/EMS - 04/2024
522 20 40 00	Tacoma Contract - Fire		001 000 522 General Fund	21,886.75	Fire - 04/2024
522 20 41 00	Tacoma Contract - EMS		001 000 522 General Fund	47,334.75	EMS - 04/2024
31960	03/13/2024	03/26/2024	8542 Consolidated Supply Co.	129.67	Fitting for Water Leak at Pool
576 20 31 04	Repair Supplies - Pool		001 000 576 General Fund	129.67	Fitting for Water Leak at Pool
32020	03/19/2024	03/26/2024	8542 Consolidated Supply Co.	756.66	Meter Boxes for Meter Program Changeover
594 34 63 01	Other Improvements - Wate		426 000 594 Water Improver	756.66	Meter Boxes for Meter Program Changeover
			Total Consolidated Supply Co.	886.33	
32031	03/20/2024	03/26/2024	3573 Copiers Northwest Inc	26.26	Printer Usage Overage 02/14/2024-03/13/2024
521 22 45 00	Oper Rentals - Copier - Polic		001 000 521 General Fund	26.26	Printer Usage Overage 02/14/2024-03/13/2024
31958	03/13/2024	03/26/2024	7802 Core & Main LP	473.03	Meter Project Changeout - Resettlers (2)
594 34 63 01	Other Improvements - Wate		426 000 594 Water Improver	473.03	Meter Project Changeout - Resettlers (2)
31959	03/13/2024	03/26/2024	3589 Databar Inc	3,711.85	2024 Comp Plan Mailers to Residents
558 60 41 00	Prof Svcs - Planning		001 000 558 General Fund	3,711.85	2024 Comp Plan Mailers to Residents
32006	03/15/2024	03/26/2024	3367 Davis, Nancy	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
31944	03/13/2024	03/26/2024	365 Dept Of Labor & Industries	10.38	1st Qtr LNI for Chaplain (18 Hrs)
521 22 20 00	Personnel Benefits - Police		001 000 521 General Fund	10.38	1st Qtr LNI for Chaplain (18 Hrs)
31989	03/14/2024	03/26/2024	4310 Dept Of Revenue-EXCISE TAX	16,055.23	February 2024 Excise Taxes
514 23 49 00	Miscellaneous - Finance		001 000 514 General Fund	1.05	February 2024 Excise Taxes
521 22 31 00	Office & Oper Sup - Police		001 000 521 General Fund	26.26	February 2024 Excise Taxes
531 50 44 00	Excise Tax - Storm		415 000 531 Storm Drain	1,505.53	February 2024 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (dep	2.09	February 2024 Excise Taxes
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (dep	58.19	February 2024 Excise Taxes

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (de	7,608.73	February 2024 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	0.93	February 2024 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (de	6,852.40	February 2024 Excise Taxes
571 20 43 00	Excise Tax - Participation Fee		001 000 571 General Fund	0.01	February 2024 Excise Taxes
589 30 00 00	Retail Sales Tax		655 000 580 Agency Fund/Bd	0.04	February 2024 Excise Taxes
31981 03/14/2024	03/26/2024	9254	Doyle Printing Company	497.65	#10 Window Envelopes (5000), Court Forms (250)
512 51 31 00	Office & Oper Sup - Court		001 000 512 General Fund	497.65	#10 Window Envelopes (5000), Court Forms (250)
32005 03/15/2024	03/26/2024	9254	Doyle Printing Company	77.07	1000 Business Cards (500-J Schmidtke, 500-J Grover)
571 10 49 00	Miscellaneous - Rec		001 000 571 General Fund	77.07	1000 Business Cards (500-J Schmidtke, 500-J Grover)
Total Doyle Printing Company				574.72	
31965 03/13/2024	03/26/2024	4712	ESRI Inc	1,229.82	ArcGIS Software Maintenance 3/1/24-2/28/25
531 50 41 00	Prof Svcs - Storm		415 000 531 Storm Drain	307.46	ArcGIS Software Maintenance 3/1/24-2/28/25
534 10 41 00	Prof Svcs - Water Admin		425 000 534 Water Fund (de	307.45	ArcGIS Software Maintenance 3/1/24-2/28/25
535 10 41 00	Prof Svcs - Sewer Admin		430 000 535 Sewer Fund (de	307.46	ArcGIS Software Maintenance 3/1/24-2/28/25
542 30 41 00	Prof Svcs - Street Reg		101 000 542 City Street Fund	307.45	ArcGIS Software Maintenance 3/1/24-2/28/25
31998 03/15/2024	03/26/2024	1063	Estate of Cecil Harper	40.20	01-00580.1 - 332 HARVARD AVE
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-17.89	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-19.40	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-2.91	
31968 03/13/2024	03/26/2024	3627	Evergreen Rural Water of Washington	355.00	2024 Annual Conference - B Wakefield
534 10 49 02	Reg & Tuition - Water Admi		425 000 534 Water Fund (de	355.00	2024 Annual Conference - B Wakefield
31994 03/14/2024	03/26/2024	3748	Fed Ex Office	775.21	2024 Adopted Budget Books (25)
514 23 49 02	Printing & Binding - Finance		001 000 514 General Fund	775.21	2024 Adopted Budget Books (25)
32009 03/15/2024	03/26/2024	3636	Ferguson Enterprises, LLC, #417592	190.90	Meter Wrench
534 50 31 01	Oper Supplies - Water Maini		425 000 534 Water Fund (de	190.90	Meter Wrench
31969 03/13/2024	03/26/2024	3666	Grainger Inc, Dept 826129041	36.49	Sink Repair
518 30 31 03	Oper Supplies - PWF		001 000 518 General Fund	36.49	Sink Repair
32002 03/15/2024	03/26/2024	10555	H&H Creative Home Design LLC	54.26	06-01550.2 - 1564 WOODSIDE CT

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	21.70	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (dep	-171.07	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (dep	95.11	
31991	03/14/2024	03/26/2024	3692 Home Depot Credit Services	27.50	Coat Rack - CH
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	27.50	Coat Rack - CH
32019	03/19/2024	03/26/2024	3692 Home Depot Credit Services	4.05	Supplies to repair Finance Cabinet
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	4.05	Supplies to repair Finance Cabinet
32021	03/19/2024	03/26/2024	3692 Home Depot Credit Services	34.61	Whittier Hose Bib Repair Parts
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	34.61	Whittier Hose Bib Repair Parts
Total Home Depot Credit Services				66.16	
31949	03/13/2024	03/26/2024	8773 Kassel & Associates, Inc.	5,500.00	P#64 Community Center Construction - Final Payment
	594 76 62 03	Buildings & Structures - PBC	301 000 594 Park Bond Capit	5,500.00	P#64 Community Center Construction - Final Payment
31961	03/13/2024	03/26/2024	9817 Kenyon Disend	4,652.50	Attorney Services - February 2024
	515 41 41 01	City Attorney	001 000 515 General Fund	4,652.50	Attorney Services - February 2024
31962	03/13/2024	03/26/2024	9817 Kenyon Disend	3,343.33	Attorney Services - February 2024 - Personnel Issues
	518 11 41 00	Prof Svcs - Personnel	001 000 518 General Fund	3,343.33	Attorney Services - February 2024 - Personnel Issues
31963	03/13/2024	03/26/2024	9817 Kenyon Disend	2,756.00	Attorney Services - February 2024 - Land Use
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535 Sewer Fund (dep	2,756.00	Attorney Services - February 2024 - Land Use
Total Kenyon Disend				10,751.83	
32000	03/15/2024	03/26/2024	8013 Kim, Helen	115.69	07-02390.2 - 4133 FLORA DR
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (dep	-37.14	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-78.55	
31976	03/14/2024	03/26/2024	2737 Laakso, John	78.00	Library Reimbursement - 1 Year (Janice)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Janice)

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32015	03/18/2024	03/26/2024	10264 Larson, Shari	994.70	Gentle Yoga & Chair Yoga Classes (02/01/24-02/29/24)
	571 10 49 04	Instructor Fees	001 000 571	994.70	Gentle Yoga & Chair Yoga Classes (02/01/24-02/29/24)
31979	03/14/2024	03/26/2024	10459 Locke Systems Inc.	4,954.50	IT Managed Services - March 2024 (for February Services)
	518 81 41 01	Prof Svcs - I/S	001 000 518	4,954.50	IT Managed Services - March 2024 (for February Services)
31946	03/13/2024	03/26/2024	3791 Lowe's Company-#338954	25.94	Sprinkler Head Replaced on Big Island
	542 80 31 01	Oper Supplies - St Beaut	101 000 542	25.94	Sprinkler Head Replaced on Big Island
32003	03/15/2024	03/26/2024	3791 Lowe's Company-#338954	10.02	Concrete for Driveway Repair/Water Meter
	534 50 31 01	Oper Supplies - Water Maini	425 000 534	10.02	Concrete for Driveway Repair/Water Meter
			Total Lowe's Company-#338954	35.96	
31955	03/13/2024	03/26/2024	2440 McCarthy, Mary	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
31953	03/13/2024	03/26/2024	5358 McDougall, Madelyn	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
31996	03/14/2024	03/26/2024	2985 McKee, Catherine	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
31978	03/14/2024	03/26/2024	6369 McLendon Hardware Inc (Tacoma)	12.12	Stainable Wood Filler
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518	12.12	Stainable Wood Filler
32013	03/16/2024	03/26/2024	3841 Metropolitan Ballet of Tacoma	3,073.00	Ballet Instruction 01/11/24-03/28/24
	571 10 49 04	Instructor Fees	001 000 571	3,073.00	Ballet Instruction 01/11/24-03/28/24
32007	03/15/2024	03/26/2024	10265 Mirande, Therese	196.00	Gentle Yoga Classes, Chair Yoga & Yin Yoga Series (02/01/24-02/29/24)
	571 10 49 04	Instructor Fees	001 000 571	196.00	Gentle Yoga Classes, Chair Yoga & Yin Yoga Series (02/01/24-02/29/24)

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
31954	03/13/2024	03/26/2024	3904 O M W B E	749.65	Local OMWBE Fee (7/1/23-6/30/25)
	518 11 49 01	Dues/Member/Subscriptions:	001 000 518 General Fund	749.65	Local OMWBE Fee (7/1/23-6/30/25)
32022	03/19/2024	03/26/2024	8993 Pacific Office Automation - A/R	675.11	Copier Usage 02/01/24-03/01/24
	512 51 45 00	Oper Rentals - Copier - Cour	001 000 512 General Fund	15.83	Court 02/01/24-03/01/24
	518 10 45 00	Oper Rentals - Copier - Non	001 000 518 General Fund	505.78	City Hall 02/01/24-03/01/24
	531 50 45 00	Oper Rentals - Copier - Stori	415 000 531 Storm Drain	22.64	Storm 02/01/24-03/01/24
	534 10 45 02	Oper Rentals - Copier - Wat	425 000 534 Water Fund (de	22.64	Water 02/01/24-03/01/24
	535 10 45 00	Oper Rentals - Copier - Sew	430 000 535 Sewer Fund (de	22.64	Sewer 02/01/24-03/01/24
	542 30 45 00	Oper Rentals - Copier - Stree	101 000 542 City Street Fund	22.65	Street 02/01/24-03/01/24
	571 10 45 01	Oper Rentals - Copier - Rec	001 000 571 General Fund	56.64	Rec 02/01/24-03/01/24
	576 80 45 00	Oper Rentals - Copier - Park	001 000 576 General Fund	6.29	Parks 02/01/24-03/01/24
32011	03/16/2024	03/26/2024	10221 Petty Cash-ParksRec	66.00	Petty Cash Reimbursement - 03/26/24
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	66.00	Senior Morning Supplies
31952	03/13/2024	03/26/2024	357 Piercy, Timothy C	57.71	Gym Reimbursement - January, February, March 2024
	531 50 20 00	Personnel Benefits - Storm	415 000 531 Storm Drain	14.43	Gym Reimbursement - January, February, March 2024
	534 10 20 00	Personnel Benefits - Water A	425 000 534 Water Fund (de	14.43	Gym Reimbursement - January, February, March 2024
	535 10 20 00	Personnel Benefits - Sewer A	430 000 535 Sewer Fund (de	14.43	Gym Reimbursement - January, February, March 2024
	542 30 20 00	Personnel Benefits - Street R	101 000 542 City Street Fund	14.42	Gym Reimbursement - January, February, March 2024
31948	03/13/2024	03/26/2024	3971 Pitney Bowes Inc Supplies	146.20	Red Ink Cartridge
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	146.20	Red Ink Cartridge
31941	03/12/2024	03/26/2024	10528 Porras, John	251.63	07-00116.6 - 1525 COTTONWOOD AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-55.18	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-63.06	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-133.39	
31947	03/13/2024	03/26/2024	3986 Puget Sound Energy, BOT-01H	257.61	Natural Gas - PW - February 2024
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	64.40	Natural Gas - PW - February 2024
	534 10 47 00	Utility Services/Building - W:	425 000 534 Water Fund (de	64.40	Natural Gas - PW - February 2024
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (de	64.40	Natural Gas - PW - February 2024
	542 30 47 02	Electricity & Gas/Bldg - Stree	101 000 542 City Street Fund	64.41	Natural Gas - PW - February 2024
31995	03/14/2024	03/26/2024	3986 Puget Sound Energy, BOT-01H	104.39	Natural Gas - City Hall February 2024
	518 30 47 00	Public Utility Services - City I	001 000 518 General Fund	104.39	Natural Gas - City Hall February 2024

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Puget Sound Energy, BOT-01H	362.00	
31988	03/14/2024	03/26/2024	337 Roberts, Christopher	25.00	Gym Fees Reimbursement - February 2024
	521 22 20 00		Personnel Benefits - Police	25.00	Gym Fees Reimbursement - February 2024
			001 000 521 General Fund		
32017	03/18/2024	03/26/2024	10398 Rubke, Patricia	252.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 02/01/24-02/29/24
	571 10 49 04		Instructor Fees	252.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 02/01/24-02/29/24
			001 000 571 General Fund		
31990	03/14/2024	03/26/2024	4035 Sarco Supply	98.61	Vac Hose Replacement - Rec Bldg
	571 10 31 04		Janitorial Supplies - Rec Bldg	98.61	Vac Hose Replacement - Rec Bldg
			001 000 571 General Fund		
31977	03/14/2024	03/26/2024	6088 Sentinel Pest Control Inc	126.24	Pest Control - City Hall - 03/2024
	518 30 48 02		Rep & Maint - City Hall	126.24	Pest Control - City Hall - 03/2024
			001 000 518 General Fund		
32001	03/15/2024	03/26/2024	10012 Smalley, Scott	139.68	07-00055.1 - 1541 EDWARDS AVE
	343 10 00 00		Storm Drain Revenues	-30.63	
	343 40 00 00		Sale Of Water	-35.01	
	343 50 00 00		Sewer Revenues	-74.04	
			415 000 340 Storm Drain		
			425 000 340 Water Fund (dep		
			430 000 340 Sewer Fund (dep		
31964	03/13/2024	03/26/2024	4084 Staples Business Advantage	93.74	Office Supplies - Finance
	514 23 35 00		Small Tools & Equip - Financ	93.74	Office Supplies - Calculator for Accountant II
			001 000 514 General Fund		
31987	03/14/2024	03/26/2024	4084 Staples Business Advantage	147.29	Office Supplies - Court
	512 51 31 00		Office & Oper Sup - Court	147.29	Office Supplies - Court
			001 000 512 General Fund		
32016	03/18/2024	03/26/2024	4084 Staples Business Advantage	52.36	Office Supplies - Central, Rec & Police
	518 10 34 01		Office Supplies - Central	29.90	Office Supplies - Central
	521 22 31 00		Office & Oper Sup - Police	3.55	Office Supplies - Police
	571 10 31 00		Office Supplies - Rec	18.91	Office Supplies - Rec
			001 000 518 General Fund		
			001 000 521 General Fund		
			001 000 571 General Fund		
			Total Staples Business Advantage	293.39	
31956	03/13/2024	03/26/2024	9609 Stiles, Jessica	78.00	Library Reimbursement - 1 Year
	572 21 49 00		Library Services	78.00	Library Reimbursement - 1 Year
			001 000 572 General Fund		
31972	03/14/2024	03/26/2024	10711 Still, Payette	200.00	Daddy Daughter Dance: Face Paint



# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	573 90 49 01	Community Events	001 000 573 General Fund	200.00	Daddy Daughter Dance: Face Paint
31966	03/13/2024	03/26/2024	4110 Superior Linen Service	124.77	Linen Service 02/21/24 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	124.77	Linen Service 02/21/24 - Rec Center
31970	03/13/2024	03/26/2024	4110 Superior Linen Service	49.12	Linen Service 02/23/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.12	Linen Service 02/23/24 - Public Works
31971	03/13/2024	03/26/2024	4110 Superior Linen Service	49.12	Linen Service 02/09/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.12	Linen Service 02/09/24 - Public Works
31973	03/14/2024	03/26/2024	4110 Superior Linen Service	81.41	Linen Service 02/23/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.41	Linen Service 02/23/24 - City Hall
31974	03/14/2024	03/26/2024	4110 Superior Linen Service	81.41	Linen Service 02/09/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.41	Linen Service 02/09/24 - City Hall
31984	03/14/2024	03/26/2024	4110 Superior Linen Service	124.77	Linen Service 02/07/24 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	124.77	Linen Service 02/07/24 - Rec Center
31985	03/14/2024	03/26/2024	4110 Superior Linen Service	52.42	Linen Service 02/21/24 - Pool Party Room
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	52.42	Linen Service 02/21/24 - Pool Party Room
31986	03/14/2024	03/26/2024	4110 Superior Linen Service	52.42	Linen Service 02/07/24 - Pool Party Room
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	52.42	Linen Service 02/07/24 - Pool Party Room
			Total Superior Linen Service	615.44	
32012	03/16/2024	03/26/2024	10713 TJM Promos	978.00	Pins for Car Show (Qty 500)
	573 90 49 01	Community Events	001 000 573 General Fund	978.00	Pins for Car Show (Qty 500)
31950	03/13/2024	03/26/2024	4120 Tacoma Daily Index	230.63	February 2024 Publications
	511 60 41 01	Advertising - Legisl	001 000 511 General Fund	189.38	Public Hearing - Solid Waste Rate Adjustment & Public Hearing TIP
	521 10 41 01	Advertising - Civil Svc	001 000 521 General Fund	41.25	Civil Service Special Meeting on 4/13/24
31993	03/14/2024	03/26/2024	4322 Tacoma, City of - POWER	8,358.10	Power - Various Locations - 02/2024

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	803.09	City Hall Power 02/2024
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (dep	2,390.11	PW, Well #6,#7, #8, Golf Course Tank, Weathervane Booster 02/2024
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (dep	1,090.88	Pumps/LS Power 02/2024
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	35.39	Traffic Control 02/2024
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	1,286.38	Street Lights 02/2024
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent:	166.70	F&E Garage Power 02/2024
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	1,480.96	Rec Center Power 02/2024
576 80 47 00	Public Utility Services - Parks		001 000 576 General Fund	1,104.59	Parks Power - 02/2024
<hr/>					
31951	03/13/2024	03/26/2024	10617 TechPower Solutions, Inc.	3,431.82	HP Elite Mini Desktop Computer (3 - GIS, City Mgr, FD); 16 GB Ram (2 - CM, FD)
594 48 64 03	ERR Capital - Admin		501 000 548 Equipment Rent:	1,238.63	HP Elite Mini Desktop Computer (3 - GIS, City Mgr, FD); 16 GB Ram (2 - CM, FD)
594 48 64 04	ERR Capital - Finance		501 000 548 Equipment Rent:	1,238.63	HP Elite Mini Desktop Computer (3 - GIS, City Mgr, FD); 16 GB Ram (2 - CM, FD)
594 48 64 12	ERR Capital - Street		501 000 548 Equipment Rent:	318.19	HP Elite Mini Desktop Computer (3 - GIS, City Mgr, FD); 16 GB Ram (2 - CM, FD)
594 48 64 13	ERR Capital - Storm		501 000 548 Equipment Rent:	318.19	HP Elite Mini Desktop Computer (3 - GIS, City Mgr, FD); 16 GB Ram (2 - CM, FD)
594 48 64 14	ERR Capital - Water/Sewer		501 000 548 Equipment Rent:	318.18	HP Elite Mini Desktop Computer (3 - GIS, City Mgr, FD); 16 GB Ram (2 - CM, FD)
<hr/>					
32014	03/18/2024	03/26/2024	7367 Telles, Louis	78.00	Library Reimbursement - 1Year (Lisa)
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1Year (Lisa)
<hr/>					
32023	03/20/2024	03/26/2024	9357 Thompson, Andre	256.17	07-00252.1 - 1435 COTTONWOOD AVE
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-56.17	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (dep	-64.20	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (dep	-135.80	
<hr/>					
31982	03/14/2024	03/26/2024	7070 Thomson, Alexander	78.00	Library Reimbursement - 1 Year (Allison)
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Allison)
<hr/>					
32008	03/15/2024	03/26/2024	8484 US Bank, Recreation Dept Account	1,093.24	P-Card Charges thru 03/15/24
571 10 49 03	Dues/Member/Subscriptions:		001 000 571 General Fund	172.00	WRPA Annual Membership - J Grover
573 90 49 01	Community Events		001 000 573 General Fund	824.84	Community Event Supplies
594 76 62 03	Buildings & Structures - PBC		301 000 594 Park Bond Capit:	96.40	P#64 Container Rental 03/2024
<hr/>					
32030	03/20/2024	03/26/2024	4178 University Place Refuse Inc	819.04	Dumping Fees - Storm 03/2024

# ACCOUNTS PAYABLE

City Of Fircrest

Time: 16:40:19 Date: 03/21/2024

As Of: 03/26/2024

Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
531 50 47 01	Dumping Fees - Storm		415 000 531 Storm Drain	430.46	Dumping Fees - Storm 03/2024
534 80 47 02	Dumping Fees - Water		425 000 534 Water Fund (de	97.14	Dumping Fees - Storm 03/2024
535 80 47 02	Dumping Fees - Sewer		430 000 535 Sewer Fund (de	97.15	Dumping Fees - Storm 03/2024
542 30 47 01	Dumping Fees - Street		101 000 542 City Street Fund	97.15	Dumping Fees - Storm 03/2024
576 80 47 01	Dumping Fees - Parks		001 000 576 General Fund	97.14	Dumping Fees - Storm 03/2024
31983	03/14/2024	03/26/2024	4180 Utilities Underground	33.66	Locates 02/2024
534 10 49 00	Miscellaneous - Water Admi		425 000 534 Water Fund (de	16.83	Locates 02/2024
535 10 49 00	Miscellaneous - Sewer Admi		430 000 535 Sewer Fund (de	16.83	Locates 02/2024
31999	03/15/2024	03/26/2024	9402 Waagan, Terry	122.65	02-00210.9 - 341 ELDORADO AVE
343 10 00 00	Storm Drain Revenues		415 000 340 Storm Drain	-26.89	
343 40 00 00	Sale Of Water		425 000 340 Water Fund (de	-30.74	
343 50 00 00	Sewer Revenues		430 000 340 Sewer Fund (de	-65.02	
32004	03/15/2024	03/26/2024	4231 Water Mgmt Labs Inc	402.00	Coliform & Fluoride Testing - 02/21/24
534 80 41 00	Water Testing		425 000 534 Water Fund (de	402.00	Coliform & Fluoride Testing - 02/21/24
31957	03/13/2024	03/26/2024	9558 Zakoian, Zachary	67.00	Library Reimbursement - 1 Year (Zachary)
572 21 49 00	Library Services		001 000 572 General Fund	67.00	Library Reimbursement - 1 Year (Zachary)

Report Total: 161,529.82

Fund	
001 General Fund	121,239.29
101 City Street Fund	1,866.80
301 Park Bond Capital Fund	5,596.40
415 Storm Drain	2,522.99
425 Water Fund (department)	12,006.06
426 Water Improvement Fund	1,229.69
430 Sewer Fund (department)	11,663.23
432 Sewer Improvement Fund	1,806.80
501 Equipment Rental Fund	3,598.52
655 Agency Fund/Bdg Permit	0.04

This report has been reviewed by:

REMARKS:

\_\_\_\_\_  
Signature & Title

\_\_\_\_\_  
Date



**LIQUOR LICENSE RENEWAL**

**Applicant Information**

**Licensee Name:** Perry Preston  
**Establishment Name:** Stina's Cellars  
**Address:** 173 Golden Gate Ave  
**License Number:** 428403  
**Request Received:** 3/15/2024  
**Expiration Date:** 06/30/2024

**Department Comments**

**Finance**

No concerns.

**Planning and Building**

Planning & Building has no concerns for this renewal. The domestic winery must comply with the regulations in RCW [66.24.170](#).

**Police**

No concerns.

*Colleen Concoran*

Director Signature

03/18/24

Date

*Mark Newman*

Director Signature

03/18/24

Date

*Ron Schaub*

Director Signature

03/19/24

Date

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 03/06/2024

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF FIRCREST  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20240630

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1 . PRESTON, PERRY DWAYNE	STINA'S CELLARS 173 GOLDEN GATE AVE FIRCREST WA 98466 7411	428403	DOMESTIC WINERY < 250,000 LITERS FARMER'S MARKET WINE SALES

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

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

**PRESIDING OFFICER’S REPORT**

There was no report.

**CITY MANAGER COMMENTS**

City Manager Masko reported on the upcoming Association of Washington Cities’ annual legislative session recap webinar and briefed the Council on the City’s discussion with the City of University Place for potential recreational partnering opportunities.

**DEPARTMENT HEAD COMMENTS**

- Police Chief Schaub commented on current jail service costs, radio transmitter replacement plans, the Civil Service lateral police officer oral board, and the exploration of entry-level police officer candidates.
- Parks & Recreation Director Grover provided a brief report on the Community Center solar panels. There was a brief discussion on creative avenues to heat water.

**COUNCILMEMBER COMMENTS**

- Councilmember Viafore reported on the passing of former City Manager Danny Richards.
- Councilmember Mauer-Smith gave kudos to Councilmember Bufford and volunteers for the community-led Black History Month event.
- Councilmember George commented on his appreciation for the community-led Black History Month event.
- Councilmember Bufford thanked everyone who attended the community-led Black History Month event.
- Councilmember Andrews; no comment.

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

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

- Vince Navarre, 1205 Del Monte Ave, commented on the community-led Black History Month event and its representation.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

**A. Parks, Recreation, and Sustainability**

Councilmember Viafore reported on the Fircrest Park Maintenance Garage, the Whittier Park Master Plan, the March Medallion Madness event, the Fircrest Park fencing, and public notices on the reader board.

**B. Police/Public Safety and Court**

Councilmember Bufford reported on the increasing police radio fees and potential community engagement opportunities.

**C. Public Works**

Councilmember Andrews reported that the City is working with the homeowners on Claremont Ave. to address their rock wall. He also reported on the City’s Environmental Protection Agency reporting, the bucket truck sale listing, and the upcoming pool season preparation.

There was a brief discussion on the accessibility of the Claremont Ave. sidewalk near the rock wall and the City’s liability to maintain a clear right-of-way.

**D. Pierce County Regional Council**

Councilmember Reynolds reported on the General Assembly, urban growth area amendments, and Small Cities Day.

**E. Other Liaison Reports**

Councilmember Bufford reported on the Centennial Committee meeting. The committee discussed the centennial celebration theme, subcommittee leads, and work plans.

**CONSENT CALENDAR**

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

- A. Approval of Check Nos. 220881 through No. 220939 in the amount of \$146,525.30.  
Approval of payroll electronic funds transfer in the amount of \$160,090.45.
- B. Registering no objections to the Fircrest Golf Club Liquor License Renewal.
- C. Approval of the January 23, 2024, Regular meeting minutes.  
Approval of the February 13, 2024, Regular meeting minutes.

**Councilmember Bufford MOVED to approve the Consent Calendar as read; seconded by Councilmember Mauer-Smith.**

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

**PUBLIC HEARING**

**A. To receive comments on the City’s 6-Year Transportation Improvement Plan Amendment**

At 7:40 P.M., Mayor Reynolds opened the public hearing. Public Works Director Bemis briefed the Council on the City’s 6-Year Transportation Improvement Plan (TIP) amendment, stating the public hearing was to receive comments on the TIP amendment. Mayor Reynolds invited Councilmember comments. There was a brief discussion on the TIP adoption process.

Mayor Reynolds invited public testimony; none were provided.

At 7:43 P.M., Mayor Reynolds closed the public hearing.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**A. Comprehensive Plan Update Budget Discussion**

Community Development Director Newman provided an overview of the 2024 Comprehensive Plan budget overrun. Discussions included contract expectations and clear scope, budget amendment, change orders for contract changes, tracking changes, and contract transparency.

Councilmember Wittner joined the meeting at 7:58 P.M.

**B. Ordinance No. 1721: Amending Fircrest Municipal Code 9.48 – Controlled Substances**

City Manager Masko briefed the Council on the proposed ordinance amending the Fircrest Municipal Code Chapter 9.48 – Controlled Substances, stating that the changes would comply with new state law. **Councilmember George MOVED to adopt Ordinance No. 1721, amending Fircrest Municipal Code 9.48.015 related to offenses and penalties, and Fircrest Municipal Code 9.48.080 related to search and seizure of goods and property; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; there were none. Mayor Reynolds invited public comment; there were none.

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

**C. Resolution No. 1885: 6-Year Transportation Improvement Plan Amendment**

Public Works Director Bemis briefed the Council on the proposed resolution, stating that the amendment would add Claremont Street from 67<sup>th</sup> Ave West to Alameda Ave. grind and overlay project to the 6-Year Transportation Improvement Plan (TIP). The City was awarded a Transportation Improvement Board grant for the Claremont Street grind and overlay project, and to utilize Real Estate Excise Tax (REET) funds as matching funds, the City recommends adding the project to its 6-Year TIP. **Councilmember Bufford MOVED to adopt Resolution No. 1885, amending the City of Fircrest’s 2024-2029 6-Year Transportation Improvement Program; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comments. Discussions included project logistics, time-sensitive adoption process, and funding sources. Mayor Reynolds invited public comment; none were provided.

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

**D. 2023 Year-End Financial Report**

Finance Director Corcoran provided an overview of the year-end report and highlighted changes in certain funds. She reported on the General Fund capital expenditures and REET balances. She also noted that the Water Operating Fund does not have enough fund balance to meet the 3-month operating reserve policy. She highlighted that the second interfund loan payment was made from the Park Bond Capital Fund to the Cumulative Reserve Fund. Lastly, she reported on the current balances of the Park Bond Capital Fund and ARPA funding.

Councilmember Bufford left at 8:22 P.M. and returned at 8:24 P.M.

**CALL FOR FINAL COMMENTS**

Councilmember Viafore commented on the Finance Investment Committee. He requested an update on well house 6/7, the City’s entryway sign, and City insurance claims.

Police Chief Schaub reported on the City’s police vehicle repairs.



**EXECUTIVE SESSION**

At 8:28 P.M., Mayor Reynolds reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed thirty (30) minutes, to discuss potential litigation, pursuant to RCW 42.30.110(1)(i). Mayor Reynolds noted that City Manager Masko, City Attorney Zeinemann, and Project Coordinator Bob Jean were invited to the Executive Session.

**ADJOURNMENT**

**Councilmember George MOVED to adjourn the meeting at 9:00 P.M., seconded by Mayor Reynolds.**

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

---

Shannon Reynolds, Mayor

---

Arlette Burkhart, Acting City Clerk

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Resolution authorizing the City Manager to execute a contract with Kimley-Horn and Associates, Inc. to design a middle housing ordinance and development regulations by June 30, 2025.

**ITEM:** 13A

**DATE:** March 26, 2024

**FROM:** Mark Newman, Community Development Director

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_, authorizing the City Manager to execute a professional services agreement with Kimley-Horn and Associates to design a Middle Housing Ordinance and Development Regulations.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to enter into a professional services agreement with Kimley-Horn and Associates to design a middle housing ordinance and development regulations.

**FISCAL IMPACT:** The \$50,000 professional services agreement will be funded by a grant from the WA State Department of Commerce.

**ADVANTAGE:** Implementation is required by state mandate by June 30, 2025. The state has provided grant money to help the City of Fircrest implement these laws by hiring a consultant to complete the work.

**DISADVANTAGES:** None identified.

**ALTERNATIVES:** Do not approve the professional services agreement and provide alternative direction to City staff.

**HISTORY:** On January 9, 2024, the City Council authorized the acceptance of a grant from the WA State Department of Commerce, which was made available to all cities required to implement missing middle housing per [RCW 36.70A.030\(26\)](#) by applicable statutory deadlines. The City of Fircrest is required to plan for accessory dwelling units, duplexes, condominiums, townhomes, and cottages and will need to review its development standards found in Fircrest Municipal Code [Title 22](#), along with amending existing [adopted planning documents](#). These changes must be adopted by the City Council no later than June 30, 2025.

Staff used the MRSC Consultant Roster to generate a list of qualified consultants to contact for a Request for Qualifications (RFQ). Several firms were contacted in late February 2024. The City's RFQ is attached for reference. Two firms, BHC Consultants and Kimley-Horn and Associates, responded by the March 13, 2024 deadline.

Upon review of both RFQ responses, staff has determined that Kimley-Horn and Associates is the most responsive and responsible consultant and best meets the needs of the City for this middle housing work. Kimley-Horn's project management team has the relevant experience

required and has worked directly with the Department of Commerce to draft the Missing Middle Model Ordinance. They are well versed in this subject matter to make sure the City successfully implements the requirements of [HB 1110](#) (duplexes) and [HB 1337](#) (ADUs) into the Comprehensive Plan and development code. Their proposal includes project management, public participation, and community engagement, review of existing documents, draft and final housing and land use elements for the Comprehensive Plan, draft and final housing development regulations for the municipal code, and adoption assistance at the Planning Commission and City Council meetings, and it meets the City's budget requirements. More information, including Kimley-Horn's statement of qualifications, is attached.

**ATTACHMENTS:** [Resolution](#)  
[Professional Services Agreement](#)  
[City of Fircrest Request for Qualifications 24-01](#)  
[Kimley-Horn and Associates Statement of Qualifications](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE A PROFESSIONAL SERVICES  
AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC.  
TO DESIGN A MIDDLE HOUSING ORDINANCE AND  
ACCOMPANYING DEVELOPMENT REGULATIONS.**

**WHEREAS**, the City of Fircrest was awarded a WA State Department of Commerce Grant for \$50,000 to assist with the review and update of the City’s development regulations to provide for middle housing; and

**WHEREAS**, the City is required to complete such actions no later than June 30, 2025; and

**WHEREAS**, the City reviewed the proposals submitted in response to its Request for Qualifications to perform the required scope of work; and

**WHEREAS**, Kimley-Horn and Associates, Inc., a planning and civil engineering consulting firm with offices throughout Puget Sound, was determined to have the required experience and qualifications to provide the services.

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

**Section 1.** The City Manager is hereby authorized and directed to execute a professional services agreement with Kimley-Horn and Associates, Inc. to implement a middle housing ordinance and accompanying development regulations.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 26th day of March 2024.

**APPROVED:**

\_\_\_\_\_  
Shannon Reynolds, Mayor

**ATTEST:**

\_\_\_\_\_  
Arlette Burkhardt, Acting City Clerk

1

**APPROVED AS TO FORM:**

2

3

---

Robert Zeinemann, City Attorney

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

**CITY OF FIRCREST  
PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT, hereinafter referred to as “Agreement” is entered into this 27th day of March, 2024, by and between the City of Fircrest, a political subdivision of the State of Washington and hereinafter referred to as the “City” and Kimley-Horn, hereinafter referred to as “Consultant” in consideration of the mutual benefits, terms and conditions hereinafter specified.

WHEREAS, the City has determined a need to have certain services performed for its citizens; and

WHEREAS, the Consultant is in the business of performing such services, which are described below.

NOW, THEREFORE, the parties hereby agree as follows:

**1. PROJECT DESIGNATION**

The Consultant is retained by the City to perform professional planning services in connection with the project designated as Fircrest Middle Housing Code Development and Comprehensive Plan Amendments services.

**2. SCOPE OF SERVICES**

The Consultant agrees to perform in a good and professional manner the tasks described in Exhibit A, attached hereto and incorporated herein by this reference. The Consultant agrees to perform the services, including the provision of all labor, materials, equipment, and supplies as identified in Exhibit A. The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment, or other relationship with the City.

**3. TERMS OF AGREEMENT**

Notwithstanding the date of execution hereof, this Agreement shall be in full force and effect for a period commencing March 27, 2024 and ending June 30, 2024, and may be renewed yearly thereafter. Either party may terminate this Agreement upon thirty (30) day’s written notice to the other party.

**4. PAYMENT**

Upon receipt of an invoice from the Consultant, progress payments may be made on a monthly basis for work completed. Each invoice shall itemize the work performed. Consultant shall be paid a total amount not to exceed Fifty Thousand Dollars and 0/100 (\$50,000) without written modification of this Agreement signed by City.

**5. ASSIGNMENT**

The Consultant shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.

**6. NON-WAIVER**

Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provisions.

**7. PERFORMANCE AND STANDARDS**

Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and coordination of all plans, designs, drawings, and specifications prepared under this Agreement. Consultant shall, without additional compensation, correct or reverse any errors or omissions in such work.

**8. OWNERSHIP, FORM, AND USE OF DOCUMENTS**

All documents, drawings, specifications, and other materials produced by Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. Except as otherwise stated in Exhibit A, Consultant shall provide to City all final documents, reports, or studies in printed and electronic form. Unless otherwise directed in writing by City, all final documents, reports, or studies shall be provided to City in both a PDF and Word format. Where applicable, all Complete Plan Set Drawings shall include all Specifications and shall be submitted to City in the most updated version of AutoCAD in an unrestricted format and in accordance with City Code. Consultant shall not be responsible for any use or modifications of said documents, drawings, specifications, or other materials by City or its representatives for any purpose other than the project specified in this Agreement.

**9. STATUS OF CONSULTANT**

Neither the Consultant nor personnel employed by the Consultant shall acquire any rights or status in City employment, nor shall they be deemed employees or agents of the City for any purpose. Consultant shall be deemed an independent Contractor and shall be responsible in full for payment of its employees, including prevailing wages, worker’s compensation, insurance, payroll deductions, and all related costs.

**10. HOLD HARMLESS, DEFENSE, AND INDEMNITY**

10.1 Consultant Indemnification. Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from claims, injuries, damages, losses, or suits, including attorney fees, arising out of, in connection with, or incident to any wrongful or negligent acts, errors or omissions, or misconduct of the Consultant (or its employees, agents, representatives, subcontractors, or subconsultants) in the performance of this Agreement, whether such claims sound in contract, tort, or other legal theory, except for injuries and damages caused by the sole negligence of the City. The Consultant’s duty to defend and indemnify pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of the Consultant.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant’s liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. As used in this Section, “City” includes the City, the City officers,

employees, agents, and representatives. If, and to the extent, Consultant employs or engages subcontractors or subconsultants, then Consultant shall ensure that each such subcontractor and subconsultant (and subsequent tiers of subcontractors and subconsultants) shall expressly agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this section. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10.2 Industrial Insurance Act Waiver. It is specifically and expressly understood that the Consultant waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. Consultant's indemnification shall not be limited in any way by any limitation on the amount of damages, compensation, or benefits payable to or by any third party under workers' compensation acts, disability benefit acts, or any other benefits acts or programs. The Parties acknowledge that they have mutually negotiated this waiver.

10.3 Survival. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

## **11. INSURANCE**

The Consultant will obtain and maintain, for the duration of this Agreement, insurance against claims for injuries to persons or damage to property that may arise from, or in connection with, the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit Consultant's liability to the coverage provided by such insurance or otherwise limit City's recourse to any remedy available at law or in equity. Consultant shall maintain at least the following minimum insurance coverage covering all activity under this agreement, and as to which the City shall be named as primary non-contributory additional insured on the Liability insurance:

- |  |                                   |
|--|-----------------------------------|
| a. Workers' Compensation Coverage  | Statutory                         |
| b. Commercial General Liability  | \$1,000,000/\$2,000,000 aggregate |
| c. Comprehensive Automobile Liability  | \$1,000,000 per accident          |
| d. \$100,000 Employee Fidelity coverage that extends to the City and City employee property. |                                   |

Per Fircrest Municipal Code 9.90.140, a certificate of insurance showing the foregoing will be submitted to the City for approval 14 days before work commences.

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

## **12. CONSULTANT'S REPRESENTATIONS**

The Consultant hereby represents that it has all necessary licenses and certifications to perform the services provided for herein and is qualified to perform such services.

## **13. COMPLIANCE WITH LAWS**

The Consultant shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. Per Fircrest Municipal Code 5.04.020, Consultant agrees to obtain a City of Fircrest business license prior to performing any work pursuant to this Agreement.



**14. RECORDKEEPING**

Consultant shall maintain accounts, records, and documents related to the performance of this Agreement and shall make them available for the City's inspection, auditing, or evaluation during normal business hours as reasonably needed by City to assess performance, compliance, and quality assurance under this Agreement.

Except as otherwise authorized by the City, the Consultant shall retain such records for a period of seven (7) years after receipt of the final payment under this Agreement or termination of this Agreement.

**15. TERMINATION**

If the Consultant violates any of the covenants undertaken herein, or any of the duties imposed upon it by the Agreement, this Agreement may be terminated by either party immediately with cause, and without cause upon thirty (30) days' written notice, served to the other party by certified mail. In such case, Consultant shall be compensated by the City for all work performed to the date of termination. In the event of termination, all finished and unfinished work prepared by the Consultant pursuant to this Agreement shall be provided to the City.

**16. PREVAILING WAGES**

Prevailing wages are not required for this Agreement.

**17. COMPLIANCE WITH CITY POLICY**

The Consultant shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as provisions of this agreement to the extent not inconsistent herewith.

**18. TAXES**

Consultant shall comply with federal, state, and local tax laws, Social Security Acts, Unemployment Compensation, and Workers Compensation Acts in so far as applicable to the performance of this Agreement.

**19. DELAYS AND EXTENSIONS OF TIME**

If the Consultant is delayed at any time in the progress of providing service covered by the Agreement by any causes beyond the Consultant's control, the time for performance may be extended by such time as shall be mutually agreed upon by the Consultant and City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to the City.

**20. SAFETY REQUIREMENT**

All work performed under the terms of this agreement shall be performed in such a manner as to provide maximum safety to the public and employees of the City of Fircrest.

**21. NON-DISCRIMINATION**

The Consultant agrees not to discriminate against any customer, employee, or applicant for employment, subcontractor, supplier, or materialman, because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, or the presence of any sensory, mental, or physical disability, except for a bona fide

occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.

**22. VENUE STIPULATION**

This Agreement has been and shall be considered as having been made and delivered within the State of Washington both as to interpretation and performance. Any action in law or equity, or judicial proceeding for the enforcement of this Agreement, or any of the provisions contained therein, shall be instituted and maintained only in Pierce County Superior Court, Tacoma, Washington.

**23. CONFIDENTIALITY OF INFORMATION**

All information and data furnished to the Consultant by the City, and all other documents to which the Consultant’s employees have access during the term of the Agreement, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

**24. SEVERABLE PROVISIONS**

Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

**25. NOTICES**

Except for routine, operational communications, which may be delivered personally or transmitted by electronic mail, all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid, to the parties at the following addresses:

<i>Notice to the City of Fircrest shall be sent to:</i>	<i>Notice to the Consultant shall be sent to:</i>
City of Fircrest Attn: Mark Newman Community Development Director 115 Ramsdell Street Fircrest, WA 98466  Phone: 253-238-4129  E-Mail: <a href="mailto:mnewman@cityoffircrest.net">mnewman@cityoffircrest.net</a>	Kimley-Horn Attn: Nick Chen, AICP Project Manager 1201 Third Avenue, Suite 2800 Seattle, WA 98101  Phone: 425-689-5064  E-Mail: <a href="mailto:nick.chen@kimley-horn.com">nick.chen@kimley-horn.com</a>

**26. INTEGRATED AGREEMENT**

This agreement, together with attachments or addenda, represents the entire and integrated agreement between the representations or agreements, written or oral. This agreement may be amended only by written instrument signed by both City and Consultant.

**BY THEIR SIGNATURES BELOW**, the parties hereto have accepted and executed this Agreement, as of the Effective Date stated above, which shall be the Effective Date for bonding purposes as applicable. The undersigned Consultant representative, by signature below, represents and warrants they are duly authorized to execute this legally binding Agreement for and on behalf of the Consultant and further represents and warrants that Consultant is not suspended, debarred, or otherwise disqualified under federal, state, or local law from participating in this Agreement.

**CITY OF FIRCREST**

**CONSULTANT**

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

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**APPROVED AS TO FORM:**

**ATTEST:**

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

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

## EXHIBIT A

### Task 1 – Project Kick Off and Ongoing Coordinator

#### Deliverables:

- Kick Off meeting
- Draft and Final Project Charter
- Proposed bi-weekly coordination meetings

### Task 2 – Public Participation Plan and Community Engagement

#### Deliverables:

- Public Participation Plan
- Community Engagement Survey

### Task 3 – Review of Existing Documents

#### Deliverables:

- Summary report of findings
- Bookends table and summary to outline various overall options for HB 1110 Implementation

### Task 4 – Draft and Final Housing and Land Use Elements Amendments

#### Deliverables:

- Draft housing and land use policy amendments
- Summary table defining the purpose of amendments
- Response to public comments on proposed policy changes
- Preparation of materials for meetings and hearings
- Preparation of final housing and land use policy amendments

### Task 5 – Draft and Final Housing Regulations

#### Deliverables:

- Draft code amendments
- Summary table defining purpose of amendments
- Response to public comment on proposed policy changes
- Final code amendments

### Task 6 – Planning Commission and City Council Meetings

#### Deliverables:

- Attendance (in person or virtual) at up to two Planning Commission and/or City Council meetings
- Memorandums for packets and PowerPoint presentations

*Additional information on the proposed approach and details on tasks as outlined above is contained in the Kimley-Horn's Statement of Qualifications for Middle Housing Code Development and Comprehensive Plan Amendments.*



## Request for Qualifications

### Middle Housing Code Development and Comprehensive Plan Amendments

**Invitation:** The City of Fircrest is soliciting qualifications from firms interested in providing professional planning services for middle housing code development and comprehensive plan amendments, including public outreach. The request for qualifications is pursuant to the City's Purchasing Policy for non-Architectural & Engineering Services, per Purchasing Policy 3.12.

**RFQ Number:** 24-01

**Issued:** Tuesday, February 13, 2024

**Submittals Due:** Wednesday, March 13, 2024 by 5:00 PM

Submittals shall be delivered electronically no later than 5:00 PM on Friday, March 13, 2024. Qualifications shall be marked and referenced as RFQ #24-01, Fircrest Middle Housing Code Development & Comprehensive Plan Amendments. Qualifications submitted after the deadline date and time will not be accepted. Submittals must be emailed to [mnewman@cityoffircrest.net](mailto:mnewman@cityoffircrest.net). Only qualifications submitted electronically will be accepted.

**Project Information:** The City of Fircrest is requesting a scope of work and an associated cost proposal from a consulting team to develop amendments to the 2024 Comprehensive Plan Housing and Land Use chapters and to amend existing development regulations of the Fircrest Municipal Code, including: accessory dwelling unit regulations, duplex regulations, unit lot subdivision and short plat regulations, small lot design regulations, parking regulations, and bulk regulations to comply with the following new housing laws:

- HB 1110 – Increasing middle housing in areas traditionally dedicated to single-family detached housing.
- HB 1042 – Concerning the use of existing buildings for residential purposes.
- HB 1337 – Expanding housing options by easing barriers to the construction and use of accessory dwelling units.
- SB 5258 – Increasing the supply and affordability of condominium units and townhouses as an option for homeownership.
- SB 5290 – Concerning consolidating local permit review processes.
- SB 5058 – Exempting buildings with 12 or fewer units that are no more than two stories from the definition of multi-unit residential building.

**Scope of Work:** The project’s scope of work will continue to be defined as project phases are completed. The scope of work will include:

1. Review HB 1110 requirements and existing middle housing work from Form-Based Code and Cottage Code to create an HB 110 Implementation Plan.
2. Review Housing Gaps Analysis and Land Capacity Analysis compiled from 2021.
3. Review and analyze Comprehensive Plan public engagement survey results on middle housing.
4. Review Commerce Middle Housing Model Ordinance(s) and other resources.
5. Publish HB 1110 Implementation Plan.
6. Prepare and Complete Draft Middle Housing Development Regulation Amendments.
7. Review and evaluate existing development regulations for needed middle housing-related amendments.
8. Draft Middle Housing development regulation amendments with assistance from SSHA<sup>3P</sup>.
9. Planning Commission work sessions on drafting of development regulation amendments.
10. Publish Draft Middle Housing Ordinance.
11. Adopt Middle Housing Development Regulation Amendments.
12. Transmit Draft Middle Housing Ordinance to the State for state agency review.
13. Planning Commission Public Hearing.
14. City Council consideration of Planning Commission recommendation.
15. City Council adoption of Middle Housing development regulations.
16. Adopt Middle Housing Ordinance.

**Duration of Services:** The term of the contract will be from approximately April 2024 to June 2025. The contract resulting from this RFQ shall remain in effect until completion and final payment of the services described in the contract, unless amended or terminated in accordance with the City's contractual policies.

**RFQ Schedule:** Please refer to the table on the following page. Note that these dates are estimates and subject to change by the City. Interested parties are encouraged to submit any questions on the RFQ to City staff before the March 13 deadline.

Event	Date
RFQ Release	February 13, 2024
Submittals Due	March 13, 2024
Submittal Evaluation Complete	March 22, 2024
Finalist Interviews/Presentation	April 15, 2024 City Council Study Session
Selection	April 19, 2024
City Council authorizes contract execution	April 23, 2024

**Additional Information:**

The consultant selected for this project will take the lead on all aspects of the work. The City’s Community Development Director is available to provide background information, including the history of past planning efforts. He will act as the City’s point-of-contact for the consultant team and function as a liaison between the City and the consultant. Project costs should not exceed \$50,000. To meet the State deadline for adoption of the Middle Housing Ordinance, the consultant’s work on this project will need to ensure that final City legislative action (adoption of amendments and ordinance) can occur by June 30, 2025.

**Required Format for Submittals:**

1. Cover Letter

Please limit your cover letter to one page and identify the consultant team and contact person with their title; include mailing address, email address, and phone number for the contact person; and include the name of the proposed project manager. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

2. Key Personnel Qualifications and Experience

Please provide a brief description of the individuals on the consultant team, including subcontractors, and their relevant experience and qualifications. Provide information demonstrating the organizational structure of the consultant team and the reporting relationships between individual team members. The team may consist of multiple firms with focused areas of expertise. This project will require the consultant team to have the following qualifications:

- a. Advanced knowledge of and experience with the Washington State Growth Management Act.
- b. Experience working with the Washington DOC and PSRC.
- c. Experience designing and implementing a Public Participation Plan as required by RCW 36.70A.035.
- d. Significant experience preparing comprehensive plans and associated development regulations.
- e. Education and experience to demonstrate competency in discipline areas related to the Comprehensive Plan elements.
- f. Capacity for providing creative and unique approaches to Comprehensive Planning.

3. Proposed Approach

Describe how the team would approach this project, given your experience and the scope of work. Identify key tasks, who is responsible for completing them, and what is needed from City staff or other sources to

ensure successful completion. Include timeline expectations and cost estimates that reflect your experience in what is practical. At a minimum, the proposed approach should address the following:

- a. Must include a targeted approach for updating the City's Comprehensive Plan and associated development regulations that focuses on completing what is required to comply with the GMA and is responsive to the Community Vision.
- b. Must include a Public Participation Plan that effectively engages the community, focuses on key topics of interest in an equitable, barrier-free manner, and recognizes the needs and interests of both the community and the City.
- c. Must demonstrate an experienced project management team and project lead, with effective quality control, communication, and reporting processes in place.
- d. Must address the consultant team's commitment to producing high-quality original work reflective of the local conditions and objectives as guided by elected and appointed officials, stakeholder groups, City staff, and the community.
- e. Must indicate that team members can take on this multi-year project and ensure the consultant team can begin work as soon as a contract is approved.

#### 4. Relevant Project Experience and References

Describe the team's experience on up to three (3) relevant projects, including a brief project description, client name and contact information, start and completion date, responsibility on the project, estimated and final costs, and the challenges and opportunities presented by the project. Work samples should be from projects similar in size and scope that clearly show a high-quality product. The City reserves the right to contact references without prior notification.

#### **Evaluation Criteria:**

Submittals will be evaluated and ranked based on the criteria listed below. The top-ranked consultant teams will be invited to participate in an interview with the selection committee.

#### Criteria Key Personnel Qualifications and Experience

- Knowledge of and experience working with the Washington State Growth Management Act, Washington DOC, and PSRC.
- Experience designing and implementing a Public Participation Plan in communities with similar demographics/populations to Fircrest.
- Experience preparing comprehensive plans and supportive development regulations.
- History of consultant and sub-consultant successfully working together.

#### Proposed Approach

- Project approach is innovative and unique in responding to the needs, opportunities, and challenges of Fircrest.
- Approach addresses GMA requirements and is responsive to the Community Vision.
- Public Participation Plan meets the requirements of RCW 36.70A.035 while addressing the unique needs of Fircrest community members.



- Strong plan for project management, quality control, and communication that facilitates cross-departmental and project team collaboration.
- Capacity of team members to complete a multi-year project and be responsive to staff in real-time.

#### Relevant Project Experience and References

- History of successfully solving problems leading to successful project outcomes.
- Experience in completing work with similar size and scope.
- Quality of relevant project examples.
- Project examples demonstrate the ability to successfully work with multiple City departments, stakeholder groups, and communities with demographics similar to Fircrest.

#### Quality

- Qualifications document is visually pleasing and easy to read.
- Qualifications document is free from typos and grammatical errors.
- Qualifications document responds to all required elements.

#### **Terms and Conditions**

All costs for developing response submittals are the obligation of the firm and are not chargeable to the City. All submitted documentation will become the property of the City and will not be returned. Qualifications may be submitted early and withdrawn at any time before the published due date listed above, provided notification is submitted in writing to the City's agent. The City reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The City reserves the right to change the RFQ schedule or issue addendums to the RFQ at any time. All such addenda will become part of the RFQ. In the event that it becomes necessary to revise any part of this RFQ, the City will issue the addenda to the firms involved in the process.

The final decision is the sole decision of the City, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

#### **Award of Contract**

Prior to contract execution, the selected consultant will be required to submit copies of minimum required insurance coverage, E-verification forms, a valid City of Fircrest business license, and any required Title VI documents required in City purchasing policies. For more information regarding this RFQ, contact Community Development Director Mark Newman at [mnewman@cityoffircrest.net](mailto:mnewman@cityoffircrest.net) or by phone at (253) 238-4129. The City reserves the right to change any aspect of, terminate, or delay this RFQ, the RFQ process, and/or the program which is outlined within this RFQ at any time, and notice shall be given promptly thereafter.

STATEMENT OF  
QUALIFICATIONS FOR

March 13, 2024

**MIDDLE HOUSING CODE DEVELOPMENT AND  
COMPREHENSIVE PLAN AMENDMENTS (RFQ NO. 24-01)**



Prepared by

**Kimley»Horn**

Expect More. Experience Better.



# 1. Cover Letter

March 13, 2024

Mark Newman, Community Development Director  
City of Fircrest  
115 Ramsdell Street  
Fircrest, WA 98466

Kimley-Horn  
Nick Chen, AICP  
1201 Third Avenue, Suite 2800, Seattle, WA 98101  
425.689.5064 | nick.chen@kimley-horn.com

## RE: Statement of Qualifications for Middle Housing Code Development and Comprehensive Plan Amendments (RFQ No. 24-01)

Dear Mr. Newman and Members of the Selection Committee,

Kimley-Horn is pleased to submit our proposal in response to the City of Fircrest's (City's) request for qualifications (RFQ) to prepare middle housing code development and comprehensive plan amendments. **We provide a strong understanding of the new state laws and their requirements along with diverse experience helping Washington State communities with planning services.**

Our project manager, Nick Chen, brings 11 years of experience developing housing elements and development regulations in ways that meet state law requirements, are understandable for the community, and implementable for City staff. **Nick and our principal-in-charge, Clay White, are also currently developing middle housing codes for the cities of Kenmore and Walla Walla, and assisting a number of local jurisdictions with their comprehensive plan updates.** Clay brings 25 years of Washington State planning experience, including 18 years of experience working directly for cities and counties. His experience as both a consultant and local government planner has given him a valuable perspective on how to develop forward thinking policies that serve the unique needs of each community and align with the Growth Management Act (GMA). Our team offers:

- **Strong understanding of new housing laws.** Kimley-Horn is currently working with the Washington State Department of Commerce (Commerce) to create the model ordinance and guidance for implementing House Bill (HB) 1110. We are helping develop the Middle Housing Guidance to advise cities as they create middle housing codes. This includes providing insights on the intersection between HB 1110 and HB 1337 requirements, which we can also address as part of this project. **Our team has extensive knowledge of the new state requirements, the range of code changes which must be considered, and opportunities to make these requirements work for the City.**
- **Deep experience with housing plans and policies.** In addition to Nick's experience developing housing elements and comprehensive plans for seven cities, Clay has developed housing plans for more than a dozen cities. **Our team is well-versed in developing strong housing policy to implement the community's vision.**
- **Familiarity with the area.** Clay has worked with a number of jurisdictions in Pierce County on housing-related planning efforts, including a housing action plan for the City of Bonney Lake, a housing action plan and accessory dwelling unit (ADU) code update for the City of Sumner, a comprehensive plan update for University Place, and regional policy assistance for Pierce County. **These efforts give our team a strong understanding of the area and their relationship to new local and state policies.**

Figure 1.  
Kimley-Horn  
Puget Sound  
Office Locations



**At Kimley-Horn, we believe our clients should expect more and experience better.** This includes updating comprehensive plans and implementing regulations with a keen eye for the community's vision for the future. We are excited to work with the City on developing middle housing policies and regulations. We acknowledge receipt of the addenda. Should you have any question, please contact Nick Chen at 425.689.5064 or nick.chen@kimley-horn.com.

Sincerely,

**KIMLEY-HORN**

NICK Chen, AICP  
Project Manager

David Williams, P.E.  
Associate/Authorized Signer

*Upon review of the sample agreement provided, there are modifications we would like to discuss with the City. We are confident that we will be able to execute a mutually acceptable agreement.*



## 2. Key Personnel Qualifications and Experience

Kimley-Horn has assembled a team experienced in planning across the state and well-versed in developing housing and land use elements for comprehensive plans and updating zoning codes to implement the requirements from recent legislation. Clay White is also familiar with the project's stakeholders, having completed many projects for Commerce and previously served on the Puget Sound Regional Council's (PSRC's) Regional Staff Committee. **Figure 2** on the right shows our entire team, led by Nick Chen, who will serve as the project manager and primary contact person. Nick has experience managing a range of local planning projects, including Island County's Clinton Sub Area Plan and Rural Areas of Intensive Development (RAID) Density Analysis and the City of Snoqualmie's Parks, Recreation, Open Space, and Trails (PROST) Plan Update.

To ensure availability of team members, Kimley-Horn uses a proactive management program called Castaheads. This process forecasts our workload over a weekly, monthly, and six-month period and enables us to avoid work overloads and/or shortfalls for each office and discipline. Castaheads help ensure sufficient staff is available to meet our clients' needs. **According to our most recent forecast, we are in an excellent position to serve the City on a multi-year project.**

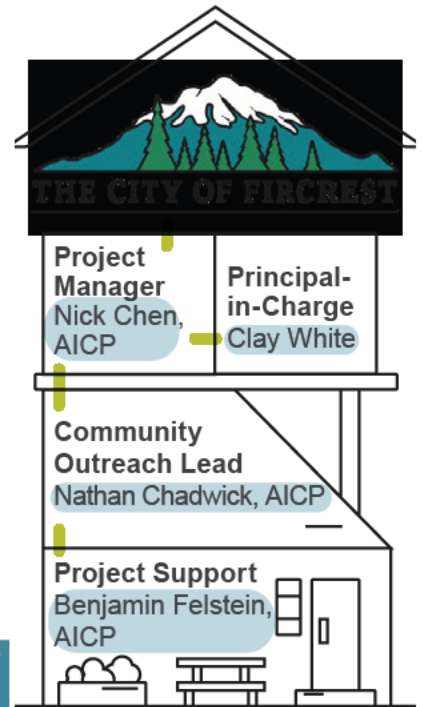
**Table 1** below lists notable projects our proposed team members have worked on involving the disciplines and stakeholders involved in the City's Middle Housing Code Development and Comprehensive Plan Amendments project.

*Table 1. Relevant Team Project Experience*

Projects	GMA Compliance	Collaboration with Commerce	Collaboration with PSRC	Public Participation Plan Design and Implementation	Comprehensive Plan Development	Comprehensive Plan Elements	Creative Approaches to Comprehensive Planning
City of Costa Mesa, Housing Element Update				✓	✓	✓	✓
Washington State Department of Commerce, Middle Housing Model Ordinances for Implementation of HB 1110	✓	✓				✓	✓
City of Kenmore, HB 1110 Middle Housing Code Development and Comprehensive Plan Amendments	✓	✓		✓		✓	✓
Lewis County, 2025 Periodic Comprehensive Plan Updates	✓				✓	✓	✓
Skagit County, 2025 Periodic Comprehensive Plan Updates	✓				✓	✓	✓
Island County, Clinton Sub Area Plan and RAID Density Analysis for the 2025 Comprehensive Plan Periodic Update	✓			✓	✓	✓	✓
Sound Transit, Everett Link Extension (EVLE)			✓	✓			

**Resumes for our team members are on the following pages; they are eager and available to help the City develop middle housing policies and update housing and land use elements of the comprehensive plan. Our team offers a rare combination of experience having consulted Washington State communities on the latest housing legislation, written statewide guidance for HB 1110, and worked directly for municipalities across the state.**

Figure 2. Organizational





# NICK CHEN, AICP



## *Project Manager*

### Professional Credentials

- Master of Urban and Regional Planning, University of California, Irvine
- B.S., Landscape Architecture, California State Polytechnic University, Pomona
- American Institute of Certified Planners (#29082)

### Affiliations

- American Planning Association, Member
- Urban Land Institute (ULI), UrbanPlan Committee Member

Nick is an urban planner and entitlement specialist with 11 years of experience working for both municipalities and private development clients on conceptual land use and site designs, housing policies, site investigation, due diligence, and physical feasibility studies relating to regulatory and physical site characteristics. Nick is also experienced in engaging communities as a part of a wide range of planning efforts, including entitlements, design, visioning, and long-term strategic planning. His work includes the disciplines of urban design, entitlement, community visioning, policy planning, and community outreach efforts focused primarily in Washington and California, but with experience across the nation.

### Featured Project

- **City of Kenmore, Middle Housing Code Development and Comprehensive Plan Amendments, Kenmore, WA — Housing Policy Support**

Due to the recent passage of HB 1110 and HB 1337 in 2023, zoning and other related land use regulations and comprehensive plan policies must be adopted to be consistent with state law. Kimley-Horn is currently developing a comprehensive plan and development regulations for middle housing as well as amendments to ADU regulations and the development of a cottage housing code. The City of Kenmore is also requesting amendments to its subdivision and land use regulations to allow for unit lot subdivisions and small houses on small lots. Extensive community engagement was conducted during the initial phase of the project, and a community engagement plan and process is being developed and implemented as part of Phase II. Nick is supporting the development of regulations for middle housing and compliance with housing element requirements in the comprehensive plan.

### Additional Project Experience

- City of Costa Mesa, Housing Element Update, Costa Mesa, CA — Project Manager
- Sound Transit, EVLE, Snohomish County, WA — Project Planner
- City of Snoqualmie, PROST Plan Update, Snoqualmie, WA — Project Manager
- Island County, Clinton Sub Area Plan and RAID Density Analysis, Island County, WA — Project Manager
- City of Spokane Valley, Cross Country Course Conceptual Plan, Spokane Valley, WA — Project Manager
- City of Orange, Housing Element Update, Orange, CA — Project Planner
- City of Chino, Housing Element Update, Chino CA — Project Planner
- City of Pico Rivera, Housing Element Update, Pico Rivera, CA — Project Planner
- City of Solana Beach, Housing Element Update, Solana Beach, CA — Project Planner
- City of Fillmore, Design Review Services, Fillmore, CA — Project Planner





# CLAY WHITE

*Principal-in-Charge*



## Professional Credentials

- B.A., Geography and Anthropology, Central Washington University

## Affiliations

- Washington State Association of Regional and County Planning Directors, Former President
- Transportation Improvement Board, Former Member
- PSRC, Regional Staff Committee, Former Cochair

Clay has 25 years of experience serving private-sector clients and cities and counties throughout Washington State as a land use planner. This includes nearly 18 years working as a planner and planning director for cities and counties throughout the state. Clay has focused his work on helping local governments develop and implement sound policies that help further the jurisdiction's goals. Clay is currently working for Commerce on the HB 1110 Guidance, giving him insight into how communities can improve their housing and land use policies in compliance with new laws. Clay has also developed ADU regulations for cities and worked to strike a balance between providing more affordable housing options while preserving the character of neighborhoods. Clay has extensive code and policy experience, which includes leading comprehensive plan updates and development regulation updates.

Clay has a deep understanding of housing element requirements from working with communities across the state on a dozen housing action plans, middle housing plans, and housing action plan implementation projects over the past four years.

## Featured Project

- **Walla Walla County, Countywide Planning Policy Update, Walla Walla, WA — Project Manager**

Kimley-Horn is working with Walla Walla County, the City of Walla Walla, and other cities in the county on an update to the Countywide Planning Policies before the 2026 Comprehensive Plan Update. The project involves leading a stakeholder committee representing each jurisdiction, preparing updated policies that reflect a shared vision for each of the communities, and presenting at public meetings and hearings. Our team is developing new regional housing and land use policies that will be consistent with new housing legislation, including HB 1220, 1110, and 1337.

## Additional Project Experience

- City of Kenmore, HB 1110 Middle Housing Code Development and Comprehensive Plan Amendments, Kenmore, WA — Project Manager
- City of Walla Walla, HB 1110 Middle Housing Code Development and Comprehensive Plan Amendments, Walla Walla, WA — Project Manager
- Washington State Department of Commerce, Middle Housing Model Ordinances for Implementation of HB 1110, Statewide, WA — Housing Policy Expert
- Lewis County, Comprehensive Plan Periodic Update, Lewis County, WA — Project Manager
- Skagit County, Comprehensive Plan Periodic Update, Skagit County, WA — Project Manager
- Washington State Department of Commerce, Urban and Rural Guidebooks, Statewide, WA — Project Manager
- City of Snohomish, Middle Housing Plan, Snohomish, WA — Project Manager\*
- City of Mill Creek, Middle Housing Plan, Mill Creek, WA — Project Manager\*
- City of Snoqualmie, Middle Housing Plan, Snoqualmie, WA — Project Manager\*
- City of Bonney Lake, Housing Action Plan, Bonney Lake, WA — Project Manager\*

*\*Project completed prior to joining Kimley-Horn*





# NATHAN CHADWICK, AICP



*Community Outreach Lead*

## Professional Credentials

- M.S., City and Regional Planning, University of Utah
- B.A., Economics, University of Arkansas, Fayetteville
- B.A., Political Science, University of Arkansas, Fayetteville
- American Institute of Certified Planners (#33240)

Nathan has seven years of planning experience as a consultant and staff member for municipal agencies. He brings a unique perspective to the table, having worked in both the public and private sectors. Since joining Kimley-Horn, Nathan has gained extensive experience working in diverse geographies and projects. He enjoys public engagement and building consensus among the community. He is skilled in building consensus visions with stakeholders and translating technical findings into the “so what?”. Nathan is proficient in Microsoft Office, ArcGIS Pro, and Adobe Creative Suite programs.

## Featured Project

- **City of Cedar Park, Mobility Master Plan, Cedar Park, TX — Project Planner**

The Cedar Park Mobility Master Plan included a substantial engagement strategy involving all overlapping jurisdictions, including the Capital Area Metropolitan Planning Organization, Travis County, the Texas Department of Transportation, Central Texas Regional Mobility Authority, and coordination with neighboring cities to ensure regional alignment of the planning effort. A 15-member advisory committee was developed for the project, which Nathan helped facilitate through a series of meetings to review critical components of the plan, including bicycle, pedestrian, and transit elements. Nathan helped shape the outreach efforts for the projects, including a Public Engagement Plan, project website and interactive map, advisory committee presentations, and community surveys. The community’s input was analyzed and integrated into the ultimate implementation plan for mobility improvements across the city.

## Additional Project Experience

- City of Snoqualmie, PROST Plan Update, Snoqualmie, WA — Community Outreach Lead
- Santa Clara Valley Transportation Authority, Program Management Services for BART Silicon Valley Extension Phase II, San Jose, CA — External Affairs and Community Outreach
- Sound Transit, EVLE, Snohomish County, WA — Stakeholder Coordination
- Trinity Metro, East Lancaster TOD Plan, Fort Worth, TX — Deputy Project Manager
- Caltrain, Corridor Wide Grade Separation Strategy, Bay Area, CA — Project Planner
- Central Texas Council of Governments, Regionally Coordinated Transportation Plan 5-Year Update, Belton, TX — Project Planner
- City of Edmond, Long-Range Mobility Plan, Edmond, OK — Project Planner
- City of Leander, Transportation Master Plan, Leander, TX — Project Planner
- City of Cleburne, Master Thoroughfare Plan, Cleburne, TX — Deputy Project Manager





# BEN FELSTEIN, AICP



## Project Support

### Professional Credentials

- M.S., City Planning and Real Estate Development, University of Glasgow
- B.A., Human Geography, University of British Columbia
- American Institute of Certified Planners (#35630)

Ben is a land use development and real estate advisory analyst with four years of experience working on a diverse group of projects in the U.S. and Canada. He specializes in helping public- and private-sector clients with development coordination and strategy, financial feasibility, market and highest/best use analysis, real estate advisory, and land use planning and permitting. Ben has experience working for real estate developers and consulting with various stakeholders, including residential and commercial developers, airports, public jurisdictions, tribal groups, and economic development agencies.

### Featured Project

- **Washington State Department of Commerce, Middle Housing Model Ordinances for implementation of HB 1110, Statewide, WA**  
— Project Planner

Kimley-Horn is currently preparing portions of the HB 1110 Model Ordinance and Guidance, including insights to ensure codes work well when implemented. We are assisting with the development of guidance to help communities permit middle housing, including cottage housing, small housing on small lots, and ADUs. We are also assisting with stakeholder meetings as well as graphics and comment responses for the draft document. Kimley-Horn will continue working with Commerce to look at additional topics associated with HB 1110 implementation, which typically involves other departments. Our team will provide guidance on topics such as mail service, garbage collection, utilities, fire code, stormwater, and others which could present challenges when implementing new small lot development requirements. Ben supported the development of the HB 1110 Model Ordinance and Guidance and is currently preparing additional draft guidance for municipal departments for public works, engineering, and infrastructure.

### Additional Project Experience

- City of Santa Fe, Comprehensive Plan Real Estate Analysis, Santa Fe, TX  
— Project Planner
- Private Client, Real Estate Analysis, Collegedale, TN — Project Planner
- Sound Transit, EVLE, Snohomish County, WA — Project Planner
- Whitecap Dakota First Nation, Whitecap Dakota Resort Residential Plan, Whitecap Dakota First Nation, SK, Canada — Project Planner\*
- City of Citrus Heights, Sunrise Tomorrow Specific Plan Real Estate Analysis, Citrus Heights, CA — Project Planner\*
- City of Johns Creek, Town Center Vision and Plan, Johns Creek, GA  
— Project Planner\*

*\*Project completed prior to joining Kimley-Horn*





### 3. Proposed Approach

Kimley-Horn has developed an approach for completing the scope of services outlined in the City's RFQ, including key tasks, who is responsible for completing them, and needed resources from the City and various stakeholders to ensure a successful project. **Our experience helping Commerce draft statewide guidance for implementing HB 1110 gives us unique insight into how these requirements can be met while incorporating the vision of each community.** Housing in the city is primarily single-family in nature. HB 1110 provides the opportunity to broaden the range of housing types available for development to increase housing type choices across a range of income bands.

Planning for housing at different income levels is required as part of GMA and implementing HB 1110 can assist with meeting new Housing Element requirements the City is addressing as part of the Periodic Comprehensive Plan Update. Our team is currently assisting a number of local jurisdictions with both middle housing ordinance updates and comprehensive plan updates. **We know how these efforts interact with each other and are experienced in implementing effective changes to local zoning codes to drive housing opportunities.**

#### Task 1: Project Kick Off and Ongoing Coordination

##### Responsible Team Members:

- Nick Chen
- Clay White
- Benjamin Felstein

We propose using strong project management to deliver the project on time and on budget. Coordination is also very important for this project because there are many policy and code approaches to implementing new HB 1110 and HB 1337 requirements. **Communicating throughout the project will help develop policy and codes that align with the goals of the City.** We propose the following focus areas:

**Setting the project foundation.** Our team will have an initial kick-off meeting with the City followed by development of a short Project Charter to confirm the project's goals, schedule, expectations, and requirements. The Project Charter also identifies the project team with roles, communication protocols, and project risks and mitigation tactics. **This proactive process sets a firm foundation for project work and is especially crucial given the importance of this project to the community.**

**Ongoing project coordination.** We suggest setting up regular check-in meetings with appropriate team members. These meetings can be used to review the project schedule, discuss ongoing tasks, and set expectations for the weeks ahead. This scope anticipates monthly meetings with up to five additional team meetings as needed throughout the update process. **Focused and topic-specific meetings are effective ways to gather targeted feedback from additional City departments throughout the process.** Ben Felstein will support Nick Chen throughout the project by preparing for meetings, assisting with community engagement, and producing graphics and documents for the code development tasks.

**Quality Control.** Our team understands that everything we provide, from meeting minutes to the final code language changes, are deliverables that reflect our quality of work. **We take each deliverable through a quality review process which includes a team member who is knowledgeable of the project but not the originator of the document.** Clay will serve in this role to ensure to our team is producing quality work products so City staff can focus on content.

##### Deliverables

- Kick Off meeting
- Draft and Final Project Charter
- Proposed bi-weekly coordination meetings

##### Assumptions

- Kimley-Horn will prepare agendas and provide notes for each meeting
- The City will provide key information for the Project Charter and assist in setting project goals, understanding project risks, and identifying key team members
- Kimley-Horn will facilitate a round of review and editing for the Project Charter
- The City will review the Draft Project Charter and provide comments



## Task 2: Public Participation Plan and Community Engagement

### Responsible Team Members:

- Nick Chen
- Nate Chadwick

In coordination with the City, Kimley-Horn will develop and execute a short Public Participation Plan and facilitate engagement activities as new policy and code is developed. **We are committed to meaningful communication programs focused on meeting community members where they are.**

**Plan:** Our approach to public engagement planning includes a holistic view of public participation throughout the project. We will begin the project by:

- Coordinating with City staff to identify key stakeholders
- Determining appropriate tactics and tools
- Creating an outreach schedule with key community touchpoints identified

**Execution:** Our public engagement team specializes in building meaningful relationships with the community, businesses, and stakeholders. We not only listen, but also truly understand their concerns. The Public Participation Plan will be focused on early engagement and ways to receive feedback on the range of options for implementing new legislation. It will communicate what we are doing, why we are doing it, and the range of options to meet state law requirements while accounting for the community's vision.

**The goal is to make sure community voices continue to be heard prior to and throughout the policy and code development process.** This process also helps us follow the “no-surprises” rule for appointed and elected officials. The development of code and policy will also align with the requirements of the Fircrest Municipal Code for amendments to the Comprehensive Plan and development regulations. In addition to comment and response periods, the following are engagement tactics which could be used:

- **Community Meetings:** We plan to coordinate and could attend up to two community events and meetings to allow larger groups of people to hear and understand the project all at one time. With our boots-on-the-ground approach, we like to spend time in the communities we are trying to reach.
- **Social Media:** Using existing tools, we can create content for social media outlets with key messages.
- **Project Website:** We will prepare and assist the City team with content for the City website.
- **Optional Services:** Kimley-Horn believes additional outreach may be necessary to fully engage the community. Given the limited funding available through the City's grant, our outreach scope has been proposed to meet the City's needs while maintaining budget for the analysis and recommendations of the code update and Comprehensive Plan Policy recommendation. Additional meetings with stakeholders or the community are recommended but not included in this scope.



**Engagement methods will focus on receiving feedback from community-based organizations and disadvantaged groups in the Fircrest community.** We will coordinate closely with City staff to identify the methods that have best engaged the community in the past. Our outreach team also has variety of recommendations available.

### Deliverables:

- Public Participation Plan
- Community Engagement summary

### Assumptions:

- The plan will include a mix of in-person and virtual engagement strategies. Given the budget for these

tasks, community engagement activities will be designed based on the role the City wants to take. As an example, the City may wish to use materials we prepare to expand engagement efforts.

- Kimley-Horn will facilitate one round of review and editing for the engagement plan.
- Meetings, hearings, and presentations for appointed and elected officials will be scoped separately.



### Task 3: Review of Existing Documents

#### Responsible Team Members:

- Nick Chen
- Ben Felstein

Kimley-Horn will review the existing City regulations and other resources to identify necessary code and comprehensive plan amendments related specifically to middle housing, cottage housing, ADUs, and unit lot subdivisions.

**We propose that in addition to a summary of findings report, we prepare an outline that further refines the range of code and policy options for the City to meet HB 1110 requirements.** This could include options regarding where to apply new requirements and the range of code requirements to consider to ensure new housing aligns with the community's goals.

Providing a defined set of options will be useful to engaging the community and both appointed and elected officials early on. **A strong review of existing documents will enable us to create policies and codes that align with the overall community vision.**

#### Deliverables:

- Summary report of findings
- Bookends table and summary to outline various overall options for HB 1110 implementation

#### Assumptions:

- Kimley-Horn will facilitate two rounds of review and editing for each document
- City staff will assist in narrowing the scope and approach as we draft policies and regulations

### Task 4: Draft and Final Housing and Land Use Elements Amendments

#### Responsible Team Members:

- Nick Chen
- Clay White

Our team will prepare and gather feedback on bookend options for policy development, conduct early community engagement activities, and draft new and revised policies. The draft policies will focus on HB 1110 but also align with new Housing Element requirements derived from HB 1220 and address new requirements for the legislation listed in the RFQ where applicable. **In addition to developing new and revised policies, we propose developing a policy table to explain why each of the new or revised policies are being proposed.** This can be helpful as public comments are accepted on the draft policies.

This can also be helpful as part of the policy review process with the Planning Commission and City Council. **Based on comments received on the draft policies from the public, we will prepare a final set of policies.** We will sync the policy development work so it aligns with the draft code being prepared.

Our team is aware the City is currently completing a full periodic update to their Comprehensive Plan. **Policy recommendations completed as part of this task will feed into and be consistent with the overall Comprehensive Plan.**

#### Deliverables:

- Draft housing and land use policy amendments
- Summary table defining the purpose of amendments
- Response to public comments on proposed policy changes
- Preparation of materials for meetings and hearings
- Preparation of final housing and land use policy amendments

#### Assumptions:

- Kimley-Horn will conduct two rounds of policy updates based on feedback from the City
- No major changes will be made to the policy approach from Task 3
- Kimley-Horn will respond to up to 15 unique comment letters



## Task 5: Draft and Final Housing Regulations

### Responsible Team Members:

- Nick Chen
- Benjamin Felstein

Our team will prepare and gather feedback on bookend options for code development, conduct community engagement activities, and develop draft new and revised regulations.

**In our experience working on HB 1110 Guidance, we have noticed a number of changes to municipal code, beyond what is called out in HB 1110, are necessary to make implementation of new policy and code work well for small lot redevelopment.** This can include how the code approaches density versus lot yield, building setbacks, heights, impervious maximums, tree codes, definitions, driveway and access standards, parking, and the approach to subdividing small lots (including unit lot subdivision regulations). The standards that may work well when a two-acre lot is used for townhomes may not work well when a tri-plex is proposed on an 8,000 square foot (SF) lot. Our approach would focus on providing a code that:

- Aligns with the City's goals
- Meets HB 1110 requirements
- Addresses code sections necessary for proper implementation

**We will focus on creating accurate and easy-to-understand documents and graphics highlighting elements of the proposed code that may be difficult to understand.** Visuals can also be a great tool for those using the code to meet requirements on City applications. Graphics will be prepared for a variety of purposes including:

- Site plans for a "typical" City lot to highlight why certain development standards need to be addressed. As an example, a site plan could help show why reduced rear setbacks may be needed to accommodate middle housing or the relationship between building height, setbacks, and access needed to make the code work. These could be used as part of engagement at both meetings and hearings.
- Design standards and use of pictures to help show the community what a typical middle housing project might look like. In terms of tables and charts, we will follow a format that is consistent with other elements of the code.

### Deliverables:

- Draft code amendments
- Summary table defining purpose of amendments
- Response to public comment on proposed policy changes
- Final code amendments

### Assumptions:

- Kimley-Horn will prepare materials for meetings and hearings
- Kimley-Horn will facilitate two rounds of code updates based on feedback from the City
- Kimley-Horn will respond to up to 15 unique comment letters
- No major changes will be made to the policy approach from Task 3

## Task 6: Planning Commission and City Council Meetings

### Responsible Team Members:

- Clay White
- Nick Chen

**Kimley-Horn will prepare a presentation for Planning Commission and City Council meetings and hearings.** We propose an early meeting with the Planning Commission and/or City Council (could be a joint workshop) to review the requirements of HB 1110. This task is an opportunity to discuss the range of options for implementing new requirements. This would also provide a strong foundation for preparation of code and policy. We suggest timing this meeting early to check-in with community engagement efforts.

**We will be available for public meetings and hearings on the draft policies and regulations.** We will work with City staff to determine the best place for our team to get involved. In addition to the early engagement meetings described above, our team anticipates assisting with one Planning Commission and one City Council Hearing for adoption of the code updates.

### Deliverables:

- Attendance (in person or virtual) at up to two Planning Commission and/or City Council meetings
- Memorandums for packets and PowerPoint presentations

### Assumptions:

- The number of meetings may be increased in coordination with the City team. The budget for this task is based upon being present for meetings and materials being produced for each meeting/hearing.



## Project Management

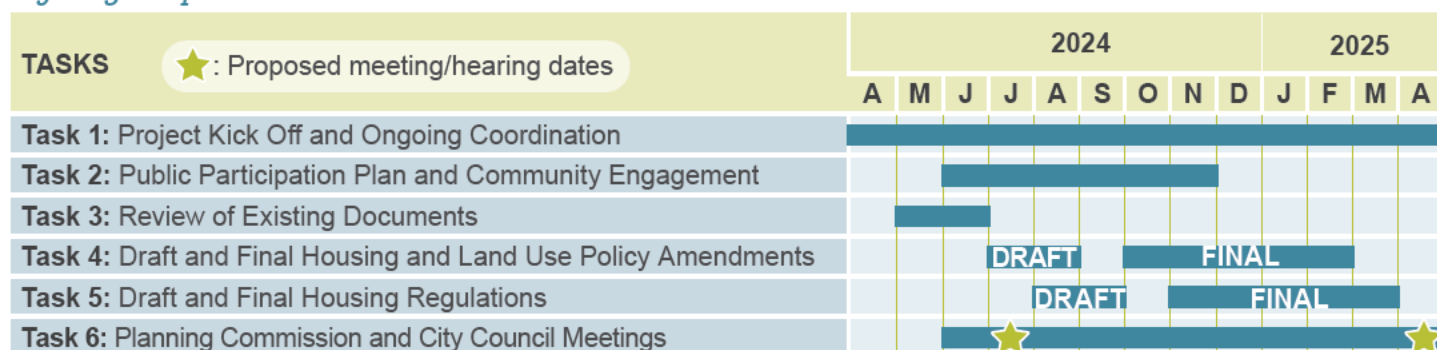
Kimley-Horn has developed a project management system with effective communication and reporting. Twice monthly, our management information system generates a project effort report showing actual effort expended and project expenses by task. This internal control, coupled with organized project management tracking of the status of work completed, allows us to easily provide user-friendly invoices to the City and make timely adjustments to stay within budget and maintain the project schedule.

As stated in Task 1, every deliverable will be checked by an independent reviewer. Our team will communicate clearly and frequently with City staff across multiple departments as necessary, and will be responsive in addressing any questions the City may have throughout the development of the Middle Housing Ordinance.

## Timeline Expectations

Figure 3 shows a project schedule Kimley-Horn has developed to identify key milestones and timeline expectations for the project’s six tasks.

Figure 3. Proposed Schedule



## Cost Estimates

Figure 4 shows a proposed budget Kimley-Horn has developed with costs broken down per task.

Figure 4. Proposed Budget

TASKS	BUDGET
Task 1: Project Kick Off and Ongoing Coordination	\$8,300
Task 2: Public Participation Plan and Community Engagement	\$7,800
Task 3: Review of Existing Documents	\$5,000
Task 4: Draft and Final Housing and Land Use Policy Amendments	\$7,000
Task 5: Draft and Final Housing Regulations	\$14,400
Task 6: Planning Commission and City Council Meetings	\$6,500
	Anticipated Expenses \$1,000
	<b>Total \$50,000</b>



## 4. Relevant Project Experience and References

Below are similar projects our team has worked on involving comprehensive planning, GMA compliance, housing elements, public participation plans, extensive project management, and coordination with local officials.

### Washington State Department of Commerce, Middle Housing Model Ordinances for Implementation of HB 1110 Statewide, WA

#### Statewide, WA

**Description:** Kimley-Horn is currently preparing portions of the HB 1110 Model Ordinance and Guidance, including insights to ensure codes work well when implemented.

**Responsibilities:** We are assisting with the development of guidance to help communities permit middle housing, including cottage housing, small housing on small lots, and ADUs. We are also assisting with stakeholder meetings as well as graphics and comment responses for the draft document. Kimley-Horn will continue working with Commerce to look at additional topics associated with HB 1110 implementation, which typically involves other departments. Our team would provide guidance on topics such as mail service, garbage collection, utilities, fire code, stormwater, and others which could be challenging with new small lot development requirements.

**Challenges:** HB 1110 applies to 77 unique communities across the state, and HB 1337 applies to all cities and unincorporated urban growth areas (UGAs). It is challenging to develop a model ordinance and guidance which will work well given the way codes are constructed differently across the state, but our team worked with Commerce to build levels of flexibility into the guidance document.

**Opportunities:** The guidance is being developed for the end user. It will provide ideas that are broadly applicable. These are tools communities can use to adapt their codes and identify what works for them. The guidance will inspire cities to think about code changes needed, beyond those prescribed in state law, to make HB 1110 work well when implemented.

**Client Contact:** Dave Osaki, AICP, Commerce Specialist, Washington State Department of Commerce, 564.200.4460, [dave.osaki@commerce.wa.gov](mailto:dave.osaki@commerce.wa.gov) | **Start and Completion Dates:** September 2023 — Fall 2024 (anticipated) |

**Estimated/Final Costs:** \$70,000/\$70,000 (anticipated)

### City of Kenmore, Middle Housing Project

#### Kenmore, WA

**Description:** Prior to joining Kimley-Horn, Clay provided policy and code review for a Middle Housing and Small-Scale Commercial Development Memorandum, a Middle Housing Code Options Report, and maps and exhibits to accompany the report (Phase I). Kimley-Horn is now developing amendments to the City of Kenmore Comprehensive Plan Housing and Land Use Elements and developing new middle housing regulations (Phase II). Substantial outreach was conducted to ensure the community voice was heard during Phase I and provide a strong foundation for Phase II.

**Responsibilities:** Clay regularly coordinated with the City and prepared a presentation for City Council. Our team is working primarily with the Department of Planning and Community Development, but also coordinating with Public Works, the City's outreach staff, and several stakeholder organizations to identify the best policies for the community.

**Challenges:** Implementing new housing policy can result in major changes to neighborhoods and communities over time. The greatest challenge was identifying options for the City to meet new state law requirements while also aligning those options with the City's vision. The options were aimed at providing more diverse housing choices for people with different incomes, protecting critical areas, and maintaining and enhancing neighborhoods with sufficient infrastructure.

**Opportunities:** The project has provided a suite of policy and code options to consider during HB 1110 and 1337 implementation.

**Client Contact:** Debbie Bent, Community Development Director, City of Kenmore, 425.398.8900 ext. 6180, [dbent@kenmorewa.gov](mailto:dbent@kenmorewa.gov) | **Start and Completion Dates:** February 2024 — October 2024 (anticipated) |

**Estimated/Final Costs:** \$75,000/\$75,000 (anticipated)



# City of Costa Mesa, Housing Element Update

## Costa Mesa, CA



**Description:** Kimley-Horn partnered with the City of Costa Mesa to help facilitate the City’s 2021-2029 Housing Element Update. As part of the General Plan, the update establishes a long-range plan, policies, and quantifiable objectives to meet Costa Mesa’s current and future housing needs.

**Responsibilities:** Our team aligned with the City of Costa Mesa to ensure the update accommodates growth while also preserving established residential neighborhoods and the unique characteristics of the community and district. As the project manager, Nick:

- Assisted the City through the State Department of Housing and Community Development (HCD) 6th Cycle Update process.
- Performed technical analysis on buildable lands and candidate site identification.
- Created a robust Public Participation Plan, including virtual and in-person community workshops, stakeholder meetings, focus groups with underrepresented portions of the community, and workshops and hearings with the Planning Commission and City Council.
- Coordinated directly with multiple departments, including public works, code enforcement, housing, and the City’s outreach and engagement teams.
- Provided outreach materials and workshop facilitation in English and Spanish to meet the needs of the community and ensure we could collect input from diverse segments of the community.

**Challenges:** The City of Costa Mesa struggled with how to implement the new housing element requirements mandated by the State Department of HCD. They had a complex zoning code with different focused area plans which needed to be updated to meet community needs and provide flexible opportunities for housing growth. Kimley-Horn completed a full analysis of their zoning code and provided policy recommendations for updates to allow development at the appropriate types and densities needed to promote development while maintaining local review and input.

Two very different socioeconomic groups within the community were split by SR 55 and creating policies that worked for these two groups was also a unique challenge.

**Opportunities:** Community members and public officials were fairly in favor of promoting housing development, allowing our team to propose bold and innovative strategies. City staff and public officials also favored extensive community outreach which allowed us to conduct neighborhood level workshops, giving us more input to use within the plan and helped garner community support for the plan.

**Client Contact:** Scott Drapkin, Assistant Planning Director, [scott.drapkin@costamesaca.gov](mailto:scott.drapkin@costamesaca.gov), 714.754.5278 |

**Start and Completion Dates:** October 2020 — November 2022 |

**Estimated/Final Costs:** \$150,000/ \$175,000 (City of Costa Mesa added scope for additional community engagement)



## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:**       **2024 Budget Amendment #1 Ordinance – 1<sup>st</sup> Reading**  
**ITEM:**                   **13B**  
**DATE:**                  **March 26, 2024**  
**FROM:**                 **Colleen Corcoran, Finance Director**

**RECOMMENDED MOTION:** None. Introduction of proposed Ordinance only.

**PROPOSAL:** This is a request for additional appropriations for anticipated revenues and expenditures not provided for in the Adopted 2024 Budget.

**FISCAL IMPACT:** The fiscal impact of this proposal results in increases in expenditures with corresponding increases in revenue or corresponding decreases in fund balance as follows:

Fund	Account	Title	Revenue	Expense	Ref	
General	308.91.00.01	Unassigned BFB-General	580,186		1	
	308.51.00.02	Assigned BFB-44 <sup>th</sup> Alameda	57,155		1	
	308.51.00.01	Assigned BFB-Light Fund	25,797		1	
	308.31.00.01	Restricted BFB-ARPA	48,539		1	
	518.11.41.00	Professional Services-Personnel		10,000	2	
	521.10.41.00	Professional Services-Civil Service		4,000	3	
	594.11.64.00	Mach & Equip Leg. (ARPA funds)		16,725	4	
	594.76.63.01	Other Improv (44 <sup>th</sup> St funds)		23,700	5	
	508.91.00.01	Unassigned EFB-General		566,186	1,2,3	
	508.51.00.02	Assigned EFB-44 <sup>th</sup> Alameda		33,455	1,5	
	508.51.00.01	Assigned EFB-Light Fund		25,797	1	
	508.31.00.01	Restricted EFB-ARPA		31,814	1,4	
	Street	308.91.01.01	Unassigned BFB-Street	42,738		1
		333.20.20.01	Indirect Fed Grant-Dept of Trans	70,260		6
334.03.81.00		State Grant-Trans Improv Board	677,409		7	
397.00.00.06		REET I-Transfer-In	124,543		7	
397.00.00.06		REET I-Transfer-In	137,095		6	
595.10.63.06		Project Engineering		218,320	6	
595.32.63.01		Street Improvements		801,952	7	
508.91.01.01		Unassigned EFB-Street		31,773	1,6,7	
Police Invest		308.31.01.05	Restricted BFB-Police Inv Fund	382		1
		521.21.49.00	Miscellaneous Investigations		382	1
Park Bond Debt	308.31.02.01	Restricted BFB-Park Bond Debt	699		1	
	508.31.02.01	Restricted EFB-Park Bond Debt		699	1	
Park Bond Capital	308.31.03.01	Restricted BFB-Park Bond Capital	78,635		1	
	508.31.03.01	Restricted EFB-Park Bond Capital		78,635	1	
REET	308.31.03.11	Restricted BFB-REET 1	2,791		1	
	308.31.03.12	Restricted BFB-REET 2	26,109		1	
	597.06.00.01	REET 1 Transfer-Out		137,095	6	
	597.06.00.01	REET 1 Transfer-Out		124,543	7	
REET	508.31.03.11	Restricted EFB-REET 1		(258,847)	1,6,7	



Fund	Account	Title	Revenue	Expense	Ref
	508.31.03.12	Restricted EFB-REET 2		26,109	1
Storm	308.51.04.15	Assigned BFB-Storm	53,461		1
	508.51.04.15	Assigned EFB-Storm		53,461	1
Storm Capital	308.51.04.16	Assigned BFB-Storm Capital	(225,458)		1
	508.51.04.16	Assigned EFB-Storm Capital		(225,458)	1
Water	308.51.04.25	Assigned BFB-Water	(11,937)		1
	508.51.04.25	Assigned EFB-Water		(11,937)	1
Water Capital	308.31.04.26	Restricted BFB-Water ARPA	147,270		1
	308.51.04.26	Assigned BFB-Water Capital	25,128		1
	508.31.04.26	Restricted EFB-Water ARPA		147,270	1
	508.51.04.26	Assigned EFB-Water Capital		25,128	1
Sewer	308.51.04.30	Assigned BFB-Sewer	473,187		1
	369.91.04.30	Miscellaneous-Sewer	80,000		8
	535.10.41.00	Professional Services-Sewer		10,000	9
	508.51.04.30	Assigned EFB-Sewer		543,187	1,8,9
Sewer Capital	308.51.04.32	Assigned BFB-Sewer Capital	144,543		1
	594.35.63.01	Other Improve – Sewer Capital		24,520	10
	508.51.04.32	Assigned EFB-Sewer Capital		120,023	1,10
ERR	308.51.05.01	Assigned BFB-ERR	(36,956)		1
	594.48.63.03	ERR Capital Outlay-Admin		1,240	11
	594.48.64.03	ERR Capital Outlay-Admin		1,200	12
	594.48.64.04	ERR Capital Outlay-Finance		1,240	13
	594.48.64.12	ERR Capital Outlay-Street		(960)	12
	594.48.64.14	ERR Capital Outlay-W/S		(240)	12
	508.51.05.01	Assigned EFB-ERR		(39,436)	1,11,12,13
		<b>TOTALS</b>	<b>\$2,521,576</b>	<b>\$2,521,576</b>	

**ADVANTAGE:** The City of Fircrest adopts an annual budget at the fund level. This proposal will provide the necessary budget for the following:

1. Match Budgeted Beginning & Ending Fund Balances to actual in all funds.
2. Increased cost for legal fees relating to personnel issues.
3. Increased cost for testing potential police officers.
4. Rollover for Council Chamber Audio/Visual project. (ARPA funded)
5. Rollover for Whittier Park Master Plan. (44<sup>th</sup>/Alameda funded)
6. Regents Blvd. Grind & Overlay Project. (REET 1 funded)
7. Claremont Grind & Overlay Project.
8. Prose Project MOU - reimbursement agreement.
9. Rollover for Bob Jean's contract.
10. Replacement pump for Commons lift station.
11. PC for City Manager.
12. PC for Deputy City Clerk's office originally at Public Works.
13. PC for Finance Director.

The above adjustments will result in an Amended 2024 Budget by Fund as follows:

<b><u>2024 REVENUES, EXPENDITURES &amp; BALANCES BY FUND</u></b>			
<b><u>FUND</u></b>	<b><u>ORIGINAL</u></b>	<b><u>BA #1</u></b>	<b><u>AMENDED</u></b>
General	\$12,050,485	\$711,677	\$12,762,162
Street	2,315,346	1,052,045	3,367,391
Police Investigation	13,551	382	13,933
Cumulative Reserve	2,750,000	-	2,750,000
Park Bond Debt Service	602,303	699	603,002
Park Bond Capital	1,615,655	78,635	1,694,290
REET	3,161,372	28,900	3,190,272
Storm	1,046,742	53,461	1,100,203
Storm Capital	823,178	(225,458)	597,720
Water	1,342,337	(11,937)	1,330,400
Water Capital	564,578	172,398	736,976
Sewer	3,939,150	553,187	4,492,337
Sewer Capital	1,489,792	144,543	1,634,335
ERR	2,499,013	(36,956)	2,462,057
<b>Total</b>	<b>\$34,213,502</b>	<b>\$2,521,576</b>	<b>\$36,735,078</b>

**DISADVANTAGES:** None identified.

**ALTERNATIVES:** Not amend the budget, which does not allow for an accurate depiction of City revenues, expenditures, and fund balances.

**HISTORY:** It is prudent financial practice to periodically adjust the adopted budget to account for any unforeseen revenue or expenditure items that may arise throughout the year. It is not uncommon for the Council to approve expenses that were not anticipated in the budget process. Budget amendments are needed to address these issues and ensure that we stay within authorized budget limits per Washington State law. These budget amendments also help to provide a more accurate reflection of each fund's anticipated ending fund balance. The State Auditor expects such adjustments to occur.

Budget amendments typically consist of two types of adjustments - miscellaneous and housekeeping. Miscellaneous adjustments typically account for unanticipated expenditures items and revenue adjustments. This includes accounting for revenue and expenditures due to grants, insurance recoveries and settlements, and donations. Housekeeping adjustments account for corrections and adjustments that arise due to the implementation of necessary accounting rules, the adjustment of beginning fund balances to equal the prior year's actual ending fund balances, and carryforwards of appropriations for projects and/or expenditures already underway but not completed in the prior year. Budget amendments also contain adjustments that have arisen from City Council actions taken since any previous budget amendments. These actions include awarding professional service and construction contracts, capital purchases, contract change orders, and enacting rate increases.

**ATTACHMENTS:** [Ordinance](#)  
[Budget Amendment Worksheet](#)

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

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,  
AMENDING ORDINANCE NO. 1715 TO AUTHORIZE ADDITIONAL  
EXPENDITURES OF FUNDS FOR MATTERS NOT FORESEEN AT  
THE TIME OF FILING THE 2024 ANNUAL BUDGET, PROVIDING  
SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City anticipates certain revenues and expenditures not foreseen at the time of filing the Annual Budget for 2024; and

**WHEREAS**, the City of Fircrest adopts an annual budget at the fund level; and

**WHEREAS**, the City of Fircrest adopted its 2024 Budget on November 28, 2023, through Ordinance No. 1715; and

**WHEREAS**, the City Council, after due consideration, has deemed that it is necessary and in the best interest of the City of Fircrest to amend Ordinance No. 1715, the Adopted 2024 Budget, to defray the anticipated expenditures.

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

**Section 1. Amendment.** Ordinance No. 1715, the Adopted 2024 Budget, is hereby amended as set forth in Section 2 below.

**Section 2. Amendment.** The anticipated revenues and expenditures will result in the amendment of the 2024 Budget by fund as follows:

<b><u>2024 REVENUES, EXPENDITURES &amp; BALANCES BY FUND</u></b>			
<b><u>FUND</u></b>	<b><u>ORIGINAL</u></b>	<b><u>BA #1</u></b>	<b><u>AMENDED</u></b>
General	\$12,050,485	\$711,677	\$12,762,162
Street	2,315,346	1,052,045	3,367,391
Police Investigation	13,551	382	13,933
Cumulative Reserve	2,750,000	-	2,750,000
Park Bond Debt Service	602,303	699	603,002
Park Bond Capital	1,615,655	78,635	1,694,290
REET	3,161,372	28,900	3,190,272
Storm	1,046,742	53,461	1,100,203
Storm Capital	823,178	(225,458)	597,720
Water	1,342,337	(11,937)	1,330,400
Water Capital	564,578	172,398	736,976
Sewer	3,939,150	553,187	4,492,337
Sewer Capital	1,489,792	144,543	1,634,335
ERR	2,499,013	(36,956)	2,462,057
<b>Total</b>	<b>\$34,213,502</b>	<b>\$2,521,576</b>	<b>\$36,735,078</b>

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31

**Section 3. Non-emergency.** The revenues and expenditures set forth in Section 2 above are not one of the emergencies specifically enumerated in RCW 35A.33.080.

**Section 4. 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 5. 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 6. Effective Date.** This ordinance shall take effect five days after its 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 9th day of April 2024.

**APPROVED:**

\_\_\_\_\_  
Shannon Reynolds, Mayor

**ATTEST:**

\_\_\_\_\_  
Arlette Burkhardt, Acting City Clerk

**APPROVED AS TO FORM:**

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

Publication Date:

Effective Date:

**CITY OF FIRCREST  
2024 BUDGET AMENDMENT #1**

FUND	BEGINNING BALANCE	Adjustment	REVISED BEGINNING BALANCE	REVENUES AND OTHER SOURCES			EXPENDITURES AND OTHER USES			ENDING BALANCE	Adjustment	REVISED ENDING BALANCE
				Current Budget	Adjustment	Revised Budget	Current Budget	Adjustment	Revised Budget			
<b>Operating</b>												
001 General Fund	\$ 4,547,720	\$ 711,677	\$ 5,259,397	\$ 7,502,765	\$ -	\$ 7,502,765	\$ 7,860,958	\$ 54,425	\$ 7,915,383	\$ 4,189,527	\$ 657,252	\$ 4,846,779
<b>Special Revenue</b>												
101 City Street	358,090	42,738	400,828	1,957,256	1,009,307	2,966,563	2,002,391	1,020,272	3,022,663	312,955	31,773	344,728
105 Police Investigation	12,951	382	13,333	600	-	600	13,551	382	13,933	-	-	-
150 Cumulative Reserve	1,979,506	-	1,979,506	770,494	-	770,494	-	-	-	2,750,000	-	2,750,000
<b>Subtotal Special Revenue Funds</b>	<b>2,350,547</b>	<b>43,120</b>	<b>2,393,667</b>	<b>2,728,350</b>	<b>1,009,307</b>	<b>3,737,657</b>	<b>2,015,942</b>	<b>1,020,654</b>	<b>3,036,596</b>	<b>3,062,955</b>	<b>31,773</b>	<b>3,094,728</b>
<b>Debt Service</b>												
201 Park Bond Debt Service	148,762	699	149,461	453,541	-	453,541	439,750	-	439,750	162,553	699	163,252
<b>Subtotal Debt Service Funds</b>	<b>148,762</b>	<b>699</b>	<b>149,461</b>	<b>453,541</b>	<b>-</b>	<b>453,541</b>	<b>439,750</b>	<b>-</b>	<b>439,750</b>	<b>162,553</b>	<b>699</b>	<b>163,252</b>
<b>Total Operating Funds</b>	<b>\$ 7,047,029</b>	<b>\$ 755,496</b>	<b>\$ 7,802,525</b>	<b>\$ 10,684,656</b>	<b>\$ 1,009,307</b>	<b>\$ 11,693,963</b>	<b>\$ 10,316,650</b>	<b>\$ 1,075,079</b>	<b>\$ 11,391,729</b>	<b>\$ 7,415,035</b>	<b>\$ 689,724</b>	<b>\$ 8,104,759</b>
<b>Capital Improvement</b>												
301 Park Bond Capital	1,322,655	78,635	1,401,290	293,000	-	293,000	974,347	-	974,347	641,308	78,635	719,943
310 REET	2,745,557	28,900	2,774,457	415,815	-	415,815	220,213	261,638	481,851	2,941,159	(232,738)	2,708,421
<b>Subtotal Capital Improvement Funds</b>	<b>4,068,212</b>	<b>107,535</b>	<b>4,175,747</b>	<b>708,815</b>	<b>-</b>	<b>708,815</b>	<b>1,194,560</b>	<b>261,638</b>	<b>1,456,198</b>	<b>3,582,467</b>	<b>(154,103)</b>	<b>3,428,364</b>
<b>Enterprise</b>												
415 Storm Drain Operating	393,242	53,461	446,703	653,500	-	653,500	551,193	-	551,193	495,549	53,461	549,010
416 Storm Capital Improvement	741,278	(225,458)	515,820	81,900	-	81,900	116,250	-	116,250	706,928	(225,458)	481,470
425 Water Operating	119,387	(11,937)	107,450	1,222,950	-	1,222,950	1,211,846	-	1,211,846	130,491	(11,937)	118,554
426 Water Capital Improvement	313,988	172,398	486,386	250,590	-	250,590	459,375	-	459,375	105,203	172,398	277,601
430 Sewer Operating	1,004,366	473,187	1,477,553	2,934,784	80,000	3,014,784	3,351,092	10,000	3,361,092	588,058	543,187	1,131,245
432 Sewer Capital Improvement	1,255,792	144,543	1,400,335	234,000	-	234,000	887,740	24,520	912,260	602,052	120,023	722,075
<b>Subtotal Enterprise Funds</b>	<b>3,828,053</b>	<b>606,194</b>	<b>4,434,247</b>	<b>5,377,724</b>	<b>80,000</b>	<b>5,457,724</b>	<b>6,577,496</b>	<b>34,520</b>	<b>6,612,016</b>	<b>2,628,281</b>	<b>651,674</b>	<b>3,279,955</b>
<b>Internal Service</b>												
501 Equipment Replacement	1,983,001	(36,956)	1,946,045	516,012	-	516,012	352,275	2,480	354,755	2,146,738	(39,436)	2,107,302
<b>Subtotal Internal Service Funds</b>	<b>1,983,001</b>	<b>(36,956)</b>	<b>1,946,045</b>	<b>516,012</b>	<b>-</b>	<b>516,012</b>	<b>352,275</b>	<b>2,480</b>	<b>354,755</b>	<b>2,146,738</b>	<b>(39,436)</b>	<b>2,107,302</b>
<b>Total Budget</b>	<b>\$ 16,926,295</b>	<b>\$ 1,432,269</b>	<b>\$ 18,358,564</b>	<b>\$ 17,287,207</b>	<b>\$ 1,089,307</b>	<b>\$ 18,376,514</b>	<b>\$ 18,440,981</b>	<b>\$ 1,373,717</b>	<b>\$ 19,814,698</b>	<b>\$ 15,772,521</b>	<b>\$ 1,147,859</b>	<b>\$ 16,920,380</b>

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Resolution accepting the Fircrest Community Center Project as complete and authorizing the release of retainage.

**ITEM:** 13C

**DATE:** March 26, 2024

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

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, accepting the Fircrest Community Center Project as complete and authorizing the release of retainage.

---

**PROPOSAL:** Council is being asked to accept Kassel & Associates, Inc.'s work on the Fircrest Community Center Project and authorize the release of the retainage on the contract upon receipt of the appropriate clearances from the state.

**FISCAL IMPACT:** Although this resolution does not have a fiscal impact, the final cost of the project was \$7,532,759.00 plus sales tax.

**ADVANTAGE:** Accepting Kassel & Associates Inc.'s work indicates the completion of the Community Center Project to the satisfaction of the City of Fircrest, thus fulfilling the terms of the contract and necessitating the release of retainage. This action officially marks the conclusion of the project between the contractor and the City of Fircrest. By accepting the Community Center Project as complete, the City will seamlessly transition to the next phase of respective activities and or projects unencumbered by lingering contractual obligations associated with the completed Community Center Project.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** The City of Fircrest initiated a bidding process for the Fircrest Community Center Project, with Kassel & Associates, Inc. submitting the lowest responsive and responsible bid. The project was awarded to Kassel & Associates, Inc. on September 17, 2020. Work commenced on October 12, 2020, and concluded successfully on December 6, 2023. City Council approval is now sought for the formal acceptance of Kassel & Associates, Inc.'s completed work on the Fircrest Community Center Project.

**ATTACHMENTS:** [Resolution](#)  
[Notice of Completion of Public Works Contract](#)  
[Affidavit of Wages Paid](#)  
[Notice of Completion Split Tax Rates Spreadsheet](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, ACCEPTING THE FIRCREST  
COMMUNITY CENTER PROJECT AS COMPLETE AND  
AUTHORIZING THE RELEASE OF RETAINAGE.**

**WHEREAS**, City of Fircrest staff requested bids for the Fircrest Community Center Project (Project); and

**WHEREAS**, Kassel & Associates, Inc. submitted the lowest responsive and responsible bid; and

**WHEREAS**, the Project was awarded to Kassel & Associates, Inc. on September 17, 2020; and

**WHEREAS**, Kassel & Associates, Inc. started the work on October 12, 2020, and completed work on December 6, 2023; and

**WHEREAS**, the final cost of the project was \$7,532,759.00 plus sales tax; and

**WHEREAS**, the City must accept projects prior to submitting for releases from the State Department of Revenue, Department of Labor and Industries, and the Employment Security Department for the retainage of the contractors.

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

**Section 1.** The City of Fircrest accepts Kassel & Associates, Inc.'s work on the Fircrest Community Center Project.

**Section 2.** The City of Fircrest authorizes the release of the retainage on the contract upon receipt of the appropriate clearances from the state.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 26th day of March 2024.

**APPROVED:**

\_\_\_\_\_  
Shannon Reynolds, Mayor

1

**ATTEST:**

2

3

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

4

5

**APPROVED AS TO FORM:**

6

7

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

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31





# Notice of Completion of Public Works Contract

Department Use Only	
Assigned to	Date Assigned

Date 03/26/2024	Form Version	Revision Reason
--------------------	--------------	-----------------

Awarding Agency Information			
Company Name City of Fircrest		UBI Number 278-009-045	
Address 115 Ramsdell Street	City Fircrest	State WA	Zip Code 98466
Contact Name Colleen Corcoran	Phone Number 253-564-8901	Email Address ccorcoran@cityoffircrest.net	

Prime Contractor Information			
Company Name Kassel & Associates, Inc.		UBI Number 602-944-979	
Address 7126 180th Avenue NE #C103	City Redmond	State WA	Zip Code 98052
Contact Name Matt Vernon	Phone Number 425-828-0236	Email Address reception@kasselandassociates.com	

Project Information			
Project Name Fircrest Community Center		Contract Number 248	Affidavit ID Number 1154971
Jobsite Address 555 Contra Costa Avenue	City Fircrest	State WA	Zip Code 98466
Date Awarded 09/17/2020	Date Work Commenced 10/12/2020	Date Work Completed 12/06/2023	Date Work Accepted 03/26/2024
Is this a Federally Funded Transportation Project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, attach the Contract Bond Statement			
Have Subcontractors been used? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete Addendum A			
<input checked="" type="checkbox"/> Contract/Payment Bond Waived? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Retainage Bond Waived? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Detailed Description of Work Completed Constructed 15,000 square foot community center with parking lot, plaza, sidewalks, and retaining walls.			

DOR Tax Information	
Calculated Amount	\$6,942,000.00
Additions (+)	\$630,759.00
Reductions (-)	(\$40,000.00)
<b>Sub-Total</b>	<b>\$7,532,759.00</b>
Sales Tax Amount	\$748,679.91
<b>Total</b>	<b>\$8,281,438.91</b>
Liquidated Damages	
Amount Disbursed	\$7,532,759.00
Amount Retained	
Other	\$748,679.91
Sales Tax Rate	multi %
<b>Total</b>	<b>\$8,281,438.91</b>
Both totals must to be equal - If multiple sales tax rates, attach a list	

Apprentice Utilization Information	
Was apprentice utilization required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Engineer's Estimate:
Utilization %:	If utilization did not meet or exceed 15%, was a Good Faith Estimate approved? <input type="checkbox"/> Yes <input type="checkbox"/> No

Comments

The Disbursing Officer must submit this completed notice immediately after acceptance of the work done under this contract. **No payment shall be made from the retained funds until receipt of all release certificates and affidavits.**

Complete and submit for by email to all three agencies below





## Affidavit of Wages Paid

### Project Detail - Project Dashboard

Document Received Date: 10/26/2022	Intent Id: <u>1092670</u>	Affidavit Id: 1154971	Status: Approved on 11/21/2022
---------------------------------------	------------------------------	-----------------------	-----------------------------------

#### Company Details

Name	KASSEL & ASSOCIATES INC
Address	7126 - 180th Avenue NE REDMOND, WA, 98052
WA UBI no.	602944979
Contractor Registration no.	KASSEAI9140M
Industrial Insurance Account Id	18274200
OMWBE Certifications as of 10/1/2020	No active certifications existed when Intent was submitted
Email Address	vkeimig@kasselandassociates.com
Filed By	Elkhart, Kristy

#### Prime Contractor

Prime contractor name	KASSEL & ASSOCIATES INC
Prime contractor registration no.	KASSEAI9140M
Prime contractor Phone Number	425-828-0238

#### Project Information

Awarding agency:	FIRCREST, CITY OF 115 RAMSDELL ST FIRCREST, WA - 98466
Awarding agency contact:	Jeff Grover

Awarding agency contact phone number: 253-238-4160  
Contract no. 248  
Project name Fircrest Community Center  
Project Description The Work includes hazardous material abatement and demolition of existing community center, existing utilities and paving, clearing and grubbing of site. New work includes 15,000 square foot community center with parking lot, plaza, sidewalks, retaining walls.  
Dollar amount of your contract: \$ 7,987,763.50  
Bid due date 8/11/2020  
Contract award date 9/17/2020  
Job site address/directions: 555 Contract Costa Avenue Fircrest, WA 98466

**Payment Details**

Check Number:  
Transaction Id: 108983503

**Project Details**

County where work was performed Pierce  
City where work was performed Fircrest  
Prime contractor Intent form Id# for this project 1092670  
Intent filed date 10/1/2020  
Job start date:MM-DD-YYYY 10/21/2020  
Date work completed:MM-DD-YYYY 7/7/2022

**Project Completion**

Did your company hire any subcontractors? Yes  
Did your company have employees perform work on this project? Yes  
Did you use apprentice employees on this project? Yes

**Company Owner Information**

How many 0

owner/operators  
performed work on the  
project that own 30% or  
more of the company?

**No company owner added.**

**Affidavit Subcontractor(s)**

<b>Company Name</b>	<b>AFFIDAVIT ID #</b>	<b>UBI</b>	<b>License#</b>
WESTERN HARDWOOD INC	1181092	600568701	WESTEHI150JP
WASHINGTON BEST FINISHES LLC	1230038	602991980	WASHIBF890NK
TODD ROBINSON PAINTING INC	1125104	601358898	TODDRPI085D3
S S LANDSCAPING SERVICES INC	1137241	601517287	SSLANSI062C8
S Q I INC	1126214	600069274	SQI****284MR
SOUND PLUMBING LLC	1197660	602530696	SOUNDPL951P5
SNELL CRANE SERVICE INC	1095915	601626799	SNELLCS982JE
SMITH & GREENE CO	1117803	600023000	SMITHG*379QM
SARE ELECTRIC INC	1151228	601257309	SAREEI*001BD
RALPH'S CONCRETE PUMPING INC	1101422	578085430	
PUGET PAVING & CONST INC	1104303	600403309	PUGETPC191LS
NW TEL LLC	1135174	603153658	NWTELT892RO
NORTHWEST ARCHTCTRL PRDCTS INC	1091704	602052272	NORTHAP950MO
NEUDORFER ENGINEERS INC	1134468	600389316	NEUDOEI164PD
MORGAN MECHANICAL INC	1077809	603167290	MORGAMI883WT
MODERN FIRE PROTECTION LLC	1187638	604615738	MODERFP804MA
LEROY NEWTON CONSTRUCTION LLC	1209564	603475218	LEROYNC855PH
LC SOLUTIONS LLC	1197463	604022171	LCSOLSL841QA
JOHNSTON CONSTRUCTION CO INC	1094678	278046559	JOHNSC*349JQ
LA NACIONAL CONSTRUCTION LLC	1185654	603033849	LANACNC904NL
IRONMAN STEEL ERECTORS INC	1083243	601994909	IRONMSE981PM
INSULATION CNTRCTRS OF WA LLC	1148673	604605639	INSULCW806QK
IBC CONSTRUCTION LLC	1035299	604193022	IBCCOCL828LD
Holroyd Co Inc	1108426	278038027	
HENRIKSEN SERVICES INC	1101242	601928999	HENRISI015CS
GREAT FLOORS	1136097	602049236	GREATF*955D4
FORREST SOUND PRODUCTS LLC	1117958	602589731	FORRESP942KZ
FENIX EARTHWORKS LLC	1241317	603483687	FENIXEL854M9
EVERGREEN CONCRETE CUTTING INC	1122103	601605667	EVERGCC945CP
ENGINEERED PRODUCTS, A PAPE CO	1081809	602684203	ENGINPC931CO

EAGLE ASPHALT SEALCTNG CO LLC	1101665	602289832	EAGLEAS979KR
DICKSON COMPANY	982806	278045472	DICKSC*858RZ
DEAMOR ASSOCIATES INC	1129340	600533061	DEAMOAI169OQ
CUSTOM SOURCE WOODWORKING INC	1115930	602725366	CUSTOSW931NM
CROWE BUILDING SPECIALTIES INC	1208400	600368823	CROWEBS202NF
COMMERCIAL FENCE CORPORATION	1148892	601581365	COMMEFC066PU
COLORADO COMMERCIAL INTRS INC	1138464	604590933	COLORCI805P1
Glacier Northwest DBA CalPortland	1230243	601301145	
BLUE STAR WELDING LLC	1184537	602126139	BLUESSW921RJ
BARCLAY DEAN ARCHTL PRDTS LLC	1113587	601840789	BARCLDA022BE
BLUE CORE POWER LLC	1088999	603622678	BLUECCP841NN
ARCHITECTURAL SHEET METAL INC	1115722	600426057	ARCHISM188BN
ACCESS WINDOWS & GLASS LLC	1122525	602401671	ACCESWG966LJ
ABSOLUTE SURFACING	1073585	603384841	ABSOLS*862D8

### Journeylevel Wages

County	Trade	Occupation	Wages	Fringes	# Workers	# Hours
Pierce	Painters	Journey Level	45.40	0.00	1	62.00
Pierce	Painters	Journey Level	46.40	0.00	1	60.00
Pierce	Carpenters	Carpenter	46.92	18.02	6	1117.50

### Apprentice Wages

Trade Name                      County Name                      Program/Occupation Name  
Carpenters                      Pierce                      Carpenter

Step#	Begin Hour	End Hour	Name	Reg Id	Begin Hours	End Hours	State	Wage\$	Fringe\$	Hours
6	5001	6000	Miller, Devon	194840	10/21/2020	10/21/2020	WA	\$39.88	\$18.02	8.00
6	5001	6000	Bell, Shane	193673	10/21/2020	10/28/2020	WA	\$39.88	\$18.02	16.00
5	4001	5000	Crawford, Tollak	201045	11/11/2020	03/26/2021	WA	\$37.54	\$18.02	356.00
7	6001	7000	Bell, Shane	193673	11/23/2020	05/11/2021	WA	\$42.23	\$18.02	321.50
6	5001	6000	Dreyer, Dain	196113	12/09/2020	08/18/2021	WA	\$39.88	\$18.02	221.00
2	1001	2000	Drew, Skyler	202526	01/12/2021	06/04/2021	WA	\$30.50	\$18.02	133.00
6	5001	6000	Crawford, Tollak	201045	03/29/2021	09/23/2021	WA	\$39.88	\$18.02	852.00

7	6001	7000	Miller, Devon	194840	05/10/2021	05/11/2021	WA	\$42.23	\$18.02	16.00
7	6001	7000	Dreyer, Dain	196113	09/09/2021	10/08/2021	WA	\$42.23	\$18.02	48.00
1	1	1000	Moylan, Jeremy	215038	09/10/2021	09/10/2021	WA	\$28.15	\$9.42	8.00
7	6001	7000	Crawford, Tollak	201045	09/28/2021	10/07/2021	WA	\$42.23	\$18.02	56.00
7	6001	7000	Dreyer, Dain	196113	10/11/2021	10/29/2021	WA	\$44.26	\$18.02	56.00
7	6001	7000	Crawford, Tollak	201045	10/18/2021	11/05/2021	WA	\$44.26	\$18.02	120.00
7	6001	7000	Dreyer, Dain	196113	11/08/2021	11/15/2021	WA	\$44.26	\$18.90	16.00
1	1	1000	Yeary, Dalton	214608	11/10/2021	11/10/2021	WA	\$29.51	\$9.55	8.00
7	6001	7000	Crawford, Tollak	201045	11/17/2021	04/01/2022	WA	\$44.26	\$18.90	446.00
8	7001	8000	Dreyer, Dain	196113	12/07/2021	05/11/2022	WA	\$46.72	\$18.90	32.00
1	1	1000	Pall, Peter	215816	06/06/2022	06/06/2022	WA	\$30.86	\$9.87	8.00

## Public Notes

[Show/Hide Existing Notes](#)

No note exists

Notice of Completion of Public Works Contract  
Kassel & Associates, Inc  
UBI # 602944979  
Multiple Sales Tax Rate

	Amount Disbursed	Tax Rate	Tax	Total
Tax rate of 9.9% November 2020 through June 30, 2021	4,596,005.05	9.9%	455,004.51	5,051,009.56
Tax rate of 10.0% July 1, 2021 through completion	2,936,753.95	10%	293,675.41	3,230,429.36
	7,532,759.00		748,679.91	8,281,438.91



## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Resolution authorizing an amendment to the professional services agreement with AHBL, Inc. for the Whittier Park Master Plan Process

**ITEM:** 13D

**DATE:** March 26, 2024

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

---

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

---

**PROPOSAL:** Council is being asked to authorize the City Manager to execute an amendment to the professional services agreement with AHBL, Inc., allowing for an additional community meeting on the Whittier Park Master Plan Process.

**FISCAL IMPACT:** This amendment will add an additional \$5,700 to the professional services agreement with AHBL, Inc.

**ADVANTAGE:** Approving this amendment to the agreement will enable AHBL, Inc. to facilitate a third community meeting. Many community members have expressed a desire for an additional meeting regarding the Whittier Master Plan. AHBL's expertise in analyzing and presenting the raw data from both the community meetings and surveys will provide a more comprehensive perspective and ensure that the way they arrived at the final master plan concept is conveyed as accurately as possible. Approving this amendment will not only address the requests of engaged residents but also foster trust within the community, demonstrating our commitment to a collaborative and transparent master plan process.

**DISADVANTAGES:** Cost of additional services from AHBL, Inc.

**ALTERNATIVES:** Do not hold a third community meeting. AHBL, Inc. will present the final Whittier Park Master Plan Concept directly to the City Council as prescribed in their original scope of work.

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

**ATTACHMENTS:** [Resolution](#)  
[Professional Services Agreement Amendment](#)  
[AHBL Authorization for Additional Services](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AN AMENDMENT TO THE  
PROFESSIONAL SERVICES AGREEMENT WITH AHBL, INC.  
FOR THE WHITTIER PARK MASTER PLAN PROCESS.**

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

**WHEREAS**, many community members have expressed a desire for an additional public outreach meeting regarding the Whittier Master Plan; and

**WHEREAS**, approving this amendment will not only address the requests of engaged residents but also foster trust within the community, demonstrating the City’s commitment to a collaborative and transparent master plan process; and

**WHEREAS**, Council is being asked to authorize the City Manager to execute an amendment to the professional services agreement with AHBL, Inc. for an additional community meeting for the Whittier Park Master Plan Process;

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

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

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 26<sup>th</sup> day of March 2024.

APPROVED:

\_\_\_\_\_  
Shannon Reynolds, Mayor

ATTEST:

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

APPROVED AS TO FORM:

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

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

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

**WITNESSETH:**

**1. Purpose**

The purpose of this Amendment is to amend the June 13, 2023, agreement. This amendment is limited to the amendments set forth herein. All of the remaining terms and conditions of the June 31, 2023, agreement shall remain in full force and effect. The amendments are as follows:

**2. Exhibit A – Scope of Work** is hereby amended to add Task 5 – Additional Community Meeting as follows:

Task 5 – Additional Community Meeting

1. With input from Community Meeting 2, prepare one preferred conceptual park plan, which may include several layout options within certain areas.
2. Attend one meeting with City staff to review draft concepts. In this meeting, we will review the conceptual park plan and incorporate any of your comments.
3. Prepare for and co-host a public community meeting.
4. Document and record all findings from the community meeting.
5. Attend one follow-up meeting with City staff to review findings from the additional community meeting.

**3. Exhibit B – Fee Summary** is hereby amended to add the following:

**Billing Summary:**

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Items 1-5	Additional Community Meeting	T-05	\$5,500
Item 6	Reimbursable Expenses (T&E est.)	T-90	200
<b>Total Additional Services</b>			<b>\$5,700</b>
<b>Revised Grand Total</b>			<b>\$38,063</b>

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

**CITY OF FIRCREST**

**AHBL, Inc.**

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

By \_\_\_\_\_

Approved as to Form:

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

# AUTHORIZATION FOR ADDITIONAL SERVICES



**TO:** Jeff Grover, Parks & Recreation Director  
City of Fircrest  
555 Contra Costa Avenue  
Fircrest, WA 98466  
**EMAIL:** jgrover@cityoffircrest.net

**DATE:** December 21, 2023  
**PROJECT NO.:** 2230272.40, Task 05  
**PROJECT NAME:** Whittier Park Master Plan  
**SUBJECT:** Additional Community Meeting

**SERVICES PROVIDED:**

- Civil Engineering     Structural Engineering     Land Use Planning     Landscape Architecture     Land Surveying

**DESCRIPTION OF WORK:**

Thank you for the opportunity to assist you in facilitating an additional public outreach meeting in support of the current Whittier Park Master Plan project. We understand this is in response to the community's request for additional input and review of the proposed draft concept designs for the master planning process.

To assist you, we will complete the following:

Additional Community Meeting – Task 05

1. With input from Community Meeting 2, prepare one preferred conceptual park plan, which may include several layout options within certain areas.
2. Attend one meeting with City staff to review draft concepts. In this meeting, we will review the conceptual park plan and incorporate any of your comments.
3. Prepare for and co-host a public community meeting.
4. Document and record all findings from the community meeting.
5. Attend one follow-up meeting with City staff to review findings from the additional community meeting.

Reimbursable Expenses – Task 90

6. Reimbursable expenses such as mileage and reprographics will be billed on a time and expense basis, with an estimate provided below.

**BILLING SUMMARY:**

<u>Items</u>	<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Items 1-5	Additional Community Meeting	T-05	\$5,500
Item 6	Reimbursable Expenses (T&E est.)	T-90	<u>200</u>
<b>Total Additional Services</b>			<b>\$5,700</b>



**AGREEMENT:**

Client agrees to the scope of additional services and additional costs/fee set forth above. Further, Client agrees that this Authorization for Additional Services is subject to the same terms and conditions as specified in the original Contract/Agreement dated **June 13, 2023**. AHBL's receipt of a signed copy of this Authorization for Additional Services shall constitute its notice to proceed with performance.

**Client Purchase Order No:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name/Title:** \_\_\_\_\_

**AHBL Project Mgr. Signature:**  \_\_\_\_\_

**Date:** 12/21/2023

**AHBL Proj. Mgr. Printed Name:** Craig Skipton, PLA, LEED AP, CLARB Cert. Landscape Architect

**TACOMA**

2215 North 30<sup>th</sup> Street, Suite 300  
Tacoma, WA 98403-3350  
253.383.2422 TEL

**SEATTLE**

1200 6<sup>th</sup> Avenue, Suite 1620  
Seattle, WA 98101-3117  
206.267.2425 TEL

**SPOKANE**

601 West Main Avenue, Suite 305  
Spokane, WA 99201-0613  
509.252.5019 TEL

**TRI-CITIES**

5804 Road 90, Suite H  
Pasco, WA 99301-8551  
509.380.5883 TEL

CS/lsk

c: Sarah Singleton-Schroedel - AHBL  
Accounting

Q:\2023\2230272\Proposals\_Contracts\Finals\20231221 Auth (T05) 2230272.40.docx

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** RWJ Consultants Professional Services Agreement Amendment  
**ITEM:** 13E  
**DATE:** March 26, 2024  
**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_ authorizing the City Manager to execute Amendment #2 to the professional services agreement with RWJ Consultants for Project Coordinator services.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to execute Amendment #2 to the professional services agreement with RWJ Consultants for project coordinator services relating to the Alliance Residential (Prose) project and the sewer-related items, including the sewer transfer agreement with Pierce County.

**FISCAL IMPACT:** This amendment has no additional fiscal impact. Per Amendment #1, services will continue to be billed at \$75 per hour for a total not to exceed \$10,000.

**ADVANTAGE:** This agreement will provide continued project coordination services and will allow for continued momentum with the outstanding items related to the Alliance/Prose mixed-use project and sewer-related associated items.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None that are viable.

**HISTORY:** In July 2023, the City entered into a professional services agreement with RWJ Consultants for project coordination services related to the Alliance/Prose project and sewer-related items. Principal Bob Jean has been intricately involved in these activities and possesses the professional expertise to complete the outstanding items. Amendment #1 was executed in December 2023, extending the professional services agreement through March 31, 2024, and provided for a fee structure of \$75 per hour for a total budget not to exceed \$10,000.

The current professional services agreement expires on March 31, 2024. Negotiations regarding sewer items are still underway with Pierce County, the City of Tacoma, and the City of Fircrest. The City now wishes to extend the agreement through June 30, 2024, to allow Mr. Jean to continue providing services related to the Prose project and sewer-related items.

**ATTACHMENTS:** [Resolution Professional Services Agreement Amendment #2](#)

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

3 **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**  
4 **FIRCREST, WASHINGTON, AUTHORIZING THE CITY**  
5 **MANAGER TO EXECUTE AMENDMENT #2 TO THE**  
6 **PROFESSIONAL SERVICES AGREEMENT WITH RWJ**  
7 **CONSULTANTS FOR PROJECT COORDINATOR SERVICES.**

7 **WHEREAS**, the City of Fircrest has contracted with RWJ Consultants to provide  
8 project coordination support for the Alliance Residential (Prose) Project and sewer-  
9 related items; and

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

10 **WHEREAS**, the City of Fircrest wishes to continue utilizing RWJ Consultants for these  
11 services;

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

14 **Section 1.** The City Manager is hereby authorized and directed to execute an  
15 amendment to the professional services agreement with RWJ Consultants for project  
16 coordinator services.

17 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**  
18 **FIRCREST, WASHINGTON**, at a regular meeting thereof this 26th day of March  
19 2024.

19 **APPROVED:**

20 \_\_\_\_\_  
21 Shannon Reynolds, Mayor

22 **ATTEST:**

23 \_\_\_\_\_  
24 Arlette Burkhardt, Acting City Clerk

25 **APPROVED AS TO FORM:**

26 \_\_\_\_\_  
27 Robert Zeinemann, City Attorney



**AMENDMENT #2  
TO THE CITY OF FIRCREST  
PROFESSIONAL SERVICES AGREEMENT  
WITH RWJ CONSULTANTS**

This Amendment is hereby made and entered into this 26th day of March 2024 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and RWJ Consultants, hereinafter referred to as “Consultant” or “RWJ,” to be effective April 1, 2024.

**WITNESSETH:**

1. **Purpose:** The purpose of this second amendment is to amend the July 16, 2023, agreement. This amendment is limited to the amendments set forth herein. All of the remaining terms and conditions of the original agreement dated July 16, 2023, and Amendment #1, dated December 16, 2023, shall remain in full force and effect. The amendments are as follows:

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

**Scope of Services:** RWJ shall serve as the City’s Project Coordinator for the housing development proposed by Alliance Residential at 2119 Mildred Street West in Fircrest, which is known as the Prose Project. RWJ shall perform coordination functions and duties as requested by the City and which are needed for the City to serve the Prose Project with sanitary sewer service, including reductions in infiltration and inflow (I&I) into the City’s sanitary sewer system, intergovernmental coordination with the City of Tacoma and Pierce County as directed, and to perform other legally permissible and proper duties and functions as agreed to by the City and RWJ and as outlined in Exhibit A to this Amendment.

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

**Time Period of Agreement:** Notwithstanding the date of execution hereof, this Agreement shall be in effect beginning July 16, 2023, and will terminate as the City Manager determines, not later than June 30, 2024.

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

**CITY OF FIRCREST**

**RWJ Consultants**

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

By \_\_\_\_\_  
Robert W. Jean

Approved as to Form:

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

## EXHIBIT A

The duties of the Project Coordinator shall include but not be limited to outstanding items related to the Alliance Residential (Prose) mixed-use project and associated sewer-related items as follows:

- Communications with the City of Tacoma regarding sewer capacity and NW Corner.
- I&I monitoring/review by Public Works and communications with Tacoma per the June 2014 agreement.
- Sewer Basin Transfer Agreement approval or ongoing negotiations/litigation support.
- Northwest Corner Joint Study Area review with Tacoma, Pierce County, and Fircrest.
- Other intergovernmental coordination as needed, e.g., Boundary Review Board.
- Community information and education regarding I&I reduction and enforcement.
- Evaluation of Pierce County's Public-Private option with Alliance/Prose and Fircrest's long-term sewer service options and costs.
- Coordination with the City Attorney, City Manager, and City Council regarding legal risks and options.
- Other sanitary sewer-related services as determined by the City Manager.

The following tasks in the original Scope of Services have been completed or are substantially completed:

- Issue a Sewer Availability letter – *issued 11/30/23*.
- Securing necessary sewer line construction right-of-way for the Prose Project sewer connection to the southeast – *obtained*.
- Changing the Sewer Basin designation in which the Prose Project is located from Pierce County to Tacoma – Sewer Basin Transfer ILA is *under consideration*.
- Coordinating and negotiating with the City of Tacoma and Pierce County on behalf of the City regarding sanitary sewer issues – *NW Corner discussions in process*.
- Establish the timing of the construction of the East Stairway leading from the Prose Project - *resolved*.
- A Scope of work RFP for an Infiltration and Inflow Study – *to be determined*.
- A community education and information program for I&I reductions – *underway*.
- Pipe-bursting and other system improvements to reduce I&I – *in process*.
- Alliance/Prose Memorandum of Understanding and \$180,000 voluntary contribution to help reduce I&I – *MOU executed 10/24/23*.

**FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** 2024 Comprehensive Plan Update Budget Discussion  
**ITEM:** 13F  
**DATE:** March 26, 2024  
**FROM:** Mark Newman, Community Development Director

---

**RECOMMENDED MOTION:** None. Discussion only.

---

**SUMMARY:** Provide a final summary of the 2024 Comprehensive Plan budget discussion.

**ATTACHMENTS:** [3-26-24 Comp Plan Budget Memo](#)  
[BHC Consultants Final Invoice](#)



**TO:** Mayor Reynolds and City Council  
**FROM:** Mark Newman, Community Development Director  
**DATE:** 3/26/2024  
**SUBJECT:** 2024 Comprehensive Plan Budget Overrun

City staff met with BHC Consultants on March 18, 2024 to discuss the overall Comprehensive Plan budget and overruns previously presented to Council. BHC agreed to identify tasks and billable hours spent on their team learning new systems and learning reformatting to get these charges removed. This resulted in the \$7,000 identified, which was rounded up to \$7,244.50 to match the final invoice overrun. Subsequently, the \$7,244.50 was applied to Tasks 2 and 3, and the mileage reimbursement charge was removed. This resulted in a final invoice from BHC that reduced the \$7,244.50 overrun to \$0 and balanced the project budget with no change order. The final cost of the project equals the contracted amount of \$115,000. The final invoice is attached for reference. The City will pay the final invoice to BHC to close out their portion of the project. Staff appreciates the Council's diligence in making sure this project stayed on budget.

Staff will take over the remaining two tasks. Task 5 (Development Regulations) will be completed internally. Originally, this was budgeted at \$10,000 and was included in BHC's scope of work. Due to the expanded community outreach survey and visioning, grant management, and project management that resulted in increased spending for Tasks 1 and 2, BHC can no longer provide this work. BHC has provided a draft Development Regulations Memo to assist with Task 5. Task 5 can be merged with the Middle Housing work under a separate contract funded by a grant for \$50,000 from the WA State Department of Commerce.

Staff will take over Task 6 (Adoption). BHC has provided the Draft Comprehensive Plan in a Word format. Staff will take over data analysis from the Public Draft survey, incorporate edits to the final document provided by BHC, and complete the public hearing adoption process and PSRC certification process to make sure the final 2024 Comprehensive Plan is adopted by the December 2024 deadline.

Attachments: [January 18, 2024 Invoice](#)



1601 Fifth Avenue, Suite 500  
Seattle, Washington 98101

p. 206.505.3400  
f. 206.505.3406

# INVOICE

Mark Newman  
City of Fircrest  
115 Ramsdell Street  
Fircrest, WA 98466

January 18, 2024  
Project No: 23-20094.00  
Invoice No: 0019583

2024 Comprehensive Plan Periodic Update  
**Professional Services from November 25, 2023 to December 31, 2023**

Task	001	Project Management & Team Coordination		
<b>Professional Personnel</b>				
		Hours	Rate	Amount
Senior Planner				
Cote, Katie		7.75	189.00	1,464.75
Project Administrator				
Coughlin, Patty		3.75	132.30	496.13
Coughlin, Patty		.25	138.60	34.65
	Totals	11.75		1,995.53
	<b>Total Labor</b>			<b>1,995.53</b>
			<b>Total this Task</b>	<b>\$1,995.53</b>

Task	002	Visioning and Public Outreach		
<b>Professional Personnel</b>				
		Hours	Rate	Amount
Senior Planner				
Cote, Katie		13.25	189.00	2,504.25
Associate Planner				
Mulberry, Eli		5.25	126.00	661.50
	Totals	18.50		3,165.75
	<b>Total Labor</b>			<b>3,165.75</b>
			<b>Total this Task</b>	<b>\$3,165.75</b>

Task	003	Draft Comprehensive Plan Chapters		
<b>Professional Personnel</b>				
		Hours	Rate	Amount
Senior Planner				
Cote, Katie		5.75	189.00	1,086.75
Associate Planner				
Chen, Rachel		43.25	118.13	5,109.12
Chen, Rachel		1.25	122.85	153.56
Mulberry, Eli		36.50	126.00	4,599.00
Mulberry, Eli		2.00	141.75	283.50
GIS Specialist				
Knight, Daniel		7.00	126.00	882.00
	Totals	95.75		12,113.93
	<b>Total Labor</b>			<b>12,113.93</b>
			<b>Total this Task</b>	<b>\$12,113.93</b>

Project	23-20094.00	Fircrest - Comp Plan Update	Invoice	0019583
---------	-------------	-----------------------------	---------	---------

Task	004	Environmental Review, Adoption, and Implementation
------	-----	--

**Professional Personnel**

	Hours	Rate	Amount	
Senior Planner				
Cote, Katie	.50	189.00	94.50	
Associate Planner				
Chen, Rachel	.50	118.13	59.07	
Totals	1.00		153.57	
<b>Total Labor</b>				<b>153.57</b>
				<b>Total this Task</b>
				<b>\$153.57</b>

Task	007	Transpo
------	-----	---------

**Consultants**

The Transpo Group			5,593.75	
<b>Total Consultants</b>		<b>1.1 times</b>	<b>5,593.75</b>	<b>6,153.13</b>
				<b>Total this Task</b>
				<b>\$6,153.13</b>

**Budget Summary**

	Current	Prior	To-Date	
Total Billings	23,581.91	98,662.59	122,244.50	
Budget Amount			115,000.00	
<b>Billing Adjustment</b>				<b>-7,244.50</b>

<b>Total this Invoice</b>	<b>\$16,337.41</b>
---------------------------	--------------------

Total Billing	\$115,000.00
---------------	--------------

**Invoice**



12131 113th Avenue NE, Suite 203  
Kirkland, WA 98034-6944

425.821.3665

Katie Cote, AICP  
BHC Consultants  
1601 Fifth Avenue, Suite 500  
Seattle, WA 98101

December 20, 2023  
Project No: 1.23017.00  
Invoice No: 31747  
Project Manager: Jon Pascal

**\*Link to W9 at end of invoice\***

**Invoice Total \$5,593.75**

Project 1.23017.00 Fircrest Comprehensive Plan

Submit invoices via email to patty.coughlin@bhccconsultants.com, uma.pierson@bhccconsultants.com, and katie.cote@bhccconsultants.com

Services Provided:

- Deliver draft TE document
- Attend City Council presentation to present draft Comp Plan

**Professional Services through December 01, 2023**

Task 02 Task 3.7 Transportation Element

**Professional Personnel**

	Hours	Rate	Amount
Principal L7			
Pascal, Jon	1.00	295.00	295.00
Engineer / Planner / Analyst/Tech L5			
Sharman, Paul	18.00	205.00	3,690.00
Sisco, Bob	.75	205.00	153.75
Engineer / Planner / Analyst/Tech L2			
Den Haan, Jonathan	.50	130.00	65.00
Khedri, Borna	2.00	140.00	280.00
Engineer / Planner / Analyst/Tech L1			
Rothlisberger, Casey	9.25	120.00	1,110.00
Totals	31.50		5,593.75
<b>Total Labor</b>			<b>5,593.75</b>
		<b>Total this Task</b>	<b>\$5,593.75</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	5,593.75	12,096.25	17,690.00
Limit			25,000.00
Remaining			7,310.00
		<b>Total this Invoice</b>	<b>\$5,593.75</b>

**Outstanding Invoices**

Number	Date	Balance
31483	11/16/2023	3,481.25
<b>Total</b>		<b>3,481.25</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	5,593.75	11,646.25	17,240.00
Expense	0.00	450.00	450.00
<b>Totals</b>	<b>5,593.75</b>	<b>12,096.25</b>	<b>17,690.00</b>

**WE HAVE CHANGED BANKS**

[REDACTED]

[Click here for W-9](#)