

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, MAY 14, 2024  
7:00 P.M.**

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

**Pg.#**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
- 5. CITY MANAGER COMMENTS**
  - A. [AWC Business Meeting Voting Delegates](#) 2
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing \*9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
  - A. Administration
  - B. Built Environment, Planning, and Building
  - C. Finance, Information Technology, and Facilities
  - D. Other Reports
- 10. CONSENT CALENDAR**
  - A. Approval of [vouchers/payroll checks](#) 3
  - B. Approval of Minutes: [April 15, 2024, Study Session](#) 16  
[April 23, 2024, Regular Meeting](#) 17
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
  - A. [Resolution: Approval of Postage Meter Lease Agreement](#) 22
  - B. [Resolution: Approval of DES Master Contract Usage Agreement](#) 26
  - C. [Fircrest Parks & Recreation Foundation Year-End Report](#) 33
  - D. [Ordinance: Salary Plan Amendment](#) 37
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**

To Discuss Potential Litigation, pursuant to RCW 42.30.110(1)(i)
- 16. ADJOURNMENT**

## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**DATE:** May 14, 2024

**NEW BUSINESS:** Motion to Appoint 2024 AWC Annual Business Meeting Voting Delegates

**ITEM:** 5A - City Manager Comments

**FROM:** Dawn Masko, City Manager

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**RECOMMENDED MOTION:** I move to appoint (three representatives) as voting delegates representing the City of Fircrest at the AWC Annual Business Meeting in Vancouver, Washington, on Thursday, June 20, 2024.

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**PROPOSAL:** The Association of Washington Cities (AWC) Annual Business Meeting will be held in Vancouver at the AWC Annual Conference. AWC encourages the City to participate in the meeting by appointing up to three voting delegates. The voting delegates can be either elected officials or appointed staff and can participate either in person or online.

The motion tonight is for the City Council to appoint up to three representatives, whom the City Clerk will provide to AWC as the City's voting delegates for the Annual Business Meeting.

# ACCOUNTS PAYABLE

City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32312	05/06/2024	05/14/2024 10588	AHBL, Inc.	415.50	P#78 Whittier Park Master Plan - Professional Services - 02/26/24-03/25/24
	594 76 63 01	Other Improvements - Parks	001 000 576 General Fund	415.50	P#78 Whittier Park Master Plan - Professional Services - 02/26/24-03/25/24
32230	04/25/2024	05/14/2024 3647	Agrishop, Inc	359.51	Edger Blades (4) & Weed Killer
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	359.51	Edger Blades (4) & Weed Killer
32225	04/24/2024	05/14/2024 10562	Amazon Capital Services	220.18	Brothers Scanner & HDMI Cable
	513 10 35 00	Small Tools & Equip - Admir	001 000 513 General Fund	220.18	Brothers Scanner & HDMI Cable
32305	05/06/2024	05/14/2024 10562	Amazon Capital Services	72.81	Wellness Supplies; Amazon Return
	513 10 35 00	Small Tools & Equip - Admir	001 000 513 General Fund	-19.81	Dry Erase Marker Holder - Amazon Return
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	92.62	Wellness Supplies - Memorial Day Poker Walk
		Total Amazon Capital Services		292.99	
32321	05/06/2024	05/14/2024 7553	Atwood, Nancy	39.00	Library Reimbursement - 1/2 Year
	572 21 49 00	Library Services	001 000 572 General Fund	39.00	Library Reimbursement - 1/2 Year
32328	05/07/2024	05/14/2024 10715	Baldi, Eugenio	89.83	07-00252.1 - 1435 COTTONWOOD AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-20.97	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-23.93	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-44.93	
32331	05/07/2024	05/14/2024 284	Bucholz, Kathleen M	39.00	Library Reimbursement - 1/2 Year
	572 21 49 00	Library Services	001 000 572 General Fund	39.00	Library Reimbursement - 1/2 Year
32327	05/07/2024	05/14/2024 6579	Butler, Mike	72.29	01-01790.2 - 214 SUMMIT AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	14.08	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-148.06	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	61.69	
32227	04/24/2024	05/14/2024 4293	CDW Government Inc	2,136.67	Office 365 Licenses (7)
	518 81 49 01	Software Licenses	001 000 518 General Fund	2,136.67	Office 365 Licenses (7)
32229	04/25/2024	05/14/2024 6018	Canon Financial Services Inc	159.81	Police Copier/Fax Rental - April 2024
	591 21 70 22	Lease Payments - Police	001 000 591 General Fund	159.81	Police Copier/Fax Rental - April 2024

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32288	05/03/2024	05/14/2024	8188 Comcast Business Communications LLC	455.17	Internet Access Fee - May 2024
	518 81 42 00	Communication/Internet - I/	001 000 518 General Fund	455.17	Internet Access Fee - May 2024
32223	04/24/2024	05/14/2024	8542 Consolidated Supply Co.	89.00	Supplies to Cap Hydrant on Eldorado and Vassar
	534 50 31 01	Oper Supplies - Water Maini	425 000 534 Water Fund (de	89.00	Supplies to Cap Hydrant on Eldorado and Vassar
32301	05/03/2024	05/14/2024	8542 Consolidated Supply Co.	483.91	Edwards/Aspen Hydrant Repair Kit
	534 50 31 01	Oper Supplies - Water Maini	425 000 534 Water Fund (de	483.91	Edwards/Aspen Hydrant Repair Kit
Total Consolidated Supply Co.				572.91	
32215	04/23/2024	05/14/2024	7918 Contreras, Alejandra	170.00	Spanish Interpreting (2 hrs) 4A0038905, 24CR24291
	512 52 41 03	Prof Svcs - Interpreter - RMC	001 000 512 General Fund	170.00	Spanish Interpreting (2 hrs) 4A0038905, 24CR24291
32220	04/24/2024	05/14/2024	7918 Contreras, Alejandra	170.00	Spanish Interpreting (2 hrs) 4A0202218, 4A0271739, 4A0173863, 4A0247608
	512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512 General Fund	170.00	Spanish Interpreting (2 hrs) 4A0202218, 4A0271739, 4A0173863, 4A0247608
Total Contreras, Alejandra				340.00	
32275	05/02/2024	05/14/2024	3573 Copiers Northwest Inc	34.18	Printer Usage 03/28/24-04/28/24
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521 General Fund	34.18	Printer Usage 03/28/24-04/28/24
32308	05/06/2024	05/14/2024	7802 Core & Main LP	90.07	Lube Oil for Fire Hydrant Repairs
	534 80 31 02	Oper Supplies - Water Gen C	425 000 534 Water Fund (de	90.07	Lube Oil for Fire Hydrant Repairs
32336	05/07/2024	05/14/2024	7802 Core & Main LP	203.19	Descaler for Corroded Pipe Repairs
	534 80 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (de	203.19	Descaler for Corroded Pipe Repairs
Total Core & Main LP				293.26	
32335	05/07/2024	05/14/2024	3587 DG Construction, Darin J Gago	550.00	Repair Curb on Regents/Vassar
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	550.00	Repair Curb on Regents/Vassar
32277	05/02/2024	05/14/2024	3593 Dept Of Commerce	173,995.68	PWTF Contract #PC-12-951-039 Principal & Interest Payment

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591 35 78 02	Principal Loan Payment - Sewer	430 000 591	Sewer Fund (de	170,584.00	PWTF Contract #PC-12-951-039 Principal Payment
592 35 83 01	Interest Payment - Loan	430 000 591	Sewer Fund (de	3,411.68	PWTF Contract #PC-12-951-039 Interest Payment
32340 05/08/2024	05/14/2024 365	Dept Of Labor & Industries		59.80	Boiler, Pressure Vessel Inspection: PW
518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	59.80	Boiler, Pressure Vessel Inspection: PW
32344 05/08/2024	05/14/2024 8223	Drexler, Mark		450.00	03-00565.0 - 342 REGENTS BLVD IRRIG
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-450.00	
32323 05/07/2024	05/14/2024 8381	Driscoll, Sharon		256.24	02-03350.1 - 1151 GARDEN CIRCLE
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-82.26	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-173.98	
32219 04/24/2024	05/14/2024 9354	Enciso, Rebecca		237.62	07-03250.0 - 1067 11TH TEE DR
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-75.51	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-162.11	
32231 04/25/2024	05/14/2024 4858	Ewing Irrigation Products Inc		28.13	Sprinkler Repairs - Masko Park
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	28.13	Sprinkler Repairs - Masko Park
32232 04/25/2024	05/14/2024 4858	Ewing Irrigation Products Inc		57.23	Water Pump for Valve Boxes
576 80 35 00	Small Tools & Equip - Parks	001 000 576	General Fund	57.23	Water Pump for Valve Boxes
32233 04/25/2024	05/14/2024 4858	Ewing Irrigation Products Inc		56.26	Sprinkler Repairs - Masko Park
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	56.26	Sprinkler Repairs - Masko Park
32236 04/25/2024	05/14/2024 4858	Ewing Irrigation Products Inc		173.23	Sprinkler Repairs - Whittier
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	173.23	Sprinkler Repairs - Whittier
32237 04/25/2024	05/14/2024 4858	Ewing Irrigation Products Inc		7.09	Sprinkler Repairs - Whittier
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	7.09	Sprinkler Repairs - Whittier
32341 05/08/2024	05/14/2024 4858	Ewing Irrigation Products Inc		43.76	Irrigation Repair Parts - Parks
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	43.76	Irrigation Repair Parts - Parks
Total Ewing Irrigation Products Inc				365.70	

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32251	04/29/2024	05/14/2024	3638 Fircrest Golf Club	1,387.31	Land Rental for Water Tank on Golf Course Property - May 2024
	591 34 70 00	Lease Payments - Water Adr	425 000 591 Water Fund (de	1,387.31	Land Rental for Water Tank on Golf Course Property - May 2024
32343	05/08/2024	05/14/2024	2523 Frey, Chris K	1,578.71	05-02320.2 - 1034 BROADVIEW DR
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-346.18	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-395.66	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-836.87	
32311	05/06/2024	05/14/2024	7528 Gollinger, Kevin	454.01	#71535D Driver Door Repair (Reimbursement)
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	454.01	#71535D Driver Door Repair (Reimbursement)
32252	04/29/2024	05/14/2024	98 Goon, Karen	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32226	04/24/2024	05/14/2024	6774 Greenleaf Landscaping 1 Inc	7,642.79	Monthly Landscape Service - April 2024
	518 30 41 01	Contract Maintenance	001 000 518 General Fund	3,442.18	Monthly Landscape Service - April 2024
	542 80 48 00	Street Tree Maintenance (co	101 000 542 City Street Fund	1,359.74	Monthly Landscape Service - April 2024
	542 80 49 03	Beautification Services (cont	101 000 542 City Street Fund	2,840.87	Monthly Landscape Service - April 2024
32337	05/08/2024	05/14/2024	10305 Gunderson Law Office PLLC	12,000.00	City of Fircrest - April 2024
	515 41 41 03	City Prosecutor	001 000 515 General Fund	12,000.00	City of Fircrest - April 2024
32254	04/29/2024	05/14/2024	3692 Home Depot Credit Services	29.69	Repair Parts for Pool Cleaner
	576 20 31 04	Repair Supplies - Pool	001 000 576 General Fund	29.69	Repair Parts for Pool Cleaner
32298	05/03/2024	05/14/2024	3692 Home Depot Credit Services	89.78	Fuel Treatment for Sweeper
	548 65 48 13	O & M - Storm	501 000 548 Equipment Rent	89.78	Fuel Treatment for Sweeper
			Total Home Depot Credit Services	119.47	
32263	05/01/2024	05/14/2024	4131 Humane Society - Tacoma	781.36	May 2024 Boarding Contract
	554 30 41 00	Animal Control	001 000 554 General Fund	781.36	May 2024 Boarding Contract
32329	05/07/2024	05/14/2024	10668 Investor Connect LLC	168.06	07-02450.1 - 4033 FLORA DR
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (de	-59.77	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (de	-108.29	

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32259	04/30/2024	05/14/2024	10749 Jackson, Morgan	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32266	05/01/2024	05/14/2024	8122 Jean, Robert W.	675.00	Project Coordinator Services - 04/01/24-04/23/24
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535 Sewer Fund (dep	675.00	Project Coordinator Services - 04/01/24-04/23/24
32314	05/06/2024	05/14/2024	10264 Larson, Shari	884.88	Gentle Yoga & Chair Yoga Classes (03/01/24-03/31/24)
	571 10 49 04	Instructor Fees	001 000 571 General Fund	884.88	Gentle Yoga & Chair Yoga Classes (03/01/24-03/31/24)
32302	05/03/2024	05/14/2024	8600 Legacy Tapping, Inc	4,574.66	Hot Tap for Hydrant at Regents/Vassar/Eldorado
	594 34 63 01	Other Improvements - Wate	426 000 594 Water Improver	4,574.66	Hot Tap for Hydrant at Regents/Vassar/Eldorado
32276	05/02/2024	05/14/2024	3776 Lemay Mobile Shredding	54.00	Shredding 04/2024 - Court
	512 51 49 00	Miscellaneous - Court	001 000 512 General Fund	54.00	Shredding 04/2024 - Court
32293	05/03/2024	05/14/2024	3776 Lemay Mobile Shredding	48.00	Shredding 04/2024 - PW
	531 50 49 00	Miscellaneous - Storm	415 000 531 Storm Drain	16.00	Shredding 04/2024 - PW
	534 10 49 00	Miscellaneous - Water Admi	425 000 534 Water Fund (dep	16.00	Shredding 04/2024 - PW
	535 10 49 00	Miscellaneous - Sewer Admi	430 000 535 Sewer Fund (dep	16.00	Shredding 04/2024 - PW
Total Lemay Mobile Shredding				102.00	
32324	05/07/2024	05/14/2024	9732 Lesperance, Kelly	125.93	02-01670.3 - 120 BERKELEY AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-27.61	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (dep	-31.56	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-66.76	
32278	05/02/2024	05/14/2024	10459 Locke Systems Inc.	4,954.50	IT Managed Services - May2024 (for April Services)
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,954.50	IT Managed Services - May2024 (for April Services)
32296	05/03/2024	05/14/2024	3791 Lowe's Company-#338954	57.52	Storage Bins (5)
	534 80 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (dep	28.76	Storage Bins (5)
	535 80 35 00	Small Tools & Equip - Sewer	430 000 535 Sewer Fund (dep	28.76	Storage Bins (5)
32297	05/03/2024	05/14/2024	3791 Lowe's Company-#338954	115.04	Storage Bins (10)
	534 80 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (dep	57.52	Storage Bins (10)

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535 80 35 00	Small Tools & Equip - Sewer	430 000 535	Sewer Fund (dep	57.52	Storage Bins (10)
Total Lowe's Company-#338954				172.56	
32295 05/03/2024	05/14/2024	8795	Machen, Jordan	78.00	Library Reimbursement - 1 year
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 year
32326 05/07/2024	05/14/2024	1672	Manley, Laura	64.43	03-00340.5 - 1105 ARONDALE DR
343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-22.09	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (dep	-22.36	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (dep	-19.98	
32342 05/08/2024	05/14/2024	6639	McClain's Soil Supply	209.57	Top Soil (5 Yds) For Yard/ROW Repairs & Projects
534 50 31 01	Oper Supplies - Water Main	425 000 534	Water Fund (dep	104.78	Top Soil (5 Yds) For Yard/ROW Repairs & Projects
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fund	104.79	Top Soil (5 Yds) For Yard/ROW Repairs & Projects
32313 05/06/2024	05/14/2024	10265	Mirande, Therese	291.12	Gentle Yoga Classes (03/01/24-03/31/24)
571 10 49 04	Instructor Fees	001 000 571	General Fund	291.12	Gentle Yoga Classes (03/01/24-03/31/24)
32332 05/07/2024	05/14/2024	10748	Moe, Ismono	75.00	Security Deposit Refund, Moe, 4/14/24
582 10 00 00	Deposit Refunds	001 000 580	General Fund	75.00	Security Deposit Refund, Moe, 4/14/24
32334 05/07/2024	05/14/2024	7351	Nguyen, Hoi	180.86	03-00010.9 - 103 REGENTS BLVD
343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-43.52	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (dep	-48.54	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (dep	-88.80	
32217 04/23/2024	05/14/2024	3923	Orca Pacific Inc	909.87	Hypochlorite Solution (192 Gal)
534 80 31 03	Oper Supplies - Chlorine	425 000 534	Water Fund (dep	909.87	Hypochlorite Solution (192 Gal)
32224 04/24/2024	05/14/2024	3958	PC Budget & Finance - Jail	1,896.49	Jail Services - March 2024
523 60 40 01	Jail	001 000 523	General Fund	1,896.49	Jail Services - March 2024
32333 05/07/2024	05/14/2024	3957	PC Budget & Finance	534.02	1st Qtr 2024 Liquor Tax
566 66 49 00	Substance Abuse Fee	001 000 566	General Fund	534.02	1st Qtr 2024 Liquor Tax
32310 05/06/2024	05/14/2024	8993	Pacific Office Automation - A/R	549.59	Copier Lease - 03/01/2024-04/01/2024
591 12 70 00	Lease Payments - Court	001 000 591	General Fund	104.42	Court 03/01/24-04/01/24
591 18 70 10	Lease Payments - Non-Dept	001 000 591	General Fund	203.44	City Hall 03/01/24-04/01/24



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591 31 70 00	Lease Payments - Storm	415 000 591	Storm Drain	31.92	Storm 03/01/24-04/01/24
591 34 70 00	Lease Payments - Water Adr	425 000 591	Water Fund (de	31.92	Water 03/01/24-04/01/24
591 35 70 00	Lease Payments - Sewer	430 000 591	Sewer Fund (de	31.91	Sewer 03/01/24-04/01/24
591 71 70 00	Lease Payments - Recreatio	001 000 571	General Fund	102.65	Rec 03/01/24-04/01/24
591 76 70 80	Lease Payments - Parks	001 000 591	General Fund	11.41	Parks 03/01/24-04/01/24
591 95 70 00	Lease Payments - Street	101 000 591	City Street Fund	31.92	Street 03/01/24-04/01/24
32303 05/03/2024	05/14/2024 8626	Pacific Office Automation Inc		152.83	Postage Meter Rental - May 2024
591 18 70 10	Lease Payments - Non-Dept	001 000 591	General Fund	152.83	Postage Meter Rental - May 2024
32330 05/07/2024	05/14/2024 8345	Park, Bruce		20.54	05-03640.5 - 1420 BOISE ST
343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-14.79	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-4.57	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-1.18	
32267 05/02/2024	05/14/2024 3955	Petrocard Systems Inc		229.60	Gas/Fuel - 04/2024
548 65 31 14	Gas - Water/Sewer	501 000 548	Equipment Rent	229.60	W/S - 04/2024
32292 05/03/2024	05/14/2024 3956	Petty Cash-Corcoran		49.66	Petty Cash Reimbursement - 05/14/24
534 50 31 01	Oper Supplies - Water Main	425 000 534	Water Fund (de	11.02	O-Rings
534 80 41 00	Water Testing	425 000 534	Water Fund (de	3.29	Bottled Water - Fluoride Testing
571 10 31 00	Office Supplies - Rec	001 000 571	General Fund	14.33	Kitchen Knives
571 10 31 02	Senior Program Supplies	001 000 571	General Fund	21.02	Senior Morning Supplies - Coffee Creamer
32317 05/06/2024	05/14/2024 10221	Petty Cash-ParksRec		117.00	Petty Cash Reimbursement - 05/14/24
571 10 31 02	Senior Program Supplies	001 000 571	General Fund	117.00	Senior Morning Supplies
32294 05/03/2024	05/14/2024 8464	Power Systems West		942.66	Block Heater Replacement - Contra Costa Liftstation
535 50 48 00	Rep & Maint - Sewer Maint	430 000 535	Sewer Fund (de	942.66	Block Heater Replacement - Contra Costa Liftstation
32338 05/08/2024	05/14/2024 4828	Protect Youth Sports		273.75	Background Checks for Job Applicants & Youth Baseball (April 2024)
518 11 41 00	Prof Svcs - Personnel	001 000 518	General Fund	273.75	Background Checks for Job Applicants & Youth Baseball (April 2024)
32306 05/06/2024	05/14/2024 3986	Puget Sound Energy, BOT-01H		128.00	Natural Gas - City Hall March 2024
518 30 47 00	Public Utility Services - City I	001 000 518	General Fund	128.00	Natural Gas - City Hall March 2024
32307 05/06/2024	05/14/2024 3986	Puget Sound Energy, BOT-01H		890.57	Natural Gas - Pool/Bathhouse - April 2024

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576 20 47 00	Public Utility Services - Pool	001 000 576	General Fund	890.57	Natural Gas - Pool/Bathhouse - April 2024
			Total Puget Sound Energy, BOT-01H	1,018.57	
32290 05/03/2024	05/14/2024 5710		Rainier Connect, Mashell Telecom	118.04	Internet Access Fee - City Hall - May 2024
518 81 42 00	Communication/Internet - I/	001 000 518	General Fund	118.04	Internet Access Fee - City Hall - May 2024
32264 05/01/2024	05/14/2024 9513		Reisinger, Chris	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year
32258 04/30/2024	05/14/2024 4004		Reserve Account	2,000.00	#15690704 Postage Meter Refill - April 2024
518 10 42 01	Postage - Non Dept	001 000 518	General Fund	2,000.00	#15690704 Postage Meter Refill - April 2024
32218 04/24/2024	05/14/2024 2567		Roberts, Donald	40.01	05-02700.2 - 1013 PANORAMA CT
343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-12.58	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (dep	-14.31	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (dep	-13.12	
32318 05/06/2024	05/14/2024 6088		Sentinel Pest Control Inc	225.34	Pest Control - PW - 05/2024
531 50 48 00	Rep & Maint - Storm	415 000 531	Storm Drain	56.34	Pest Control - PW - 05/2024
534 50 48 01	Rep & Maint - Water Maint	425 000 534	Water Fund (dep	56.33	Pest Control - PW - 05/2024
535 50 48 00	Rep & Maint - Sewer Maint	430 000 535	Sewer Fund (dep	56.33	Pest Control - PW - 05/2024
542 30 48 01	Rep & Maint - Street Maint	101 000 542	City Street Fund	56.34	Pest Control - PW - 05/2024
32339 05/08/2024	05/14/2024 6088		Sentinel Pest Control Inc	126.24	Pest Control - City Hall - 05/2024
518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	126.24	Pest Control - City Hall - 05/2024
			Total Sentinel Pest Control Inc	351.58	
32221 04/24/2024	05/14/2024 7804		Stanton, Meegan	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year
32280 05/02/2024	05/14/2024 4110		Superior Linen Service	52.42	Linen Service 04/03/24 - Pool Party Room
576 20 49 02	Miscellaneous - Pool	001 000 576	General Fund	52.42	Linen Service 04/03/24 - Pool Party Room
32281 05/02/2024	05/14/2024 4110		Superior Linen Service	52.42	Linen Service 04/17/24 - Pool Party Room
576 20 49 02	Miscellaneous - Pool	001 000 576	General Fund	52.42	Linen Service 04/17/24 - Pool Party Room

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32282	05/02/2024	05/14/2024	4110 Superior Linen Service	124.77	Linen Service 04/03/24 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 04/03/24 - Rec Center
32283	05/02/2024	05/14/2024	4110 Superior Linen Service	124.77	Linen Service 04/17/24 - Rec Center
	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 04/17/24 - Rec Center
32284	05/02/2024	05/14/2024	4110 Superior Linen Service	81.41	Linen Service 04/05/24 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 04/05/24 - City Hall
32285	05/02/2024	05/14/2024	4110 Superior Linen Service	81.41	Linen Service 04/19/24 - City Hall
	518 30 48 02 Rep & Maint - City Hall		001 000 518 General Fund	81.41	Linen Service 04/19/24 - City Hall
32286	05/02/2024	05/14/2024	4110 Superior Linen Service	49.12	Linen Service 04/05/24 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 04/05/24 - Public Works
32287	05/02/2024	05/14/2024	4110 Superior Linen Service	49.12	Linen Service 04/19/24 - Public Works
	518 30 48 03 Rep & Maint - PW		001 000 518 General Fund	49.12	Linen Service 04/19/24 - Public Works
			Total Superior Linen Service	615.44	
32299	05/03/2024	05/14/2024	4328 Systems for Public Safety Inc	173.10	#BTS6572 - 2020 Ford Interceptor Utility - LOF; Lubricate & Check Chassis
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent	173.10	#BTS6572 - 2020 Ford Interceptor Utility - LOF; Lubricate & Check Chassis
32300	05/03/2024	05/14/2024	4328 Systems for Public Safety Inc	173.10	#68056D - 2019 Ford Interceptor Utility - LOF; Lubricate & Check Chassis
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent	173.10	#68056D - 2019 Ford Interceptor Utility - LOF; Lubricate & Check Chassis
			Total Systems for Public Safety Inc	346.20	
32253	04/29/2024	05/14/2024	9888 T-Mobile (Cell Phone Bill)	29.95	Court Fax Line (3/21/24-4/20/24)
	512 51 42 00 Communication - Court		001 000 512 General Fund	29.95	Court Fax Line (3/21/24-4/20/24)
32268	05/02/2024	05/14/2024	9888 T-Mobile (Cell Phone Bill)	1,160.36	City Cell Phones & Air Cards - 04/2024
	518 30 42 00 Communication - Fac/Equip		001 000 518 General Fund	90.69	Maint. Lead, 2 Workers 04/2024

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521 22 42 00	Communication - Police	001 000 521	General Fund	614.38	Police Officers, Chief and Air Cards 04/2024
524 20 42 00	Communication- Building	001 000 524	General Fund	15.11	Community Development Dir. 04/2024
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	75.81	Public Works Crew, Director, PW Office Coord. 04/2024
534 10 42 00	Communication - Water Adr	425 000 534	Water Fund (dep	106.96	Public Works Crew, Director, PW Office Coord., PW Water Meter Collector 04/2024
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (dep	75.80	Public Works Crew, Director, PW Office Coord. 04/2024
542 30 42 00	Communication - Street Reg	101 000 542	City Street Fund	75.80	Public Works Crew, Director, PW Office Coord. 04/2024
558 60 42 00	Communication - Planning	001 000 558	General Fund	15.12	Community Development Dir. 04/2024
576 80 42 00	Communication - Parks	001 000 576	General Fund	90.69	P/R Director, Events, Maint. Worker 04/2024
Total T-Mobile (Cell Phone Bill)				1,190.31	
32320 05/06/2024	05/14/2024 4120	Tacoma Daily Index		45.00	April 2024 Publications
511 60 41 01	Advertising - Legislat	001 000 511	General Fund	45.00	04/09/24 Public Hearing for Stormwater Management Program Plan
32309 05/06/2024	05/14/2024 4322	Tacoma, City of - POWER		2,932.67	Power - Various Locations - 04/2024
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (dep	2,353.25	PW, Well #8 04/2024
535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (dep	547.86	Pumps/LS Power 04/2024
542 30 47 03	Electricity/Traffic Lights	101 000 542	City Street Fund	20.51	Traffic Control 04/2024
542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fund	11.05	Street Lights 04/2024
32304 05/06/2024	05/14/2024 4139	Tapco Visa Card		324.58	Jotform Subscription - 4/12/2024-4/12/2025
511 60 31 00	Office & Oper Sup - Legislat	001 000 511	General Fund	108.19	Jotform Subscription - 4/12/2024-4/12/2025
513 10 31 00	Office & Oper Sup - Admin	001 000 513	General Fund	108.20	Jotform Subscription - 4/12/2024-4/12/2025
518 11 31 00	Office & Oper Sup - Personr	001 000 518	General Fund	108.19	Jotform Subscription - 4/12/2024-4/12/2025
32315 05/06/2024	05/14/2024 10212	Triple Impact Coaching LLC		2,345.00	Wednesday Workout Clinics (K-4th, 5-8th) - 3/13/24-4/22/24
571 10 49 04	Instructor Fees	001 000 571	General Fund	2,345.00	Wednesday Workout Clinics (K-4th, 5-8th) - 3/13/24-4/22/24
32228 04/25/2024	05/14/2024 9003	U.S. Bank St. Paul		154,875.00	Bond Payment (Interest Only Through 5/31/2024) FIRUTG019
592 75 82 01	Interest Payment - Park Bon	201 000 591	Park Bond Debt	154,875.00	Bond Payment (Interest Only Through 5/31/2024) FIRUTG019

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32322	05/06/2024	05/14/2024	5934 US Bank, City Hall Account	704.63	P-Card Charges thru 04/25/24
513 10 49 00	Miscellaneous - Admin	001 000 513	General Fund	10.27	Minor Work Permit Endorsement - Processing Fee
513 10 49 01	Reg & Tuition - Admin	001 000 513	General Fund	65.00	WAPRO Spring Conference - A Burkart
514 23 49 01	Reg & Tuition - Finance	001 000 514	General Fund	40.00	Understanding How to Purchase Materials Webinar - W Wells
518 10 42 01	Postage - Non Dept	001 000 518	General Fund	394.00	Postage - Passports
518 11 31 00	Office & Oper Sup - Personr	001 000 518	General Fund	195.36	2024 Labor Law Posters (6)
32291	05/03/2024	05/14/2024	8482 US Bank, Police Department Account	3,780.86	P-Card Charges thru 04/25/24
517 90 31 01	Oper Supplies - Wellness Pr	001 000 517	General Fund	152.81	Wellness Supplies - March Madness Luncheon
521 22 43 00	Travel - Police	001 000 521	General Fund	2,450.40	Lodging for Leadership Training - K Gollinger; Lodging for EVOC Training - C Roberts
521 22 49 00	Miscellaneous - Police	001 000 521	General Fund	13.65	Blood Toxicology for DUI
521 22 49 02	Reg & Tuition - Police	001 000 521	General Fund	1,139.00	Leadership Training - K Gollinger; Police Records Training - S Byrd; WAPRO Spring Conference - J Truong
521 22 49 03	Dues/Member/Subscription:	001 000 521	General Fund	25.00	WAPRO Membership - J Truong
32316	05/06/2024	05/14/2024	8483 US Bank, Public Works Dept Account	949.29	P-Card Charges thru 04/25/24
518 30 31 03	Oper Supplies - PWF	001 000 518	General Fund	39.62	Keyboard for B. Wakefield
531 50 31 01	Office Supplies - Storm	415 000 531	Storm Drain	53.44	Arial Maps (2), Address Labels, Clasp Envelopes, Office Supplies
534 10 31 00	Office Supplies - Water Adm	425 000 534	Water Fund (dep	53.43	Arial Maps (2), Address Labels, Clasp Envelopes, Office Supplies
534 10 43 00	Travel - Water Admin	425 000 534	Water Fund (dep	497.72	Lodging for WOW Conference - S Marez & R Parsons
535 10 31 00	Office Supplies - Swr Admin	430 000 535	Sewer Fund (dep	53.44	Arial Maps (2), Address Labels, Clasp Envelopes, Office Supplies
542 30 31 01	Office Supplies - Street Reg	101 000 542	City Street Fund	53.46	Arial Maps (2), Address Labels, Clasp Envelopes, Office Supplies
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fund	99.45	Salt for Winterizing De-Icer Machines
558 60 41 00	Prof Svcs - Planning	001 000 558	General Fund	61.30	Arial Maps (2)
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	37.43	Propane for Weed Burning
32319	05/06/2024	05/14/2024	8484 US Bank, Recreation Dept Account	2,786.24	P-Card Charges thru 04/25/24
571 10 31 01	Oper Supplies - Rec	001 000 571	General Fund	89.10	Pickleball Supplies
571 10 31 03	Youth Supplies	001 000 571	General Fund	497.69	Teen Late Night Supplies
571 10 31 06	Program Supplies - Youth	001 000 571	General Fund	281.28	Youth Supplies
571 10 41 00	Senior Trips	001 000 571	General Fund	92.00	Senior Trip - Suquamish Museum

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571 10 49 02	Reg & Tuition - Rec		001 000 571 General Fund	348.00	Lifeguard Management Training - C Posada, J Grover, M Garcia
573 90 49 01	Community Events		001 000 573 General Fund	1,352.06	Volunteer Appreciation Supplies, Mother Son Dance Supplies
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	29.71	Whistles for Pool (48)
594 76 62 03	Buildings & Structures - PBC		301 000 594 Park Bond Capit	96.40	P#64 Container Rental 04/2024
32255 04/29/2024	05/14/2024 9253		University Place Tire & Auto	71.33	#63581D - 2017 Chevy Silverado - LOF & Vehicle Inspection
548 65 48 14	O & M - Water/Sewer		501 000 548 Equipment Rent	71.33	#63581D - 2017 Chevy Silverado - LOF & Vehicle Inspection
32256 04/29/2024	05/14/2024 9253		University Place Tire & Auto	92.26	#71532D 2020 Jeep Compass - LOF & Vehicle Inspection
548 65 48 14	O & M - Water/Sewer		501 000 548 Equipment Rent	92.26	#71532D 2020 Jeep Compass - LOF & Vehicle Inspection
32260 04/30/2024	05/14/2024 9253		University Place Tire & Auto	630.60	#71532D 2020 Jeep Compass - New Tires & Alignment
548 65 48 14	O & M - Water/Sewer		501 000 548 Equipment Rent	630.60	#71532D 2020 Jeep Compass - New Tires & Alignment
Total University Place Tire & Auto				794.19	
32261 05/01/2024	05/14/2024 4179		Unum Life Insurance Company of America	56.90	Retired Benefits - May 2024
521 22 20 02	LEOFF I Long Term Care Prei		001 000 521 General Fund	56.90	Retired Benefits - May 2024
32265 05/01/2024	05/14/2024 10040		WECI	19,931.94	Alameda Liftstation Repairs - Pumps (2), Insert Rings (2); Drake St Liftstation - Impeller for Future Repairs
594 35 63 01	Other Improvements - Sewe		432 000 594 Sewer Improver	19,931.94	Alameda Liftstation Repairs - Pumps (2), Insert Rings (2); Drake St Liftstation - Impeller for Future Repairs
32289 05/03/2024	05/14/2024 3645		WEX BANK, Wright Express FSC	4,150.86	Gas/Fuel - 04/2024
548 65 31 06	Gas - Facilities		501 000 548 Equipment Rent	273.52	F&E 04/2024
548 65 31 08	Gas - Police		501 000 548 Equipment Rent	2,708.77	Police 04/2024
548 65 31 11	Gas - Parks/Rec		501 000 548 Equipment Rent	343.95	Parks 04/2024
548 65 31 12	Gas - Street		501 000 548 Equipment Rent	479.20	Street 04/2024
548 65 31 14	Gas - Water/Sewer		501 000 548 Equipment Rent	345.42	W/S 04/2024

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32216	04/23/2024	05/14/2024	4231 Water Mgmt Labs Inc	42.00	Fluoride Testing - 3/20/2024
	534 80 41 00	Water Testing	425 000 534 Water Fund (de	42.00	Fluoride Testing - 3/20/2024
32222	04/24/2024	05/14/2024	9311 Watt, Alexis	78.00	Library Reimbursement - 1 Year (Alexis)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Alexis)
32257	04/30/2024	05/14/2024	10328 Wilson, Sabrina	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32262	05/01/2024	05/14/2024	10035 Zoom Video Communications	1,432.18	Monthly Phone Rental - 4/30/24-5/30/24
	513 10 42 00	Communication - Admin	001 000 513 General Fund	79.64	Meeting Webinar & Recording - 4/30/24-5/30/24
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	1,020.09	Monthly Phone Service - 4/30/24-5/30/24
	591 18 70 10	Lease Payments - Non-Dept	001 000 591 General Fund	332.45	Monthly Phone Rental - 4/30/24-5/30/24

Report Total: 424,710.88

## Fund

001 General Fund	47,438.99
101 City Street Fund	4,653.93
201 Park Bond Debt Service Fund	154,875.00
301 Park Bond Capital Fund	96.40
415 Storm Drain	1,257.17
425 Water Fund (department)	7,882.86
426 Water Improvement Fund	4,574.66
430 Sewer Fund (department)	177,935.29
432 Sewer Improvement Fund	19,931.94
501 Equipment Rental Fund	6,064.64

This report has been reviewed by:

REMARKS:

Signature & Title

Date

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

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

**AGENDA MODIFICATIONS**

There were none.

**POLICE – LEMAP DISCUSSION**

Police Chief Schaub briefed the Council on the Washington Association of Sheriffs & Police Chiefs (WASPC) Loaned Executive Management Assistance Program (LEMAP). WASPC Director of Professional Services David Doll provided an overview of the program's assessment, management consulting, and technical assistance.

Council discussions included costs, staff time, organizational development, LEMAP gap analysis, agency accreditation, department priorities, and staff training.

**PHOTO ENFORCEMENT DISCUSSION**

NovoaGlobal representative Heidi Traverso reported on continued staff discussions regarding current photo enforcement laws, their impacts on City departments, and the program's scope.

Council discussions included pilot program location, cost, impacts on the Municipal Court and Finance department, revenue restrictions, and program evaluation.

**FIRCREST CIVIL SERVICE RULES UPDATE**

Police Chief Schaub reported on the proposed amendments to the Fircrest Civil Service Rules. The proposed amendments include entry-level and exceptional entry-level candidates and probation period length.

Council discussions included entry-level candidates, candidate testing, and dedicated police academy spots for small police agencies.

**ADJOURNMENT**

**Councilmember Viafore MOVED to adjourn the meeting at 7:22 P.M., seconded by Councilmember Bufford.**

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

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Shannon Reynolds, Mayor

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Arlette Burkhardt, Acting City Clerk



**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, Brett L. Wittner, Hunter T. George, Nikki Bufford, and Jim Andrews were present.

Mayor Reynolds invoked Rule 20. Order of Business in the Fircrest City Council Rules and stated that the Council will modify the agenda to proceed with Agenda Item 7. Department Head Comments and Agenda Item 9. Public Comment. There were no objections noted by the Council.

**DEPARTMENT HEAD COMMENTS**

- Parks and Recreation Director Grover introduced the new Recreation Specialist Cindell Stacy. Ms. Stacy provided a brief background of her experience and education. The Council welcomed Ms. Stacy.

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

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

Councilmember Viafore explained the Council procedures regarding the modified agenda to allow public comment before the Executive Session.

**EXECUTIVE SESSION**

At 7:07 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) and to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

It was noted that City Manager Masko, Attorney Thomas Miller, and Attorney Hillary Evans were invited to the Executive Session to discuss potential litigation, pursuant to RCW 42.30.110(1)(i).

City Manager Masko, Attorney Hillary Evans, and Police Chief Schaub were invited to review the performance of a public employee, pursuant to RCW 42.30.110(1)(g).

Mayor Reynolds stated that the Council may take action following the Executive Session.

At 7:32 P.M., Mayor Reynolds reported that the Executive Session would be extended for another thirty (30) minutes, not to exceed 8:07 P.M.

At 8:07 P.M., the Council reconvened into regular session. No action was taken following the Executive Session.

**PRESIDING OFFICER'S REPORT**

**A. AWC Conference Delegates Discussion**

Mayor Reynolds reported that the Association of Washington Cities (AWC) is holding its annual conference, and the Council has the budget for two Councilmembers to attend the training. Councilmember Bufford expressed interest in attending the AWC Conference. There was a brief discussion on the Council training policy.

**CITY MANAGER COMMENTS**

There were no comments.

**DEPARTMENT HEAD COMMENTS**

- Acting City Clerk Burkhart commented on rescheduling the Council photo for September due to scheduling conflicts.

**COUNCILMEMBER COMMENTS**

- Councilmember Viafore commented on the start time of the Executive Session to be available for attending public comments.
- Councilmember Mauer-Smith; no comment.
- Councilmember Wittner; no comment.
- Councilmember George commented on the City of Tacoma Charter Review Process and nonresident representation.
- Councilmember Bufford; no comment.
- Councilmember Andrews; no comment.
- Mayor Reynolds; no comment.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS**

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

There was no report.

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

There was no report.

**C. Public Works**

Councilmember Andrews reported on the Public Works Office Coordinator hiring process, seasonal hires, and recently submitted grant applications.

**D. Pierce County Regional Council**

Mayor Reynolds reported on Pierce County Executive Bruce Dammeier's update report, the Blake Decision discussion, jail impacts, and school funding post-McCleary decision update.

**E. Other Liaison Reports**

Councilmember Bufford reported on the Centennial Committee, including event ideas, draft logos, and logistics.

Councilmember George reported that the Planning and Building department continues to be short-staffed, and staff is reviewing applications.

**CONSENT CALENDAR**

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

- A. Approval of Check No. 221144 through 221190 in the amount of \$147,642.68  
Approval of payroll electronic funds transfer in the amount of \$152,571.37
- B. Registering no objections to the Royal Thai Bistro Liquor License Renewal.

Registering no objections to the Nari Sushi & Steak Liquor License Renewal.

C. Approval of the April 09, 2024, Regular Meeting minutes.

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

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

## **PUBLIC HEARING**

There was no public hearing scheduled.

## **UNFINISHED BUSINESS**

There was no unfinished business.

## **NEW BUSINESS**

### **A. Resolution No. 1896: State of WA Surplus Interlocal Agreement**

Acting City Manager Corcoran briefed the Council on the proposed resolution and highlighted that the agreement provides another option for the City to use for the disposal of surplus property.

**Councilmember Wittner MOVED to adopt Resolution No. 1896, authorizing the City Manager to enter into an Interagency Agreement with the Washington State Department of Enterprise Services (DES) for surplus operations services; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comment; there was none. Mayor Reynolds invited public comment; there were none.

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

### **B. Resolution No. 1897: Approval of the 2024 Stormwater Management Program Plan Update**

Public Works Director Bemis briefed the Council on the 2024 updates to the City's Stormwater Management Program Plan (SWMP) and highlighted that the SWMP will ensure the City's compliance with the Department of Ecology's Western Washington Phase II NPDES Permit requirements. **Councilmember Bufford MOVED to adopt Resolution No. 1897, adopting the City of Fircrest's 2024 Stormwater Management Program Plan Update; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comment; there was none. Mayor Reynolds invited public comment; there were none.

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

### **C. Resolution No. 1898: Approval of the 2023-2025 Stormwater Capacity Grant Agreement**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the grant provides additional funding for NPDES compliance. **Councilmember Bufford MOVED to adopt Resolution No. 1898, authorizing the City Manager to execute a grant agreement with the Washington State Department of Ecology for the 2023-2025 Municipal Stormwater Capacity Grant in the amount of \$130,000; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comment; there was none. Mayor Reynolds invited public comment; there were none.

The Motion Carried (7-0).

**D. Resolution No. 1899: Wellhouse #7 Construction Bid Award**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the project will address the repairs needed to Wellhouse #7. **Councilmember Wittner MOVED to adopt Resolution No. 1899, authorizing the City Manager to execute a Public Works Contract with Garages, Etc. for the Wellhouse #7 Repair Project; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comment. There was a brief discussion on restitution. Mayor Reynolds invited public comment; there were none.

The Motion Carried (7-0).

**E. Resolution No. 1900: Electron Way/Contra Costa Avenue Project Design Contract**

Public Works Director Bemis briefed the Council on the proposed resolution and highlighted that the project is funded by a Local and Community Projects Program grant. **Councilmember Bufford MOVED to adopt Resolution No. 1900, authorizing the City Manager to execute a Professional Services Agreement with KPG Psomas for engineering design services for the Electron Way & Contra Costa Avenue Intersection Improvement Project; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comment. Council discussions included safety improvements, project timelines, and speeding. Mayor Reynolds invited public comment; there were none.

The Motion Carried (7-0).

**F. Memorandum of Understanding - Fircrest Police Schedule Change**

Police Chief Schaub briefed the Council on the Memorandum of Understanding with the Fircrest Police Guild to provide for a six-month trial of a 12-hour shift for police officers. **Councilmember Wittner MOVED to adopt Resolution No. 1901, authorizing the City Manager to execute a Memorandum of Understanding with the Fircrest Police Guild to implement a modified 12-hour shift schedule for a six-month trial period; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comment. Council discussions included trial period and officer fatigue. Mayor Reynolds invited public comment; there were none.

The Motion Carried (7-0).

**G. Resolution No. 1902: NW Copier Lease Agreement**

Acting City Manager Corcoran briefed the Council on the proposed resolution and highlighted that the agreement will provide the Police Department with a newer copier on a sixty-month lease. **Councilmember Bufford MOVED to adopt Resolution No. 1902, authorizing the City Manager to execute a sixty-month copier lease and maintenance agreement with Copiers Northwest to replace the current Police Department copier; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comment. There was a brief comment on using the consent calendar. Mayor Reynolds invited public comment; there were none.

The Motion Carried (7-0).

**CALL FOR FINAL COMMENTS**

Councilmember Viafore requested the status of the Police motorcycle and the sale of the Public Works Bucket Truck.

Councilmember Bufford commented on the Whittier Park Master Plan Public Meeting postcard.

There was a brief discussion on declaring a special meeting for the Whittier Park Master Plan Public Meeting No. 3.

**ADJOURNMENT**

**Councilmember Bufford MOVED to adjourn the meeting at 8:48 P.M., seconded by Councilmember George.**

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

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Shannon Reynolds, Mayor

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Arlette Burkhart, Acting City Clerk

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**AGENDA ITEM:** Approval of Postage Meter Lease Agreement with 1<sup>st</sup> Class Office Solutions

**ITEM:** 13A

**DATE:** May 14, 2024

**FROM:** Colleen Corcoran, Finance Director

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute a sixty-month lease agreement with 1<sup>st</sup> Class Office Solutions to provide a digital postage meter.

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**PROPOSAL:** The Council is being asked to authorize the City Manager to execute a sixty-month lease agreement with 1<sup>st</sup> Class Office Solutions to replace the current postage mailing machine (postage meter) with a compliant digital mailing machine.

**FISCAL IMPACT:** The new digital postage meter will cost \$205.08 monthly, for a total lease cost (60 months) of \$12,304.80. Our current monthly lease amount is \$152.83, which is an increase of \$52.25 per month.

Finance compared five companies, and 1<sup>st</sup> Class Office Solutions had the lowest cost. They also offered a one-year maintenance agreement and supplies at no additional cost. 1<sup>st</sup> Office Solutions is on the NASPO/Value Point contract list.

**ADVANTAGE:** The new lease agreement provides the City with an updated postage meter that meets the new federal Intelligent Mail Indicia (IMI) standards required by June 30, 2024.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None. The City must comply with the new federal standard.

**HISTORY:** USPS requires postage mailing machines to be IMI compliant by June 30, 2024. Our current mailing machine lease contract expires in May of 2024. This contract will replace our current contract.

**ATTACHMENTS:** [Resolution](#)  
[1<sup>st</sup> Class Office Solutions Lease Contract](#)  
[IMI Information Sheet](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE A SIXTY MONTH LEASE  
AGREEMENT WITH 1<sup>ST</sup> CLASS OFFICE SOLUTIONS TO  
PROVIDE A POSTAGE METER FOR THE CITY OF FIRCREST.**

**WHEREAS**, the current lease agreement for the City's mailing machine is expiring at the end of May 2024; and

**WHEREAS**, the City of Fircrest has a need for a postage meter by June 30, 2024, that is compliant with the new federal Intelligent Mail Indicia (IMI) standards; and

**WHEREAS**, 1<sup>st</sup> Class Office Solutions has the required experience and expertise to provide such equipment and services; and

**WHEREAS**, the City desires to enter into a sixty-month lease agreement for an IMI-compliant postage meter.

**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 the lease agreement with 1<sup>st</sup> Class Office Solutions to provide a postage meter for the City of Fircrest.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 14th day of May 2024.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

4/30/24

**Customer**

<b>Organization</b>	CITY OF FIRCREST		
<b>DBA</b>			
<b>Address</b>	115 RAMSDELL ST		
<b>City State Zip</b>	FIRCREST	WA	98466
<b>Phone</b>	(253) 564-8901	<b>Fax</b>	

**Purchase Order - Lease**

NASPO/ValuePoint Contract #: CTR058809

and / or

State Participating Addendum (PA) #:

15622-02 (WA)

**Vendor**

Company Name	Quadient Leasing USA Inc. FEDERAL ID# 94-2984524		
Attention	Government Sales	DUNS# 150836872	
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

**Ship To**

<b>Organization</b>	CITY OF FIRCREST		
<b>Attention</b>	COLLEEN CORCORAN		
<b>Address</b>	115 RAMSDELL ST		
<b>City State Zip</b>	FIRCREST	WA	98466
<b>Phone</b>	(253) 564-8901	<b>Email</b>	CCORCORAN@CITYOFFIRCRE

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	\$205.08	\$12,304.80

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

**Products**

QTY	Product ID	Description
1	IX7	iX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge
1	IXDS7	Dynamic Weighing Platform for IX Series 7/7PRO Bases

- 1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

- 2) Payments will be sent to:  
 Quadient Leasing USA, Inc.  
 Dept 3882  
 PO Box 123682  
 Dallas TX 75312-3682

- 3) Send all correspondence to;  
 Quadient Leasing USA, Inc.  
 478 Wheelers Farms Rd  
 Milford CT 06461  
 Phone: 203-301-3400  
 Fax: 203-301-2600

---

 Authorized by

---

 Date

---

 Print Name

---

 Title



## What you need to know about the new USPS® Intelligent Mail Indicia (IMI) Standards

The USPS® now requires that all new mailing systems meet the Intelligent Mail Indicia (IMI) standards as the mailing systems go to market. It provides more transparent and detailed transaction data, enables automation of costly back-office operations, and employs better security standards.

### New IMI standards offer full compliance

- ✓ Provides transaction level data for each mail piece daily
- ✓ Supports automated refunds, refund authorization, and fraud detection (data on IMpB, PIC)
- ✓ Restricts Keyed-In-Postage (KIP), which supports proper mail rating/classification for USPS
- ✓ Provides end mailer information for Federal Government compliance
- ✓ Supports the tracking and management of reprinted indicia
- ✓ Provides improved indicia constructs that support Fraud Detection, Readability, and Indicia Management
- ✓ Supports the USPS to accurately calculate short paid and over paid postage (data on TW, Price, Notice123, Extra Services)
- ✓ FIPS 140-2 Security Level 3+ (EFP/EFT) (security strength to deter current threats)
- ✓ Improved security for Rate Table, Log Files and Data Exchange Interface

### Benefits of the new IMI standards

#### Accurate postage



Even the most careful manual data entry may produce errors. With an IMI, the postage is automatically calculated after you input the required Service Class. Using IMI saves money and mail is not returned for lack of postage.

#### Automatic updates



The USPS requires systems with IMI to connect to the manufacturer's servers every 72 hours. With frequent use information, the USPS is better able to manage mail flow. Updates arrive to the meter in a timely fashion, including rate changes and other modifications, avoiding over or short payment.

#### Stronger security



Federal Information Processing (FIP) is the organization that creates standards for data encryption. IMI adheres to their standards to ensure that information transmits securely, whether it is going to or from the postage meter.

#### Greater connectivity



There is no need for a dedicated phone line. Instead, dedicated LAN connections are required to ensure a constant connection, which enables faster updates and postage refills.

**The new IMI captures more data, provides the USPS with more real-time data, and ensures that you always use the correct amount of postage.**

The iX-Series by Quadient meet the latest IMI and Dimensional Weighing (DIM) USPS requirements. Gain a complete suite of tools that offer a one-stop approach to processing, tracking, reporting and reconciling postage expenses for mail and parcels.

To learn more about Quadient's IMI compliant iX-Series postage meters, visit [quadi<sup>ent</sup>.com](http://quadi<sup>ent</sup>.com)



To gain additional insight into IMI Compliance, download the complimentary Ebook:

**QUICK REFERENCE GUIDE:**  
EVERYTHING YOU NEED TO KNOW ABOUT USPS® INTELLIGENT MAIL INDICIA (IMI) COMPLIANCE

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**AGENDA ITEM:** Approval of Washington State Department of Enterprise Services Master Contract Usage Agreement

**ITEM:** 13B

**DATE:** May 14, 2024

**FROM:** Colleen Corcoran, Finance Director

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**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute a Master Contract Usage Agreement with the Washington State Department of Enterprise Services for the purpose of purchasing goods and services using the State purchasing cooperative contract.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to execute the Master Contract Usage Agreement with the Washington State Department of Enterprise Services (DES) to purchase goods and services using the State purchasing cooperative contract.

**FISCAL IMPACT:** There is no charge to utilize the State contracts.

**ADVANTAGE:** This agreement provides the City with access to State purchasing contracts, reducing the need to obtain quotes or bids when purchasing qualified goods and services. This saves the City time and resources and allows us to get better prices and terms than we might otherwise be able to do on our own.

**DISADVANTAGES:** None.

**ALTERNATIVES:** Do not contract with the State and bid out goods and services purchases when required, which would require more staff time and potentially higher prices than we could obtain through State purchasing contracts.

**HISTORY:** In 2011, the Washington State Legislature passed Engrossed Substitute Senate Bill 5931 ([ESSB 5931](#)), consolidating all or portions of the Washington State Department of Information Services, Department of Personnel, State Printer, General Administration, and the Office of Financial Management. ESSB 5931 included the delegation of contracting authority to the Department of Enterprise Services (DES). DES reviewed their processes of all agency rates and changed the structure to charge the vendors rather than the agencies. They also changed the term of the agreement to be in full force unless a thirty-day written notice from either party requesting cancellation is executed.

The City entered into a Master Contract Usage Agreement with the Washington State Department of Enterprise Services (DES) on May 29, 2013. DES is the state agency that coordinates and administers cooperative purchases of goods and services. DES has since modernized its entire program and replaced its old contract form with an updated Master Contract Usage Agreement (MCUA). The MCUA is more precise and detailed than the 2013 agreement. DES has requested all agencies to sign the updated Master Contract Usage Agreement (MCUA).

**ATTACHMENTS:** [Resolution](#)  
[DES Master Contract Usage Agreement](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AN AGREEMENT WITH THE  
WASHINGTON STATE DEPARTMENT OF ENTERPRISE  
SERVICES TO AUTHORIZE UTILIZATION OF STATEWIDE  
MASTER PURCHASING CONTRACTS AND AGREEMENTS.**

**WHEREAS**, the City of Fircrest has a need for purchases of products and services; and

**WHEREAS**, the Washington State Department of Enterprise Services is authorized to enter into agreements with Washington State local governmental agencies or entities to enable such entities to utilize certain contracts for purchases of goods and services administered by Enterprise Services; and

**WHEREAS**, the available contracts are competitively solicited and awarded, and cooperative purchasing agreements are entered into on behalf of the State; and

**WHEREAS**, the City desires to utilize the master contracts and cooperative purchasing agreements administered by Enterprise 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 the Master Contract Usage Agreement with the Washington State Department of Enterprise Service to allow the utilization of statewide master contracts and agreements.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 14th day of May 2024.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



Washington State  
**DEPARTMENT OF  
ENTERPRISE SERVICES**

State of Washington <b>DEPARTMENT OF ENTERPRISE SERVICES</b> Attn: Contracts & Procurement P.O. Box 41411 Olympia, WA 98504-1411	<b>CONTRACT USAGE AGREEMENT</b>	
	CUA no. and effective dates will be completed by DES CUA No.: Effective Date:	
INSERT ELIGIBLE PURCHASER NAME  Business Contact: Tel: Email: Tax Identification No.:	<b>Type of Eligible Purchaser</b>	
	<input type="checkbox"/>	Washington state agency
	<input type="checkbox"/>	Washington local governmental agency or entity (e.g., counties, cities, school districts, public utility districts, etc.)
	<input type="checkbox"/>	Higher Education
	<input type="checkbox"/>	Federal governmental agency or entity
	<input type="checkbox"/>	Tribe located in the State of Washington

**CONTRACT USAGE AGREEMENT**

FOR

**DESIGNATED ENTERPRISE PROCUREMENT SOLUTIONS FOR GOODS/SERVICES ('CONTRACTS')**

This Contract Usage Agreement ("Agreement") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and the \_\_\_\_\_, a Choose one governmental agency/entity ("Eligible Purchaser") and is dated and effective as \_\_\_\_\_.

**RECITALS**

- A. The Washington State Legislature has authorized Enterprise Services to enter into agreements with certain governmental agencies/entities (each an eligible purchaser) to enable such entities to utilize certain contracts developed and/or administered by Enterprise Services that function as enterprise procurement solutions to enable Washington state agencies and other eligible purchasers to purchase goods and/or services cost-effectively and efficiently from specified contractors at contracted prices, terms, and conditions ("Contracts"). See RCW 39.26.050(1); RCW 43.19.005(2); and RCW 39.34.055.
- B. To enter into a *Contract Usage Agreement* with Enterprise Services as an Eligible Purchaser, the agency/entity must be one of the following:
- Washington state agencies;
  - Washington local governmental agencies or entities;
  - Higher Education;
  - Federal governmental agencies or entities; or
  - Tribes located in Washington state.

C. Eligible Purchasers who execute a *Contract Usage Agreement* with Enterprise Services may utilize the following categories of enterprise procurement solutions for goods/services, each a category of available Contracts:

- **Statewide Contracts.** Contracts for goods/services developed and implemented by Enterprise Services on behalf of the State of Washington pursuant to the State's Procurement Code for Goods/Services (RCW 39.26). *See* RCW 39.26.050.
- **Cooperative Purchasing Agreements.** Specified Cooperative purchasing agreements for goods/services developed or joined by Enterprise Services on behalf of the State of Washington. *See* RCW 39.26.060.
- **Legislatively Directed Contracts.** Certain 'mandatory use' or other contracts for goods/services in which the Washington State Legislature has specified for use by Washington state agencies and/or other eligible purchasers – e.g., Correctional Industries contracts. *See* RCW 39.26.251.

Enterprise Services maintains a list of all such Contracts at its [Contracts Webpage](#).

D. Eligible Purchaser desires to contract with Enterprise Services to access and use the Contracts, subject to their terms and conditions.

E. The purpose of the Agreement is to establish the terms and conditions to authorize Eligible Purchaser to use the Contracts.

#### A G R E E M E N T

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **DURATION.** This Agreement is effective as of the effective date stated herein and shall continue in force unless terminated by either party upon thirty (30) calendar days prior written notice.
2. **ELIGIBLE PURCHASER'S REPRESENTATIONS AND WARRANTIES.** Eligible Purchaser makes each of the following representations and warranties as of the effective date of this Agreement and at the time any order is placed pursuant to any Contract by Eligible Purchaser. If, at the time of any such order, Eligible Purchaser cannot make such representations and warranties, Eligible Purchaser shall not place any such order and shall, within three (3) business days notify Enterprise Services, in writing, and terminate this Agreement.
  - a. **ELIGIBLE PURCHASER STATUS.** Eligible Purchaser represents and warrants that, as set forth in RCW 39.26.050(1), RCW 43.19.005(2), and/or the Interlocal Cooperation Act (RCW 39.34), it is an entity that is eligible to utilize Enterprise Services' Contracts. Eligible Purchaser further represents and warrants that, upon request from Enterprise Services, Eligible Purchaser shall provide documentation to confirm its eligibility to use the Contracts.
  - b. **CONTRACT AUDITS.** Eligible Purchaser represents and warrants that it shall cooperate with Enterprise Services, the Office of the State Auditor, federal officials, and/or any third party authorized by law or contract, in any audit conducted by such party pertaining to any Contracts that Eligible Purchaser has made purchases from pursuant to this Agreement, including providing records related to any purchases from such Contracts.

3. **AUTHORIZED USE; FINANCIAL RESPONSIBILITY.** Eligible Purchaser understands and agrees that it shall: (a) deal directly with the Contract's awarded contractor (i.e., the vendor, supplier, service supplier, etc.) for any purchases it makes under the Contract, as authorized by this Agreement; and (b) assume full and complete responsibility, financial and otherwise, for any purchases made pursuant to any Contract.
4. **SEPARATE RESPONSIBILITY.** Each party to this Agreement shall be responsible for the acts, errors, and omissions of itself and its own officers, employees, and agents acting within the scope of the performance of this Agreement and within the scope of their authority.
5. **RESOLVING CONTRACT PURCHASE DISPUTES.** The parties agree that, if there are any disputes between Eligible Purchaser and a Contract contractor, Eligible Purchaser shall: (a) provide Enterprise Services written notice of the nature of the dispute including the efforts undertaken to resolve the dispute; and (b) unless otherwise provided in the Contract, work in good faith with the contractor to resolve the dispute without the involvement of Enterprise Services. Enterprise Services may, upon request, review and assist in the resolution of a dispute, and, if Enterprise Services chooses to do so, Eligible Purchaser will cooperate with Enterprise Services in that resolution process. Enterprise Services, in its sole discretion, may elect to resolve disputes with a contractor on behalf of Eligible Purchaser and all other users of the applicable Contract. In such event, Enterprise Services' resolution shall be binding.

6. **AGREEMENT ADMINISTRATION & NOTICES.**

- a. **AGREEMENT CONTACTS.** The parties hereby designate the following agreement administrators as the respective single points of contact for purposes of this Agreement. The parties may change agreement administrators by written notice as set forth below.

**Enterprise Services**

Attn: Contracts & Procurement  
 Washington Dept. of Enterprise  
 Services PO Box 41411 Olympia,  
 WA 98504-1411  
 Email: CUA@des.wa.gov

**Eligible Purchaser**

Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_

- b. **ADDITIONAL AGREEMENT CONTACTS FOR ELIGIBLE PURCHASER.** If necessary or desired, Eligible Purchaser may specify alternative or additional contacts for purposes of this Agreement (e.g., Eligible Purchaser may specify alternative or additional contacts for usage of certain Contracts such as vehicle ordering); *Provided*, however, that such alternative or additional contacts must utilize email notification to facilitate computer-generated cost-effective and efficient communication between the parties. Eligible Purchaser may designate such additional contacts at any time as set forth below.
- c. **NOTICES.** Any notices required or desired shall be in writing and sent by U.S. mail (postage prepaid) or email, and shall be sent to the respective addressee at the respective address or email address set forth above or to such other address or email address as the parties may specify in writing. Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

7. **GENERAL PROVISIONS.**

- a. AGREEMENT AVAILABILITY. Prior to its entry into force, this Agreement shall be posted on the Enterprise Services' website or other electronically retrievable public source as required by RCW 39.34.040.
- b. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- c. AMENDMENT OR MODIFICATION. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto.
- d. AUTHORITY. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- e. NO AGENCY. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- f. ASSIGNMENT. Eligible Purchaser may not assign its rights under this Agreement.
- g. GOVERNING LAW. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law principles that would provide for the application of the laws of another jurisdiction.
- h. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- i. CAPTIONS & HEADINGS. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- j. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.

- k. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

EXECUTED AND EFFECTIVE as of the day and date first above written.

\_\_\_\_\_  
A Choose one **GOVERNMENT AGENCY**

**STATE OF WASHINGTON**  
**DEPARTMENT OF ENTERPRISE SERVICES**  
**A GOVERNMENT AGENCY**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Rebecca Linville  
Title: Washington State Chief Procurement Officer  
Assistant Director, Contracts & Procurement

**NOTE:** Please sign in Adobe and submit this form electronically.  
It will delay processing if you physically print and sign the form.



## FIRCREST CITY COUNCIL AGENDA SUMMARY

**AGENDA ITEM:** Report of Funds Received from Fircrest Parks and Recreation Foundation for 2022 and 2023

**ITEM:** 13C

**DATE:** May 14, 2024

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

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

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**PROPOSAL:** Parks and Recreation Director Jeff Grover will present the Report of Funds Received from the Fircrest Parks and Recreation Foundation (FPRF) for 2022 and 2023.

**FISCAL IMPACT:** The City received FPRF-donated funds of \$7,300 in 2022 and \$6,300 in 2023 to utilize on Parks and Recreation projects and programs.

**ADVANTAGE:** Presenting the report of funds received will achieve compliance with the Memorandum of Understanding (MOU) between the City of Fircrest and the FPRF.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** The Fircrest Parks & Recreation Foundation is an independent, grassroots non-profit organization focused on preserving and enhancing the quality of Fircrest Parks and Recreation facilities and programming with a focus on community, livability, and equity.

FPRF has created a donor-advised endowment fund (DAF) with hopes of building a support system for the parks and recreation needs of Fircrest residents for generations to come. The Greater Tacoma Community Foundation manages the DAF. Tax-deductible donations can be made to the FPRF Fund through the Greater Tacoma Community Foundation at [Fircrest Parks and Recreation Foundation Fund \(fcsuite.com\)](https://www.fircrestforever.com/donate) or through a link on the FPRF website at [www.fircrestforever.com/donate](https://www.fircrestforever.com/donate).

In September 2023, the City of Fircrest and the Fircrest Parks and Recreation Foundation formalized their collaborative relationship through a Memorandum of Understanding (MOU). The MOU delineates the terms of cooperation between both entities. The MOU stipulates that the Parks and Recreation Director will provide a report to the City Council by the end of the first quarter of each calendar year outlining the amount of FPRF grant funds received by Fircrest and how the funds were utilized. Due to unforeseen circumstances, this report is being presented to the Council in the second quarter instead of the first quarter, covering donations received and funds utilized for the years 2022 and 2023. The report covers both years to encapsulate the entirety of the activities from the beginning of the City and FPRF's relationship.

**ATTACHMENTS:** [Report of Funds Received from FPRF](#)

**City of Fircrest  
Parks & Recreation Department  
Annual Report on Funds Received from the  
Fircrest Parks and Recreation Foundation  
for the years 2022 and 2023**

**Report Date: May 14, 2024**

I'm pleased to share that the Fircrest Parks and Recreation Foundation (FPRF) has generously contributed a total of \$13,600 to support the City of Fircrest Parks and Recreation Programs in the years 2022 and 2023. As a self-sustained grassroots non-profit organization, FPRF is dedicated to preserving and enhancing the quality of Fircrest's parks, recreational facilities, and programming, with a strong focus on fostering community engagement, enhancing livability, and promoting equity.

One of its key initiatives was the establishment of an endowment fund designed to provide sustainable, long-term support for the diverse parks and recreational needs of Fircrest residents. Grants from the FPRF play a vital role in expanding the array of recreational programs and activities offered by our department, catering to the varied interests and requirements of our community members, including youth, seniors, and individuals with specialized needs.

Through a close partnership with the Director of Parks and Recreation, FPRF identifies key areas for fundraising initiatives for parks, facilities, events, and recreation program enhancements. This collaborative approach ensures that these initiatives are in line with our Parks and Open Space Plan, Parks Capital Facilities Plan, annual budget priorities, and overarching departmental objectives. The Director, with the support of our dedicated Parks and Recreation staff, manages these funds and oversees the execution of these funded projects and programs.

FPRF actively engages with Fircrest employees and community members to gather project ideas. Funding requests may originate from multiple channels: either a direct submission from the Parks and Recreation Director to FPRF or proposals initiated by FPRF itself, outlining project scope, funding requirements, and anticipated timelines.

Commencing this year, annual reports, following the finalized MOU between the City and the FPRF, will be compiled in January for the previous year, ensuring transparency and accountability in our operations. To support the FPRF, tax-deductible donations can be made via [www.fircrestforever.com/donate](http://www.fircrestforever.com/donate), managed by their financial partner, the Greater Tacoma Community Foundation. These contributions are directed to the City of Fircrest through the Foundation, which oversees the Fircrest Parks and Recreation Funds.

The following two pages provide a summary of the funds donated through 2023 and how they were utilized.

**2022 FPRF Funds Donated:**

Grant	Date	Purpose	Amount	Utilization
1	12/20/2022	Enhance the Fircrest Parks community volunteer recognition program.	\$1,700.00	Purchasing volunteer t-shirts, name tags, and other small items used for 2023 programs.
2	12/20/2022	Create or enhance Fircrest Parks senior programming with an emphasis on health and community.	\$1,800.00	Supplementing the Senior Mornings Program and purchasing coffee, donuts, and supplies.
3	12/20/2022	Create or enhance Fircrest Parks youth programming with an emphasis on health and community.	\$1,800.00	Helped purchase teen room games and equipment for tot gym.
4	6/9/2022	Operate the All Access Van to provide Fircrest residents with shuttle service to and from the central park during Fircrest Fun Days, prioritizing residents with mobility issues or other special needs.	\$1,000.00	Although provided, utilization was lower than expected, hence discontinued for future.
5	6/5/2022	Provide free or reduced-cost swimming lessons for Fircrest residents, prioritizing residents with special needs, foster families, and residents in need of financial support.	\$1,000.00	Received without prior authorization from the Foundation and was not implemented in 2022.
			<b>Total: \$7,300.00</b>	

**2023 FPRF Funds Donated:**

Grant	Date	Purpose	Amount	Utilization
1	5/22/2023	Offset the cost of the 2023 Fircrest Fun Days Friday Night Fun event on July 21.	\$1,250.00	Grant significantly impacted, allowing purchase of various field games and equipment for the event.
2	5/22/2023	Assist with the purchase of the new Fircrest Parks And Recreation "Murphy" bear mascot costume.	\$2,000.00	Purchase and delivery of Murphy costume by December 1, 2023. Murphy made his first appearance at the Holiday Tree Lighting event on December 3, 2024.
			<b>Total: \$3,250.00</b>	

**2023 FPRF Supplemental Funds Donated to be used in 2024:**

Grant	Date	Purpose	Amount	Utilization
1	12/29/2023	Foosball Table	\$1,000.00	Not yet spent
2	12/29/2023	Senior Programming	\$683.00	Not yet spent
3	12/29/2023	Youth Programming	\$683.00	Utilized for providing pizza and refreshments for Teen Late Nights in 2024.
4	12/29/2023	Volunteer Recognition	\$684.00	Helped provide the first Volunteer Appreciation event for Volunteer Appreciation Month, which occurs in April.
			<b>Total: \$3,050.00</b>	

Total 2023 Funds Donated: \$6,300.00

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**AGENDA ITEM:** Ordinance Amending Salary Schedule for Non-Union Employees to Adjust Finance Director Salary

**ITEM:** 13D

**DATE:** May 14, 2024

**FROM:** Dawn Masko, City Manager

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**RECOMMENDED MOTION:** I move to adopt Ordinance No. \_\_\_\_\_, amending Fircrest Municipal Code 2.44.050 relating to salaries of non-union City employees and amending Section 1 of Ordinance No. 1712.

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**PROPOSAL:** The Council is being asked to adopt the proposed salary ordinance to increase the Finance Director's salary range. This salary range adjustment aligns the Finance Director's compensation with the Public Works Director and Community Development Director's salary ranges. This adjusted range will allow the City to be more competitive during the recruitment process for a new Finance Director.

**FISCAL IMPACT:** The attached ordinance is based on a 2024 market study of comparable cities. The recommended adjustment increases the current salary range's minimum step by \$681 per month and \$871 per month for the maximum step. Depending on the salary at which the new Finance Director is hired, the increased salary range may result in the need for a future budget amendment.

**ADVANTAGE:** Adjusting the salary range will enable the City to recruit a new Finance Director more competitively while aligning our salary more closely with market comparables.

**DISADVANTAGES:** Potential impact on the budget.

**ALTERNATIVES:** Do not adjust the current salary range, which could make it challenging to attract qualified candidates for our Finance Director position.

**HISTORY:** The current salary range was adopted as part of the 2024 Annual Budget process. To prepare for the recruitment of a new Finance Director, a comprehensive salary survey was conducted using 2024 salary data to assess our position relative to the City's market comparables. The table below shows the City's market comparables 2024 monthly salary ranges:

City/Town	Position Title	2024 Monthly Salary Range	
		Minimum	Maximum
Buckley	Finance Director	\$9,606	\$11,711
DuPont	Finance Director	\$10,759	\$12,529
Edgewood	Finance Director	\$11,665	\$14,003
Fircrest	Finance Director	\$9,170	\$11,702
Milton	Finance Director	\$9,695	\$13,430
Orting	Finance Director	\$9,932	\$11,178
Pacific	Finance Director	\$11,667	\$13,506
Steilacoom	N/A		
Sumner	Chief Financial Officer	\$13,011	\$16,259
Yelm	Finance Director	\$10,342	\$12,416

Notably, the most recent market salary adjustments for non-represented employees, excluding those related to position recruitments, occurred as part of the 2019 budget process. Despite annual cost-of-living adjustments, the City's compensation trails behind our competitors in a highly competitive environment. The analysis of comparable cities (shown in the table above) reveals a median minimum monthly salary of \$10,551 and a median maximum salary of \$12,980. In contrast, Fircrest currently offers a monthly minimum salary of \$9,170 and a maximum of \$11,702.

PERCENTILE ANALYSIS				
		50th (median)	65th	80th
SALARY				
	Minimum:	\$10,551	\$11,257	\$11,667
	Maximum:	\$12,980	\$13,472	\$13,804
	Above/Below Minimum:	(\$1,381)	(\$2,087)	(\$2,497)
	Above/Below Maximum:	(\$1,278)	(\$1,770)	(\$2,102)

As of last week, there were at least 17 open recruitments for similar positions across Western Washington, indicating the need for strategic action to address our compensation structure.

Comparable Job Openings in Washington			
Position	Entity	Minimum	Maximum
Assistant Finance Director	City of Bellevue Utilities	\$ 10,257	\$ 14,159
Utilities Fiscal Manager	City of Bellevue Utilities	\$ 9,195	\$ 12,687
Finance Director	City of Lynden	\$ 9,451	\$ 12,331
Assistant Finance Director	City of Monroe	\$ 10,393	\$ 13,432
Finance Director	City of Pacific	\$ 11,667	\$ 13,506
Finance Director	City of Quincy	\$ 9,167	\$ 10,833
Budget Manager	City of Vancouver	\$ 9,687	\$ 13,105
Director of Finance	City of Yakima	\$ 10,601	\$ 13,532
Financial Services Director	Clark County School District	\$ 9,894	\$ 12,038
Finance Director	East Jefferson Fire Rescue	\$ 10,000	\$ 10,833
Financial Accounting Mgr	Mason PUD #3	\$ 10,806	\$ 16,209
Finance Manager	Mason Transit Authority	\$ 7,535	\$ 9,876
Financial Reporting Mgr	Port of Seattle	\$ 10,372	\$ 15,558
Finance Manager	Silver Lake Water/Sewer District	\$ 11,261	\$ 16,602
Finance Director	Sno-Isle Libraries	\$ 12,296	\$ 17,462
Accounting Manager	Soos Creek Water/Sewer District	\$ 9,314	\$ 13,040
Finance Manager	Tacoma Public Libraries	\$ 9,615	\$ 13,536

Staff recommends that the City Council approve the proposed salary ordinance, which would increase the Finance Director's 2024 compensation to one that more closely aligns with comparable cities.

ATTACHMENTS: [Ordinance](#)  
[Job Description \(Draft\)](#)

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

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

**WHEREAS**, the City seeks to increase the pay range for the Finance Director position based on current market data; and

**WHEREAS**, the City Council, after careful consideration, has determined that this adjustment is necessary to attract and retain qualified professionals for the Finance Director position,

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

**Section 1. FMC 2.44.050, Amended.** Section 1 of Ordinance No. 1712 and FMC Section 2.44.050 are hereby amended to read as follows:

Non-Union Salaries. From and after May 21, 2024, the full-time equivalent monthly salary range of the following regular full-time, regular part-time, and temporary City positions is fixed at the following sums. No employee shall be paid an average monthly base salary that exceeds the maximum provided hereunder.

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

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

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

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

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

16 **PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST,**  
17 **WASHINGTON,** at a regular meeting thereof this 14<sup>th</sup> day of May 2024.

18 APPROVED:

19 \_\_\_\_\_  
20 Shannon Reynolds, Mayor

21 ATTEST:

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

24 APPROVED AS TO FORM:

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



## CITY OF FIRCREST, WASHINGTON

### POSITION DESCRIPTION



**Class Title:** Finance Director  
**Department:** Finance  
**Representation:** N/A  
**Salary:** \$9,851 - \$12,573 per month, DOQ (*Salary under review*)  
Non-Union, FLSA Exempt

**First Review of Applications:** June 3, 2024

**Position Open Until Filled**

#### **POSITION SUMMARY:**

The Finance Director performs a variety of professional and technical accounting functions and administrative work in maintaining the City's fiscal records and systems. Reporting directly to the City Manager, this position supervises the activities of the Finance Department to meet stated goals within budgeted resources. The Finance Director directs the City's accounting and financial reporting operations, manages cash management functions, prepares financial forecasts and annual financial statements, and supervises department staff. Additionally, the Finance Director collaborates with the City Manager in preparing the City's budget, recommends financial policies, and ensures the City's compliance with Washington State Law and auditing requirements.

#### **ESSENTIAL FUNCTIONS** include but are not limited to:

- Serve as chief financial advisor to the City Manager, providing expert guidance on fiscal matters.
- Supervise the Finance Department's activities, including payroll, vendor payments, cash collections, reception desk, financial reporting, budget preparation, and audit compliance.
- Develop, implement, and maintain internal control procedures to ensure compliance with all federal, state, and local laws and regulations, as well as accounting standards.
- Maintain records of all financial transactions and activities.
- Ensure timeliness and accuracy of all Finance Department activities.
- Create comprehensive financial reports and plans, conduct financial forecasts and assessments, and monitor the financial condition of the City to ensure ongoing fiscal well-being.
- Serve as a key member of the City's Investment Committee, responsible for prudent management and investment of all City funds.
- Attend all City Council meetings and other meetings as necessary.
- Prepare finance-related reports, agenda summaries, resolutions, and ordinances to support informed decision-making.
- Generate periodic financial, statistical, and operational reports.
- Oversee state and federal grants, including grant monitoring and reporting.
- Serve as City liaison for annual financial and accountability audits.
- Responsible for budget preparation and monitoring.

- Develop strategic financial plans that align City resources with Council and organizational goals.
- Oversee daily, monthly, and yearly financial reports to track performance and identify trends.
- Oversee utility and other billings to ensure accuracy and timeliness.
- Provide oversight of the network computer system and computer operations to ensure optimal performance and security of financial and operational data.
- Maintain equipment replacement and reserve funds to ensure adequate funding for the replacement of City assets.
- Develop and train finance staff to foster professional growth and maintain high standards of performance.
- Track and analyze state and federal legislation and regulations impacting Finance operations.

#### **AUXILIARY DUTIES:**

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

#### **DESIRED MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or closely related field; and
- Five (5) years of increasingly responsible related experience in municipal finance work; and
- Three (3) years in a supervisory position; or
- A combination of education and experience to meet the required responsibilities of the position.

##### **Necessary Knowledge, Skills, and Abilities:**

##### **Knowledge of:**

- Considerable knowledge of governmental accounting theory, principles, and practices.
- Considerable knowledge of public finance and fiscal planning.
- Considerable knowledge of internal control procedures.
- Considerable knowledge of BARS accounting.
- Knowledge of accounts payable and payroll functions.
- City organization, operations, policies, and objectives.
- Principles of supervision, training, and performance evaluation.
- Business English, composition, spelling, and punctuation.
- Knowledge of information systems management.
- Working knowledge of web-based financial software.
- Knowledge of Springbrook Software is desired but not required.
- Modern office procedures and practices.

**Ability to:**

- Prepare and analyze complex financial reports.
- Maintain efficient and effective financial systems and procedures.
- Successfully and productively supervise, lead, and positively develop staff.
- Maintain current skills and knowledge of methods and techniques necessary for efficient job performance.
- Manage state and federal grants.
- Communicate clearly, concisely, professionally, and courteously in English at a level necessary for efficient job performance, utilizing effective written and verbal communication skills.
- Establish and maintain effective working relationships with the City Manager, Mayor, City Council, City staff, vendors, suppliers, and the public.
- Interpret, apply, explain, and maintain current knowledge of the City's Municipal Code and other applicable rules, regulations, requirements, restrictions, policies, and procedures.
- Prepare and deliver effective oral and written presentations.
- Plan and organize work to meet schedules and timelines.
- Tactfully handle and maintain sensitive or confidential records and information.
- Provide excellent customer service.
- Work independently and under pressure with frequent interruptions.
- Work effectively on multiple tasks and projects concurrently.
- Identify problems and make recommendations to resolve them.
- Operate listed tools and equipment.
- Work proficiently with Microsoft Office, Adobe products, and other software applications as required by the job.
- Maintain predictable and regular attendance.
- Maintain a sense of humor and positive attitude.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- CPA license preferred but not required.
- Valid Washington State Driver's License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Must be bondable.

**SUPERVISION:**

Work is performed under the general supervision of the City Manager. This position supervises Finance staff and the Information Technology Coordinator.

**TOOLS AND EQUIPMENT USED:**

Work involves using a personal computer, Microsoft Office applications (including Word and Excel), other job-specific software, a 10-key calculator by touch, Zoom phone system, copiers, printers, fax machines, other general office equipment, and automobiles.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

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

Work is typically performed in an office setting, subject to frequent interruptions. Work involves moderate noise typical of an office environment, including ringing phones, multiple conversations, and operating office machines. Noise and hazards outside of a typical office environment are limited.

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

May be exposed to highly stressful situations and individuals who are irate, difficult, or hostile. May be subject to long hours due to attendance at City Council and Commission meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions is required. Some local traveling involves attending meetings and visiting city facilities.

### **SELECTION GUIDELINES:**

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

### **ADDITIONAL INFORMATION:**

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the needs of the City or requirements of the job change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**BENEFIT INFORMATION:**

The City offers a comprehensive package of benefits for our employees. Benefits include medical, vision, dental, and orthodontia insurance for you and your family; choice of WA State Department of Retirement Systems PERS Plan 2 or Plan 3 pension for general employees or LEOFF 2 for Police; and choice between two voluntary deferred compensation programs. We offer ample time off, including 11 paid holidays, a personal holiday, vacation and sick leave, compensatory time and overtime options, an Employee Assistance Program, and a fitness reimbursement plan.

The City of Fircrest creates an environment that supports wellness practices that enhance the quality of life for City employees and encourage participation in an employee wellness program. As a result, the City is a recipient of the Association of Washington Cities Well City Award.