

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, JUNE 11, 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**
 - A. [Proclamation: Flag Day](#) 2
 - B. [Proclamation: Ride Transit Month](#) 3
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Built Environment, Planning, and Building
 - C. Finance, Information Technology, and Facilities
 - D. Other Reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers/payroll checks](#) 4
- 11. PUBLIC HEARING**
 - A. [To receive comments on the City's 6-Year Transportation Improvement Plan](#) 12
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Resolution: Fun Days Performers and Entertainment Agreements](#) 28
 - B. [Resolution: Suspension of Comprehensive Plan Docket Requests](#) 30
 - C. [Resolution: Electron /Contra Costa Project Design Contract Amendment](#) 34
 - D. [Resolution: Water Meter Exchange Project Contract](#) 46
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**
- 16. ADJOURNMENT**

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



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, the first official flag of the United States was adopted on June 14, 1777, by an act of the Second Continental Congress; and

WHEREAS, on June 14, 1877, the first Flag Day observance was held on the 100th anniversary of the adoption of the Stars and Stripes; and

WHEREAS, in 1949, Congress officially designated June 14th as Flag Day, a National Day of Observance and signed into law by President Harry Truman; and

WHEREAS, the American Flag is emblematic of a Nation indivisible, though its people are of diverse ethnic strains, races, and religions; and

WHEREAS, our flag serves as a reminder to us, and to the world, that America stands for and strives for the promise of freedom, justice, and equality for all; and

WHEREAS, our flag represents the unity of our country and its people. No matter what may divide us, Old Glory should be revered and cherished as a symbol of all that makes America the greatest country in the world; and

WHEREAS, these times call for renewed vitality, moral fervor, and intellectual understanding to safeguard the ideals and principles that our flag represents; and

WHEREAS, we pay tribute to the American flag, the most recognizable symbol of the principles for which our Republic stands; and

WHEREAS, we honor the brave men and women who have secured our freedoms over the centuries through their service to our country at home and abroad.

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim June 14, 2024, as Flag Day, a day for honoring the Stars and Stripes in the City of Fircrest, Washington, and encourage our community to commemorate our flag's rich history.

Proclaimed this 11th day of June 2024.

Shannon Reynolds, Mayor



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, the City of Fircrest is served by Pierce Transit, providing service by way of bus, SHUTTLE paratransit, and Rideshare; and

WHEREAS, in 2023, Pierce Transit provided 6.8 million passenger trips in Pierce County; and

WHEREAS, 52% of Pierce Transit riders do not own a personal vehicle, and 67% have an annual income under \$35,000; and

WHEREAS, Move Ahead Washington, the transformative legislative transportation package passed in 2022, invests more than \$3 billion in transit programs and projects, including the first-in-the-nation Youth Ride Free program, which provides zero-cost fare to all individuals 18 years and younger; and

WHEREAS, transit in Washington today reduces 371,000 metric tons of CO2 emission per year, and if all single vehicle drivers were to shift to transit, there would be a savings of 130,000 metric tons of CO2 emissions per year – about equal to 28,272 passenger vehicles driven annually; and

WHEREAS, nearly 25% of Washingtonians cannot or do not drive and may rely on public transit, and recent research shows that 1 in 4 adults in the United States suffers from transportation insecurity, suggesting that, short of transit, millions of Washingtonians would not be able to regularly move from place to place in a safe or timely manner because they lack the resources necessary for transportation; and

WHEREAS, transit provides essential trips and essential jobs for people of color and low-income individuals, and among urban residents, Black, Latinx, and foreign-born community members are more likely to take public transit; and

WHEREAS, greater transit use is associated with higher levels of physical activity, which is associated with lower health risks and better health outcomes; and

WHEREAS, the City appreciates Pierce Transit's close work with local jurisdictions, city planners, and staff to incorporate local growth patterns into future transit planning to increase transit opportunities for residents.

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim the month of June 2024 as Ride Transit Month in the City of Fircrest, Washington.

Proclaimed this 11th day of June 2024.

Shannon Reynolds, Mayor

ACCOUNTS PAYABLE

City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32489	06/05/2024	06/11/2024	4296 AWC	500.00	AWC 2024 Annual Conference - J Andrews
	511 60 49 05	Reg & Tuition - Legisl	001 000 511 General Fund	500.00	AWC 2024 Annual Conference - J Andrews
32516	06/05/2024	06/11/2024	10562 Amazon Capital Services	87.00	Wellness Supplies & Admin Office Supplies
	513 10 31 00	Office & Oper Sup - Admin	001 000 513 General Fund	11.32	Phone Shoulder Rest
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	75.68	Wellness Supplies
32493	06/05/2024	06/11/2024	8667 Aqua Rec's Fireside Hearth N' Home	33.00	Drops for Chlorine Testing
	576 20 31 01	Oper Supplies - Pool Chemic	001 000 576 General Fund	33.00	Drops for Chlorine Testing
32523	06/05/2024	06/11/2024	8667 Aqua Rec's Fireside Hearth N' Home	35.21	Pool Chemical Testing Supplies
	576 20 31 01	Oper Supplies - Pool Chemic	001 000 576 General Fund	35.21	Pool Chemical Testing Supplies
Total Aqua Rec's Fireside Hearth N' Home				68.21	
32462	06/03/2024	06/11/2024	1090 Avila, John Paul	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32514	06/05/2024	06/11/2024	4044 Baker, Alyssa	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32483	06/05/2024	06/11/2024	10780 Bats Northwest	150.00	Fun Days - Bat Program
	573 90 49 01	Community Events	001 000 573 General Fund	150.00	Fun Days - Bat Program
32459	06/03/2024	06/11/2024	10766 Brown, Deborah	78.00	Library Reimbursement - 1 year (Deborah Brown)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 year (Deborah Brown)
32488	06/05/2024	06/11/2024	8837 Byrd, Selena R	74.97	PD Lobby Plants/Decor
	521 22 35 00	Small Tools & Equip - Police	001 000 521 General Fund	74.97	PD Lobby Plants/Decor
32486	06/05/2024	06/11/2024	4293 CDW Government Inc	8,873.26	Office 365 Licenses (53)
	518 81 49 01	Software Licenses	001 000 518 General Fund	8,873.26	Office 365 Licenses (53)
32491	06/05/2024	06/11/2024	6775 Campbell, Sara	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32509	06/05/2024	06/11/2024	6018 Canon Financial Services Inc	159.81	Police Copier/Fax Rental - May 2024

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521 22 45 00	Oper Rentals - Copier - Polic	001 000 521	General Fund	14.66	Police Copier/Fax Tax - May 2024
591 21 70 22	Lease Payments - Police	001 000 591	General Fund	145.15	Police Copier/Fax Rental - May 2024
32485	06/05/2024	06/11/2024	7379	Chough, Kwang S.	150.00 Korean Interpreter (Case No. 4A0131849; Case No. 4A0287958; Case No. 24IN30118) 05/29/2024
512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512	General Fund	150.00	Korean Interpreter (Case No. 4A0131849; Case No. 4A0287958; Case No. 24IN30118) 05/29/2024
32506	06/05/2024	06/11/2024	3555	Code Publishing Co	913.83 Annual Web Fees & Web Update
511 60 49 03	Codification Costs	001 000 511	General Fund	913.83	Annual Web Fees & Web Update
32457	06/03/2024	06/11/2024	8188	Comcast Business Communications LLC	455.17 Internet Access Fee - June 2024
518 81 42 00	Communication/Internet - I/	001 000 518	General Fund	455.17	Internet Access Fee - June 2024
32508	06/05/2024	06/11/2024	7918	Contreras, Alejandra	170.00 Spanish Interpreting (2 hrs) 4A0198010, 4A0235938
512 51 41 03	Prof Svcs - Interpreter - FMC	001 000 512	General Fund	170.00	Spanish Interpreting (2 hrs) 4A0198010, 4A0235938
32455	06/03/2024	06/11/2024	9303	Deal, Robert L.	537.00 Police Background Checks (11.75 Hrs) & Mileage 5/20/24-06/2/24
521 22 41 00	Prof Svcs - Police	001 000 521	General Fund	537.00	Police Background Checks (11.75 Hrs) & Mileage 5/20/24-06/2/24
32461	06/03/2024	06/11/2024	5192	Droll, Robert W.	1,432.50 Fircrest Park Athletic Field Improvements P#71 - Services thru 4/25/24
594 76 63 03	Other Improvements - PBCF	301 000 594	Park Bond Capit:	1,432.50	Fircrest Park Athletic Field Improvements P#71 - Services thru 4/25/24
32520	06/05/2024	06/11/2024	10263	Dunbar, Julieanna R	60.52 Gym Fees Reimbursement - Jan-April 2024
514 23 20 00	Personnel Benefits - Finance	001 000 514	General Fund	60.52	Gym Fees Reimbursement - Jan-April 2024
32494	06/05/2024	06/11/2024	10407	Federal Eastern International, LLC	20,229.33 Vanguard 20x30 Shield (Qty 2) - Funded by ARPA
594 21 64 00	Machinery & Equipment - Pr	001 000 521	General Fund	20,229.33	Vanguard 20x30 Shield (Qty 2) - Funded by ARPA
32496	06/05/2024	06/11/2024	10407	Federal Eastern International, LLC	329.25 Shield Transport Bag (Qty 2) - Funded by ARPA
594 21 64 00	Machinery & Equipment - Pr	001 000 521	General Fund	329.25	Shield Transport Bag (Qty 2) - Funded by ARPA
32497	06/05/2024	06/11/2024	10407	Federal Eastern International, LLC	1,271.66 Ballistic Vest & Carrier - Officer M Bugarin
521 22 49 01	Uniforms/Clothing/Laundry	001 000 521	General Fund	1,271.66	Ballistic Vest & Carrier - Officer M Bugarin

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			Total Federal Eastern International, LLC	21,830.24	
32458	06/03/2024	06/11/2024	3638 Fircrest Golf Club	1,387.31	Land Rental for Water Tank on Golf Course Property - June 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 - June 2024
32484	06/05/2024	06/11/2024	8046 Goncharova, Natalya	130.00	Russian Interpreting (2 hrs) - 05/29/2024
	512 51 41 03 Prof Svcs - Interpreter - FMC		001 000 512 General Fund	130.00	Russian Interpreting (2 hrs) - 05/29/2024
32511	06/05/2024	06/11/2024	6774 Greenleaf Landscaping 1 Inc	7,642.79	Monthly Landscape Service - May 2024
	518 30 41 01 Contract Maintenance		001 000 518 General Fund	3,442.18	Monthly Landscape Service - May 2024
	542 80 48 00 Street Tree Maintenance (co		101 000 542 City Street Fund	1,359.74	Monthly Landscape Service - May 2024
	542 80 49 03 Beautification Services (cont		101 000 542 City Street Fund	2,840.87	Monthly Landscape Service - May 2024
32504	06/05/2024	06/11/2024	3692 Home Depot Credit Services	17.60	Part for Field Drag
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	17.60	Part for Field Drag
32518	06/05/2024	06/11/2024	3692 Home Depot Credit Services	83.73	Tools for Shop
	518 30 35 00 Small Tools & Equip - Facilit		001 000 518 General Fund	83.73	Tools for Shop
			Total Home Depot Credit Services	101.33	
32479	06/05/2024	06/11/2024	10779 Huang, Niuniu	60.00	Refund for Dance Movement Flow Class that was Cancelled
	571 10 49 04 Instructor Fees		001 000 571 General Fund	60.00	Refund for Dance Movement Flow Class that was Cancelled
32456	06/03/2024	06/11/2024	4131 Humane Society - Tacoma	781.36	June 2024 Boarding Contract
	554 30 41 00 Animal Control		001 000 554 General Fund	781.36	June 2024 Boarding Contract
32466	06/05/2024	06/11/2024	8773 Kassel & Associates, Inc.	10,000.00	P#64 Community Center Construction - Final Payment
	594 76 62 03 Buildings & Structures - PBC		301 000 594 Park Bond Capit	10,000.00	P#64 Community Center Construction - Final Payment
32512	06/05/2024	06/11/2024	10782 Kitsap Humane Society	900.00	Accoustic Mats for Tennis Courts
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	900.00	Accoustic Mats for Tennis Courts

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32507	06/05/2024	06/11/2024	3755 Kovach, Ardythe	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32515	06/05/2024	06/11/2024	3776 Lemay Mobile Shredding	48.00	Shredding 05/2024 - PW
	531 50 49 00	Miscellaneous - Storm	415 000 531 Storm Drain	16.00	Shredding 05/2024 - PW
	534 10 49 00	Miscellaneous - Water Admi	425 000 534 Water Fund (dep	16.00	Shredding 05/2024 - PW
	535 10 49 00	Miscellaneous - Sewer Admi	430 000 535 Sewer Fund (dep	16.00	Shredding 05/2024 - PW
32510	06/05/2024	06/11/2024	10459 Locke Systems Inc.	4,954.50	IT Managed Services - June 2024 (for May Services)
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,954.50	IT Managed Services - June 2024 (for May Services)
32528	06/06/2024	06/11/2024	10459 Locke Systems Inc.	110.10	Samsung Driver
	512 51 35 00	Small Tools & Equip - Court	001 000 512 General Fund	110.10	Samsung Driver
		Total Locke Systems Inc.		5,064.60	
32487	06/05/2024	06/11/2024	10447 Masko, Dawn	31.23	PCCAO Monthly Meeting (May 2024)
	513 10 43 00	Travel - Admin	001 000 513 General Fund	31.23	PCCAO Monthly Meeting (May 2024)
32513	06/05/2024	06/11/2024	6369 McLendon Hardware Inc (Tacoma)	28.66	#38454D 2004 Ford Pickup - Wiper Blades
	548 65 48 11	O & M - Parks/Rec	501 000 548 Equipment Rent	28.66	#38454D 2004 Ford Pickup - Wiper Blades
32482	06/05/2024	06/11/2024	10508 Odell, Russell M.	112.50	Pro Temp Judge - 5/30/2024 (1.5 hours)
	512 52 41 02	Prof Svcs - Pro Temp Judges	001 000 512 General Fund	112.50	Pro Temp Judge - 5/30/2024 (1.5 hours)
32521	06/05/2024	06/11/2024	3923 Orca Pacific Inc	752.14	Muriatic Acid (60 Gal); Sodium Bicarbonate (4 50-lb bags)
	576 20 31 01	Oper Supplies - Pool Chemic	001 000 576 General Fund	752.14	Muriatic Acid (60 Gal); Sodium Bicarbonate (4 50-lb bags)
32519	06/05/2024	06/11/2024	3957 PC Budget & Finance	37,130.00	Indigent Defense Fircrest/Ruston January-June 2024
	515 41 41 00	Assigned Counsel	001 000 515 General Fund	37,130.00	Indigent Defense Fircrest/Ruston January-June 2024
32526	06/06/2024	06/11/2024	8626 Pacific Office Automation Inc	152.83	Postage Meter Rental - June 2024
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	14.03	Postage Meter Tax - June 2024
	591 18 70 10	Lease Payments - Non-Dept	001 000 591 General Fund	138.80	Postage Meter Rental - June 2024

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32463	06/04/2024	06/11/2024	3955 Petrocard Systems Inc	696.00	Gas/Fuel - 05/2024
	548 65 31 11	Gas - Parks/Rec	501 000 548	211.93	Equipment Rent: Parks- 05/2024
	548 65 31 12	Gas - Street	501 000 548	294.65	Equipment Rent: Street - 05/2024
	548 65 31 13	Gas - Storm	501 000 548	27.06	Equipment Rent: Storm - 05/2024
	548 65 31 14	Gas - Water/Sewer	501 000 548	162.36	Equipment Rent: W/S - 05/2024
32467	06/05/2024	06/11/2024	10221 Petty Cash-ParksRec	61.50	Petty Cash Reimbursement - 06/11/24
	571 10 31 02	Senior Program Supplies	001 000 571	61.50	General Fund Senior Morning Supplies
32460	06/03/2024	06/11/2024	10161 Print NW	1,713.51	2024 Fircrest Fun Days Banner
	573 90 49 01	Community Events	001 000 573	1,713.51	General Fund 2024 Fircrest Fun Days Banner
32525	06/06/2024	06/11/2024	3986 Puget Sound Energy, BOT-01H	4,250.94	Natural Gas - Pool/Bathhouse - May 2024
	576 20 47 00	Public Utility Services - Pool	001 000 576	4,250.94	General Fund Natural Gas - Pool/Bathhouse - May 2024
32492	06/05/2024	06/11/2024	10781 PumpTech Holdings, LLC, PumpTech, LLC Dept #2362	23,748.57	Sewer Motor/Pump for Commons Liftstation
	594 35 63 01	Other Improvements - Sewe	432 000 594	23,748.57	Sewer Improver Sewer Motor/Pump for Commons Liftstation
32524	06/05/2024	06/11/2024	5710 Rainier Connect, Mashell Telecom	116.95	Internet Access Fee - City Hall - June 2024
	518 81 42 00	Communication/Internet - I/	001 000 518	116.95	General Fund Internet Access Fee - City Hall - June 2024
32517	06/05/2024	06/11/2024	337 Roberts, Christopher	25.00	Gym Fees Reimbursement - May 2024
	521 22 20 00	Personnel Benefits - Police	001 000 521	25.00	General Fund Gym Fees Reimbursement - May 2024
32522	06/05/2024	06/11/2024	337 Roberts, Christopher	38.60	Vest Carrier Repair
	521 22 49 05	Reimbursable Programs	001 000 521	38.60	General Fund Vest Carrier Repair
			Total Roberts, Christopher	63.60	
32481	06/05/2024	06/11/2024	4031 San Diego Police Equipmnt	203.53	.223 Ammo 55gr FMJ-BT
	521 22 31 00	Office & Oper Sup - Police	001 000 521	203.53	General Fund .223 Ammo 55gr FMJ-BT
32495	06/05/2024	06/11/2024	4035 Sarco Supply	548.98	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571	548.98	General Fund Janitorial Supplies - Rec Bldg
32498	06/05/2024	06/11/2024	4035 Sarco Supply	360.97	Janitorial Supplies - Pool
	576 20 31 02	Janitorial Supplies - Pool	001 000 576	360.97	General Fund Janitorial Supplies - Pool

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32499	06/05/2024	06/11/2024	4035 Sarco Supply	183.71	Janitorial Supplies - PSB
	518 30 31 02 Oper Supplies - PSB Bldg		001 000 518 General Fund	183.71	Janitorial Supplies - PSB
32500	06/05/2024	06/11/2024	4035 Sarco Supply	220.19	Operating Supplies - City Hall
	518 30 31 04 Oper Supplies - CH		001 000 518 General Fund	220.19	Operating Supplies - City Hall
32501	06/05/2024	06/11/2024	4035 Sarco Supply	212.53	Operating Supplies - PW
	518 30 31 03 Oper Supplies - PWF		001 000 518 General Fund	212.53	Operating Supplies - PW
			Total Sarco Supply	1,526.38	
32490	06/05/2024	06/11/2024	10569 Schaub, Ronald	713.90	WASPC 2024 Spring Conference (5/20/24-5/23/24)
	521 22 43 00 Travel - Police		001 000 521 General Fund	713.90	WASPC 2024 Spring Conference (5/20/24-5/23/24)
32505	06/05/2024	06/11/2024	4328 Systems for Public Safety Inc	3,829.15	#66368D - 2018 Ford Interceptor - Replace Steering Gear, Engine Transmission Mount, Control Arm, Relearn Tire Pressure Monitoring System, Align Vehicle
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent.	3,829.15	#66368D - 2018 Ford Interceptor - Replace Steering Gear, Engine Transmission Mount, Control Arm, Relearn Tire Pressure Monitoring System, Align Vehicle
32478	06/05/2024	06/11/2024	9888 T-Mobile (Cell Phone Bill)	1,160.36	City Cell Phones & Air Cards - 05/2024
	518 30 42 00 Communication - Fac/Equip		001 000 518 General Fund	90.69	Maint. Lead, 2 Workers 05/2024
	521 22 42 00 Communication - Police		001 000 521 General Fund	614.38	Police Officers, Chief and Air Cards 05/2024
	524 20 42 00 Communication- Building		001 000 524 General Fund	15.11	Community Development Dir. 05/2024
	531 50 42 00 Communication - Storm		415 000 531 Storm Drain	75.81	Public Works Crew, Director, PW Office Coord. 05/2024
	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 05/2024
	535 10 42 01 Communication - Sewer Adr		430 000 535 Sewer Fund (dep	75.80	Public Works Crew, Director, PW Office Coord. 05/2024
	542 30 42 00 Communication - Street Reg		101 000 542 City Street Fund	75.80	Public Works Crew, Director, PW Office Coord. 05/2024
	558 60 42 00 Communication - Planning		001 000 558 General Fund	15.12	Community Development Dir. 05/2024
	576 80 42 00 Communication - Parks		001 000 576 General Fund	90.69	P/R Director, Events, Maint. Worker 05/2024

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32527	06/06/2024	06/11/2024	9888 T-Mobile (Cell Phone Bill)	59.90	Court & PW Fax Lines (4/21/24-5/20/24)
	512 51 42 00	Communication - Court	001 000 512 General Fund	29.95	Court Fax Line (4/21/24-5/20/24)
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	7.49	PW Fax Line (4/21/24-5/20/24)
	534 10 42 00	Communication - Water Adr	425 000 534 Water Fund (dep	7.49	PW Fax Line (4/21/24-5/20/24)
	535 10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (dep	7.49	PW Fax Line (4/21/24-5/20/24)
	542 30 42 00	Communication - Street Reg	101 000 542 City Street Fund	7.48	PW Fax Line (4/21/24-5/20/24)
Total T-Mobile (Cell Phone Bill)				1,220.26	
32503	06/05/2024	06/11/2024	4322 Tacoma, City of - POWER	3,710.45	Power - Various Locations - May 2024
	534 80 47 01	Utility Services/Pumping	425 000 534 Water Fund (dep	3,185.48	PW, Well #6, #7, #8, Weathervane Booster - 05/2024
	535 80 47 01	Utility Services/Pumping	430 000 535 Sewer Fund (dep	493.95	Pumps/LS Power - 05/2024
	542 30 47 03	Electricity/Traffic Lights	101 000 542 City Street Fund	20.15	Traffic Control - 05/2024
	542 63 47 00	Electricity/Street Lights	101 000 542 City Street Fund	10.87	Street Lights - 05/2024
32465	06/05/2024	06/11/2024	10777 The TSM SHOP, Willie Combs	750.00	Fun Days Furry 4K - Gaiters (Qty 150)
	573 90 49 01	Community Events	001 000 573 General Fund	750.00	Fun Days Furry 4K - Gaiters (Qty 150)
32477	06/05/2024	06/11/2024	5934 US Bank, City Hall Account	1,370.74	P-Card Charges thru 05/25/24
	511 60 49 00	Miscellaneous - Legisl	001 000 511 General Fund	18.40	Postage to send City Flag to AWC Annual Conference
	512 51 31 00	Office & Oper Sup - Court	001 000 512 General Fund	140.28	One Pro Annual License - Court
	513 10 31 00	Office & Oper Sup - Admin	001 000 513 General Fund	96.32	Office Supplies
	513 10 49 01	Reg & Tuition - Admin	001 000 513 General Fund	500.00	AWC Annual 2024 Conference - D Masko
	517 90 31 01	Oper Supplies - Wellness Pr	001 000 517 General Fund	74.66	Wellness Supplies
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	334.90	Postage - Passports
	518 81 49 01	Software Licenses	001 000 518 General Fund	141.24	Adobe Express License
	521 10 49 00	Miscellaneous - Civil Svc	001 000 521 General Fund	52.94	Snacks & Refreshments for Police Oral Board - 05/14/24
	548 65 48 05	O & M - Non Dept	501 000 548 Equipment Rent	12.00	City Vehicle Car Wash
32474	06/05/2024	06/11/2024	8483 US Bank, Public Works Dept Account	1,689.09	P-Card Charges thru 06/01/24
	531 50 31 01	Office Supplies - Storm	415 000 531 Storm Drain	43.13	Office Supplies
	534 10 31 00	Office Supplies - Water Adm	425 000 534 Water Fund (dep	43.14	Office Supplies
	534 80 31 02	Oper Supplies - Water Gen C	425 000 534 Water Fund (dep	203.46	Fluoride Testing Unit for Calibrating Well Units
	534 80 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (dep	79.39	Tool for Installing Meters
	535 10 31 00	Office Supplies - Swr Admin	430 000 535 Sewer Fund (dep	43.13	Office Supplies
	542 30 31 01	Office Supplies - Street Reg	101 000 542 City Street Fund	43.11	Office Supplies
	542 80 31 04	Oper Supplies - Beautificat	101 000 542 City Street Fund	133.78	Flag Parts, Fuses
	542 80 35 00	Small Tools & Equip - St Bea	101 000 542 City Street Fund	154.13	Pump for Watering Plants

ACCOUNTS PAYABLE

City Of Fircrest

Time: 15:40:18 Date: 06/06/2024

As Of: 06/11/2024

Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	47.32	Battery Replacement for Pool Office Vacuum
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	5.50	Toll for Picking up Sound Mats
594 34 63 01	Other Improvements - Wate	426 000 594	Water Improver	893.00	Water Meter Gaskets
32464	06/04/2024	06/11/2024	8484 US Bank, Recreation Dept Account	1,088.14	P-Card Charges thru 05/25/24
571 10 31 00	Office Supplies - Rec	001 000 571	General Fund	22.00	Pocket Business Card Holders (Qty 6)
571 10 31 02	Senior Program Supplies	001 000 571	General Fund	24.25	Senior Morning Supplies
571 10 41 00	Senior Trips	001 000 571	General Fund	220.00	Senior Trip - LeMay Car Museum
573 90 49 01	Community Events	001 000 573	General Fund	647.26	Community Event Supplies - Fun Days
576 20 31 00	Office Supplies - Pool	001 000 576	General Fund	104.63	Office Supplies
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	70.00	Signs for Parks - Dogs on Leash (Qty 2)
32480	06/05/2024	06/11/2024	3645 WEX BANK, Wright Express FSC	3,843.33	Gas/Fuel 05/2024
548 65 31 05	Gas - Non Dept	501 000 548	Equipment Rent:	59.26	Non-Dept 05/2024
548 65 31 06	Gas - Facilities	501 000 548	Equipment Rent:	137.08	F&E 05/2024
548 65 31 08	Gas - Police	501 000 548	Equipment Rent:	2,594.25	Police 05/2024
548 65 31 11	Gas - Parks/Rec	501 000 548	Equipment Rent:	132.66	Parks 05/2024
548 65 31 12	Gas - Street	501 000 548	Equipment Rent:	624.30	Street 05/2024
548 65 31 14	Gas - Water/Sewer	501 000 548	Equipment Rent:	295.78	W/S 05/2024
32502	06/05/2024	06/11/2024	4273 Zumar Industries Inc	443.07	Signs for Parks
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	443.07	Signs for Parks

Report Total: 151,214.37

Fund

001 General Fund	96,277.20
101 City Street Fund	4,645.93
301 Park Bond Capital Fund	11,432.50
415 Storm Drain	142.43
425 Water Fund (department)	5,029.23
426 Water Improvement Fund	893.00
430 Sewer Fund (department)	636.37
432 Sewer Improvement Fund	23,748.57
501 Equipment Rental Fund	8,409.14

This report has been reviewed by:

REMARKS:

Signature & Title

Date

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Public Hearing – 2025-2030 Six-Year Comprehensive Transportation Improvement Program

ITEM: 11A

DATE: June 11, 2024

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: No Action. Public Hearing Only.

PROPOSAL: This is a public hearing on the draft 2025-2030 Six-Year Comprehensive Transportation Improvement Program (TIP). At the conclusion of the Public Hearing, staff requests the Council’s deliberation and consideration of the draft TIP. Once the input of the City Council and the public has been obtained, staff will prepare the TIP for formal consideration and adoption at the June 28, 2024, City Council meeting.

FISCAL IMPACT: None at this time. This is a planning document and, therefore, is not anticipated to have any significant, direct fiscal impact. However, the projects within the TIP have a significant fiscal impact, and these will be evaluated separately through the budget and project review and approval processes.

ADVANTAGES: The adoption of a Six-Year Comprehensive Transportation Improvement Program (TIP) will ensure compliance with the requirements relative to an annual, public participatory transportation improvement planning process as dictated by State statute. The TIP will become a guidance document throughout the budgetary planning process and will also serve as the adopted priority array of projects to be completed in the future. The TIP will be referenced by other jurisdictions and will be included in regional and State planning documents as well. The TIP will also provide staff with a guidance document to apply for grant opportunities and loans in the future as opportunities arise. The TIP can be modified at any time during the year by Council resolution as conditions and priorities change.

DISADVANTAGES: None known.

ALTERNATIVES: The City Council has the authority to revise the priority ranking of any project. The Council may also add, delete, or modify projects contained within the TIP.

BACKGROUND: Each year, all cities, towns, and other jurisdictions are required to review and update their respective transportation improvement plans. This requirement provides the framework for jurisdictional coordination of planning documents as well as the ability to compile individual plans into regional plans for the purpose of determining State, regional, and local transportation needs. Prior to the adoption of a new TIP, jurisdictions are required to conduct a public hearing on this subject in an effort to include the input of the public at large. This agenda summary is intended to assist in the public hearing requirement of the adoption process.

Chapter [35.77.010](#) of the Revised Code of Washington (RCW) provides that each city shall annually update its Six-Year Comprehensive Transportation Program (TIP) and file a copy of the adopted TIP with the Secretary of the Washington State Department of Transportation (WSDOT) each year. The TIP is necessary to allow cities and counties to obtain State and Federal funding. For a project to obtain funding from the State, it must appear in the agency's current TIP. Because the State also disperses federal highway funds, this requirement applies to federally funded projects as well.

[RCW 35.77.010](#) also requires each city to specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement program for that region. No projects included in this TIP are considered regionally significant.

The TIP is based on anticipated revenues versus desirable projects. There are always more projects than available revenues. Therefore, a primary objective of the TIP is to integrate the two to produce a comprehensive, realistic program for the orderly development and maintenance of our street system.

Several important points must be considered during the review of the proposed TIP. The early years of the TIP are fairly definite in that it can be assumed that those projects will be constructed as scheduled, pending anticipated funding received. Projects in the later years are more flexible and may be accelerated, delayed, or canceled as funding and conditions change.

It is also important to note that the adoption of the TIP does not irreversibly commit the City of Fircrest to construct the projects. A project may be canceled at any time during study or design. The usual reasons for canceling a project are that it is environmentally unacceptable or contrary to the best interests of the community. Lack of funding is another reason why a project may not move forward. The TIP may at any time be revised by a majority vote of the City Council, but only after a public hearing.

ATTACHMENTS: [Resolution](#)
[TIP Brochure](#)
[SEPA Public Comment Period Notice](#)
[SEPA FAQs](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, ADOPTING THE 2025-2030 SIX-
YEAR COMPREHENSIVE TRANSPORTATION IMPROVEMENT
PROGRAM.**

WHEREAS, the City of Fircrest, pursuant to [RCW 35.77.010](#), is required to annually update its Six-Year Comprehensive Transportation Improvement Program (“Program”) and file a copy of the adopted plan with the Secretary of the Washington State Department of Transportation; and

WHEREAS, a public hearing on the proposed Program was held on June 11, 2024, and [*no comments/or the following comments*] on the proposed Program were received; and

WHEREAS, the City Council has considered the proposed priority array and determined that the priorities of projects identified in the Program appear to be in the best interest of the City and its residents.

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

Section 1. The 2025-2030 Six-Year Comprehensive Transportation Improvement Program, dated June 28, 2024, is hereby adopted as the Six-Year Comprehensive Transportation Improvement Program for the City of Fircrest from and after January 1, 2025, and until amended by subsequent action of the City Council.

Section 2. The City Clerk or designee is hereby authorized and directed to forward copies of the 2025-2030 Comprehensive Transportation Improvement Program to the appropriate State, regional, and local agencies and to file the same in the official City records.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 28th day of June 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney



CITY OF FIRCREST

2025-2030

Transportation Improvement Program

DRAFT

ACKNOWLEDGEMENTS

Fircrest City Council

Shannon Reynolds, Mayor
Nikki Bufford, Mayor Pro Tempore
David M. Viafore
Brett L. Wittner
Hunter T. George
Karen Mauer-Smith
Jim Andrews

City Manager

Dawn Masko

Public Works

Tyler Bemis, Director
Jeff Davis, Utility Foreman
Jim Marzano, Utility Service Person II
Russ Parsons, Utility Service Person II
Tim Piercy, Utility Service Person II
Salvador Marez, Utility Service Person II
Sherry Canavan, Office Coordinator
Holly Veliz, Utility Billing Assistant

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PREFACE

Chapters [35.77.010](#) and [35.77.015](#) of the Revised Code of Washington (RCW) provide that each city shall annually update its Six-Year Comprehensive Transportation Program and, after a public hearing thereon, file a copy of the adopted Program with the Secretary of the Washington State Department of Transportation (WSDOT) by July 1 of each year. The Program is necessary to allow cities and counties to obtain State and Federal funding. For a project to obtain funding from the State, it must appear in the agency's current Program. Because the state also disperses federal highway funds, this requirement applies to federally funded projects as well.

[RCW 35.77.010](#) also requires each city to specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement plan for that region. No projects included in this Program are considered regionally significant.

The program is based on anticipated revenues rather than desirable projects. There are always more projects than available revenues. Therefore, a primary objective of the Program is to integrate the two to produce a comprehensive, realistic program for the orderly development and maintenance of our street system.

Several important points must be considered during the review of the proposed Program. The early years of the Program are fairly definite; that is, it can be assumed that those projects will be constructed as scheduled. Projects in the later years are more flexible and may be accelerated, delayed, or canceled as funding and conditions change.

It is also important to note that the adoption of the Program does not irreversibly commit the City of Fircrest to construct the projects. A project may be canceled at any time during study or design. The usual reasons for canceling a project are that it is environmentally unacceptable or contrary to the best interests of the community. The Program may be revised at any time by a majority vote of the City Council, but only after a public hearing.

NON-DISCRIMINATION

The City of Fircrest assures that no person shall, on the grounds of race, color, national origin, handicap, sex, age, or income status as provided by Title VI of the Civil Rights Act of 1964 and subsequent authorities, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity.

GRANT APPLICATIONS AND LEVERAGING LOCAL DOLLARS

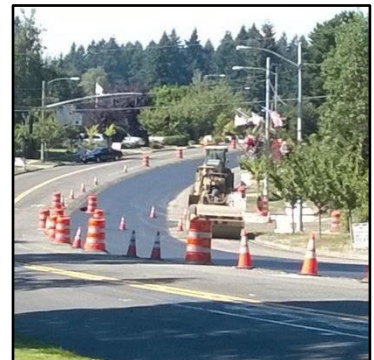
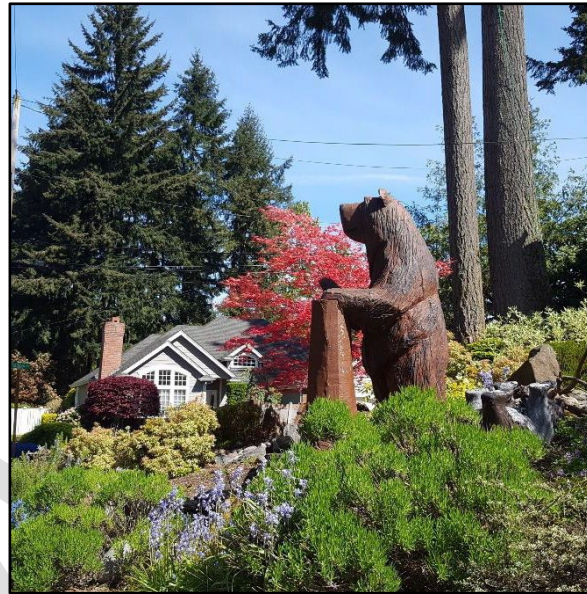
The City recognizes the critical need to maximize the use of local funds through grant applications, particularly given the reduction in available funding for transportation-related capital improvements. This program aims not only to identify and schedule projects for funding but also to secure City Council approval for submitting grant applications for projects included in the program. By doing so, the City ensures a strategic approach to obtaining necessary financial resources for vital transportation infrastructure improvements.

ABOUT THE CITY OF FIRCREST

Fircrest is a non-charter code city that operates under a Council-Manager form of government. The city boasts an annual General Fund budget of \$12 million and a total budget exceeding \$34 million. As a full-service city, Fircrest offers a wide array of services. These services include police protection, municipal court, building safety regulation and inspection, comprehensive land use planning, and zoning. The city also provides community development services along with recreational and cultural programs. The city also maintains traffic safety and improvements, as well as maintenance and enhancement of streets, water, sewer, and storm systems.

Incorporated initially as a town in 1925 and then recognized as a city in 1990, Fircrest covers an area of 1.58 square miles. It is strategically located 32 miles south of Seattle and 31 miles north of the state capital, making it a prime residential area for those working in these major urban centers. Fircrest is celebrated as “The Jewel of Pierce County” and is known for its suburban charm, master-planned community origins, and vibrant local life. The city has six parks, an urban forest of fir trees, and the private Fircrest Golf Club.

Home to 7,235 residents, Fircrest maintains a strong local history and an engaged community. The city manages 27.1 acres of land, providing diverse recreational opportunities and community events. Fircrest also embodies the reputation as a quiet, residential community with livable neighborhoods and high-quality recreational facilities. Fircrest is committed to community-oriented policing and is planning for future growth while preserving its green character, safe and friendly atmosphere, sustainability, and historical elements.



FUNDING SOURCES

MOTOR VEHICLE FUEL TAX FUNDS

By law, each city receives a proportionate share of the total State Motor Vehicle Fuel Tax based on population. The exact amount varies depending on the amount of fuel sold in the State. In the City's 2024 budget, revenue received from the state gas tax for the Street Fund is anticipated to be \$132,000. This is the same as expected to be received in 2025 and, therefore, should be relatively accurate.

TRANSPORTATION IMPROVEMENT BOARD

The Washington State Transportation Improvement Board (TIB) funds high-priority transportation projects in communities throughout the state to enhance the movement of people, goods, and services. TIB is an independent state agency created by the Legislature that distributes and manages street construction and maintenance grants to 320 cities and urban counties throughout Washington State. Funding for TIB's grant programs comes from revenue generated by three cents of the statewide gas tax. The TIB has several statewide competitive programs that use criteria developed by the TIB for the prioritization of projects. The TIB programs in which the City of Fircrest can compete are as follows:

Urban Arterial Program (UAP)

The Urban Arterial Program funds projects in the following categories: Safety, Commercial Growth and Development, Mobility, and Physical Condition.

Active Transportation Program (ATP)

The Active Transportation Program provides funding to improve pedestrian and cyclist safety, enhance pedestrian and cyclist mobility and connectivity, or improve the condition of existing facilities.

Arterial Preservation Program (APP)

The Arterial Preservation Program (APP) provides funding for the overlay of federally classified arterial streets (principal, minor) in cities with a population greater than 5,000 and an assessed valuation of less than \$3 billion. Although the program offers critical preservation assistance, it is not enough to substitute for a city's street maintenance program. Therefore, the program is limited to overlay to defray high-cost preservation projects, allowing cities to concentrate limited resources on lower-cost preventative maintenance.

Complete Streets Program (CSP)

Complete Streets is an approach to planning, designing, building, operating, and maintaining the transportation system that enables safe and convenient access to destinations for all people, including pedestrians, bicyclists, motorists, and transit riders. It uses a set of tools or treatments that create a more balanced and resilient transportation system.

ADDITIONAL FUNDING SOURCES

Funds from the sale of the City's power utility have been used to fund capital projects in the City's Street Fund. However, there are not sufficient funds from this source to fully fund the projects included in the Six-Year Program. The City will continue to consistently apply for grant funding to use as little of this fund as possible to maintain a healthy reserve to get through tough economic times.

Real Estate Excise Taxes

Real Estate Excise Tax is levied on all real estate sales, measured by the full selling price. The City has authorized a locally imposed tax of 0.5% in two 0.25% increments. These revenues are restricted to financing capital projects, in whole or in part, as specified in this plan.

Washington State Department of Transportation (WSDOT)

Safe Routes to School (SRTS) / Pedestrian Bicyclist Program

The purpose of the SRTS Program is to improve safety and mobility for children by enabling and encouraging them to walk and bicycle to school. Funding for this program is for projects within two miles of primary, middle, and high schools (K-12).

Surface Transportation Block Grant (STBG)

(WSDOT via Puget Sound Regional Council (PSRC) Regional Planning Agency)

WSDOT allocates STBG funds to Metropolitan Planning Organizations (MPOs) and County Lead Agencies to prioritize and select projects that align with their regional priorities, involving all entities eligible to participate in a public process. In addition, WSDOT sets annual delivery targets for each MPO and county lead agency. Eligible projects include highway/bridge construction/repair, transit capital projects, bicycle, pedestrian, and recreational trails, and construction of ferry boats and terminals. The City's MPO is Puget Sound Regional Council (PSRC).

Surface Water Management Program

The City's Stormwater Management Program (SWMP) pays for all drainage facilities constructed in conjunction with street improvements. The revenue from SWM is directly related to the number of capital improvement projects constructed. Because there will be little impact on storm drainage facilities resulting from the projects proposed in the Six-Year Transportation Improvement Program, only a minor amount of funding is expected from this source.

CONSISTENCY WITH LAND USE MANAGEMENT PLAN

The State's Growth Management Act (GMA) requires local governments to develop and adopt comprehensive plans covering land use, housing, capital facilities, utilities, and transportation. These comprehensive plans must balance the demands of growth with the provision of public facilities and services and transportation facilities and services. The City of Fircrest was required to develop and adopt a comprehensive plan that is in conformance with the requirements of the GMA.

The City of Fircrest has, as part of its Comprehensive Plan, Transportation Goals and Policies. The projects in the Six-Year Comprehensive Transportation Improvement Program are intended to conform to the goals and policies within the City's Comprehensive Plan.

TABLE 1: 2025-2030 TRANSPORTATION FACILITY IMPROVEMENTS

City of Fircrest Six-Year Comprehensive Transportation Improvement Program (2025 to 2030)

Transportation Facility Improvements		2025	2026	2027	2028	2029	2030	TOTAL
Capital Appropriations								
1	Major Pavement Patching: Citywide	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000.00
Grind and Overlays								
2	Regents Blvd: Alameda Ave to 67th Ave W (Funded for design only)		\$ 760,000					\$ 760,000.00
3	South Orchard St from Regents Blvd to Holly Dr (Funded in 2024)	\$ 760,000						\$ 760,000.00
4	Claremont St from 67th Ave W to Alameda Ave (Funded in 2024)	\$ 800,000						\$ 800,000.00
5	South Orchard St from Columbia Ave to Regents Blvd				\$ 2,000,000			\$ 2,000,000.00
Pedestrian, Non-Motorized / Active Transportation Program								
6	Alameda Ave: 44th St W to Emerson St (curb/gutter, bike lane, sidewalk - east and west side of ROW)	\$ 1,200,000						\$ 1,200,000.00
7	44th St W: 67th Ave W to Alameda Ave (curb/gutter, bike lane, sidewalk - north side)			\$ 1,750,000				\$ 1,750,000.00
8	Emerson St: Woodside Dr to 67th Ave W (Funded in 2024)(sidewalks, bike lane, retaining walls)	\$ 400,000						\$ 400,000.00
9	Alameda Ave: Emerson St to Rosewood Ln (curb/gutter, bike lane, sidewalk - east side)					\$ 2,000,000		\$ 2,000,000.00
10	Electron Way and Contra Costa Ave Pedestrian Safety Project (Funded in 2023 and 2024)	\$ 200,000						\$ 200,000.00
Total Capital Appropriations								
		\$ 3,460,000	\$ 860,000	\$ 1,850,000	\$ 2,100,000	\$ 2,100,000	\$ 100,000	\$ 10,470,000.00

FIGURE 1: 2025-2030 PROJECTS MAP

As listed in Table 1, Map 1 illustrates the transportation facility improvements for the 2025-2030 Six-Year Transportation Improvement Program planned for the City of Fircrest. Below is a brief description of the work for these projects.

Grind and Overlay

Grind and overlay is a process used in road construction and maintenance to rehabilitate an existing asphalt pavement surface by removing the top layer of asphalt (known as the “grind”) and then replacing it with a new layer of asphalt (known as the “overlay”). The milling process involves the use of a large machine that grinds off the existing surface layer of the pavement to a specified depth, typically between 1 and 4 inches. The grinding machine removes the old asphalt and any damaged or deteriorated sections of the underlying pavement.

After the grinding is completed, the surface is cleaned and inspected for any additional repairs that may be necessary. Once the surface is deemed ready, a new layer of asphalt is applied, which typically ranges in thickness from 1.5 to 2 inches. The new layer of asphalt is then compacted using heavy equipment to create a smooth, even surface.

Grind and overlay is a cost-effective method for extending the life of an existing asphalt pavement surface, particularly when the underlying pavement is still in good condition but the surface layer has become worn, cracked, or damaged. It can also be used to correct surface irregularities or improve the skid resistance of the pavement.

Pedestrian, Non-Motorized

This improvement typically involves the construction of new curbs, gutters, and sidewalk enhancements. It aims to add new sidewalks where none currently exist and to complete gaps in existing sidewalks. Additionally, this improvement can potentially provide bike lanes along designated routes, enhancing safety and accessibility for pedestrians and cyclists.



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DETERMINATION OF NONSIGNIFICANCE AND PUBLIC COMMENT PERIOD

Date of Issuance: Monday, June 3, 2024

Description of Proposal: Six-Year Transportation Improvement Program (2025-2030)

Application No: LU24-01

Agency Contact: Mark Newman, AICP
Community Development Director
(253) 238-4129 mnewman@cityoffircrest.net

Project Location: City of Fircrest, Nonproject Action

Lead Agency: City of Fircrest

The lead agency for this proposal has determined that it does not have a probably significant adverse impact on the environment. An environmental impact statement (EIS) is not required under [RCW 43.21C.030\(2\)\(c\)](#). This decision was made after review of a completed SEPA environmental checklist and other information on file with the lead agency and linked below. Hardcopy and electronic copies to view are available to the public upon request.


View Files: To view a copy of the Six-Year Transportation Improvement Program (2025-2030), please contact:

Tyler Bemis, Director
City of Fircrest - Public Works Department
120 Ramsdell Street
Fircrest, WA 98466
(253) 238-4134
tbemis@cityoffircrest.net

Comment Period: This DNS is issued under [WAC 197-11-340\(2\)](#); the lead agency will not act on this proposal for 14 days from the date of issuance. Comments must be submitted by 5:00 PM on Monday, June 17, 2024.

Appeal Period: Any person wishing to appeal this determination may file such an appeal within fourteen (14) days from the issued date of this threshold determination to the City of Fircrest City Clerk, pursuant to [FMC 22.86.030](#). All appeals of the above determination must be filed by 5:00 PM on June 17, 2024. There is a \$100 fee to appeal this determination.

SEPA Responsible Official:



Mark Newman, AICP – Community Development Director
115 Ramsdell Street
Fircrest, WA 98047



[SEPA FAQ](#)

What is this SEPA DNS?

The Washington Legislature enacted the State Environmental Policy Act in 1971. Commonly called SEPA, the law helps state and local agencies identify environmental impacts likely resulting from projects and decisions such as adopting a city's comprehensive plan.

Environmental review is required for any proposal which involves a government "action," as defined in the SEPA Rules (WAC 197-11-704), and is not categorically exempt (WAC 197-11-800 through 890). Nonproject actions involve decisions on policies, plans, or programs, such as the adoption of a comprehensive plan.

A "Determination of Nonsignificance," or DNS, documents the responsible official's decision that a proposal is unlikely to have significant adverse environmental impacts.

How does it apply to Fircrest's Six-Year Transportation Improvement Program?

The fourteen-day comment period is a chance for the public to review the Six-Year Transportation Improvement Program, comment on the DNS, or appeal the SEPA DNS decision.

Does this mean the Fircrest's Six-Year Transportation Improvement Program was adopted without a chance to add my input?

This is a similar, yet **separate process** from the public comment period for the Six-Year Transportation Improvement Program. A separate public hearing will be held on June 11, 2024 prior to City Council adoption pursuant to public outreach requirements in [FMC 22.07](#).

What is the Six-Year Transportation Improvement Program?

Chapters 35.77.010 of the Revised Code of Washington (RCW) provide that each city shall annually update its Six-Year Comprehensive Transportation Program and, after a public hearing thereon, file a copy of the adopted Program with the Secretary of the Washington State Department of Transportation (WSDOT) by July 1 of each year.

The Program is necessary to allow cities and counties to obtain State and Federal funding. For a project to obtain funding from the State, it must appear in the agency's current Program. Because the state also disperses federal highway funds, this requirement applies to federally funded projects as well. RCW 35.77.010 also requires each city to specifically set forth those projects and programs of regional significance for inclusion in the transportation improvement plan for that region.

There are no projects included in this Program that are considered regionally significant. The Program is based upon anticipated revenues versus desirable projects. There are always more projects than available revenues. Therefore, a primary objective of the Program is to integrate the two to produce a comprehensive, realistic program for the orderly development and maintenance of our street system.

Several important points must be considered during the review of the proposed Program. The early years of the Program are fairly definite; that is, it can be assumed that those projects will be constructed as scheduled. Projects in the later years are more flexible and may be accelerated, delayed, or canceled as funding and conditions change.

It is also important to note that the adoption of the Program does not irreversibly commit the City of Fircrest to construct the projects. A project may be canceled at any time during study or design. The usual reasons for canceling a project are that it is environmentally unacceptable or contrary to the best interests of the community. The Program may be revised at any time by a majority vote of the City Council, but only after a public hearing.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Authorizing City Manager to Execute 2024 Fun Days Agreements

ITEM: 13A

DATE: June 11, 2024

FROM: Jeff Grover, Parks & Recreation Director

RECOMMENDED MOTION: I move to adopt Resolution No. ____, authorizing the City Manager to execute agreements with performers and entertainers for entertainment at the 2024 Fircrest Fun Days event in an amount not to exceed \$22,500.

PROPOSAL: The Council is being asked to authorize the City Manager to execute agreements with performers and entertainers for entertainment at the 2024 Fircrest Fun Days event.

FISCAL IMPACT: \$15,500 is currently budgeted in the Community Events budget for performers and entertainers, and \$7,000 is budgeted for fireworks for Fircrest Fun Days.

ADVANTAGES: Agreements ensure both the City and the performer or entertainer understand the expectations of both parties in relation to Fircrest Fun Days. This resolution allows flexibility for the City Manager to sign agreements for multiple entertainment options.

DISADVANTAGES: None identified.

ALTERNATIVES: None that are viable. Agreements are required to provide entertainment at the Fun Days event.

BACKGROUND: The City of Fircrest features a range of entertainers and performers at Fun Days, making the event a highlight for community engagement. We enter into agreements with each performer and entertainment act, which outline expectations, financial commitment, performance time(s), indemnity, and insurance requirements. Some performers are recurrently invited, while new acts are added based on the research of the Fun Days volunteer committee, as well as budget availability and sponsorships.

ATTACHMENTS: [Resolution](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AGREEMENTS WITH PERFORMERS
AND ENTERTAINMENT ACTS FOR THE 2024 FIRCREST FUN
DAYS EVENT IN AN AMOUNT NOT TO EXCEED \$22,500.**

WHEREAS, the City of Fircrest has the need for performers and entertainment acts at the 2024 Fircrest Fun Days event; and

WHEREAS, the City needs fiscal control over the 2024 Fun Days expenditures; and

WHEREAS, entering into agreements with performers and entertainers provides clarity about expectations, financial commitments, indemnity, and insurance requirements; and

WHEREAS, the City desires to allow flexibility in obtaining entertainment and performers for the 2024 Fircrest Fun Days event.

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 agreements with performers and entertainment acts for the 2024 Fircrest Fun Days in an amount not to exceed \$22,500.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 11th day of June 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Comprehensive Plan Docket Request Suspension

ITEM: 13B

DATE: June 11, 2024

FROM: Mark Newman, Community Development Director

RECOMMENDED MOTION: I move to adopt Resolution No. ____, to suspend Comprehensive Plan docket requests for the year 2024 and until the adoption of the 2024 Comprehensive Plan.

PROPOSAL: The Council is being asked to suspend annual docket requests for amendments to the existing Comprehensive Plan until the 2024 Plan is adopted by City Council ordinance, anticipated in December 2024. Several other cities around Puget Sound, including the City of Tukwila and the City of Newcastle, have adopted similar resolutions, and WA State Department of Commerce staff recommends suspension of docket requests due to the difficulty of implementing the periodic update by the end of 2024 and state housing laws by July 2025. Suspending the docket requests for 2024 would mean that docket requests would be accepted in 2025 for consideration by the Council in 2026.

FISCAL IMPACT: None.

ADVANTAGES: Comply with the WA State Department of Commerce recommendation. Save staff time on preparing the docket request for 2024.

DISADVANTAGES: Applicants wishing to submit a privately initiated docket request will have to wait until 2025 to submit a request that the Council will review in 2026.

ALTERNATIVES: Do not suspend the docket requests and have City staff process them for Council review in 2025 concurrently with the Comprehensive Plan Update and Middle Housing update.

BACKGROUND: Washington State law requires that Pierce County and incorporated cities within the County prepare comprehensive plans consistent with Revised Code of Washington (RCW) Chapter 36.70A and rules set by the Department of Commerce, Washington Administrative Code (WAC) Chapter 365-196. Under these laws, comprehensive plans and development regulations are subject to ongoing review, including receiving suggestions from the public regarding proposed amendments to a comprehensive plan. RCW 36.70A.130(2)(b) requires proposed updates, amendments, or reviews to be simultaneous to ensure that cumulative impacts to a city's plan are addressed.

The Fircrest Municipal Code (FMC), [Chapter 23.06](#), allows amendments to the Comprehensive Plan (Type V permit process) to be proposed by anyone and submitted at any time during the year. Any amendments proposed by members of the public are to be docketed by the city, submitted to

the Planning Commission for combined review and recommendation, considered by the City Council, and potentially set for a plan amendment schedule the following year. While FMC [Chapter 23.06](#) does not specify a timeframe for review, many jurisdictions complete this work in June or July.

The City of Fircrest completed a mandated periodic review and updated its comprehensive plan in December 2015 with subsequent amendments in 2020 and is required to complete its next mandated periodic review by December 31, 2024, and every ten years thereafter, pursuant to amended RCW 36.70A.130(5)(b). The broad, mandated periodic review is a significantly more intensive and wide-ranging update effort for the city and community than the optional annual docketing amendment process. In addition to the periodic review, staff must also work to implement state housing law requirements by July 2025.

City staff continue to develop and implement the work items, review and engagement process, and proposed/required changes to the 2024 periodic update of the Fircrest Comprehensive Plan. The comprehensive plan periodic update, due by December 31, 2024, is city-wide, requiring the dedication of additional time and resources and necessitating an adjustment to the typical schedule for accepting privately initiated comprehensive plan annual amendments.

Suspension of the annual docketing and review process would focus staff resources on the city-wide periodic update effort. The acceptance of comprehensive plan amendment requests for docketing in the year 2024 is proposed to be suspended until the 2025 annual amendment cycle (July 2025), with Council review in 2026. The City has had several opportunities to provide public input through open houses, study sessions, Planning Commission meetings, and two online surveys, not including the upcoming Middle Housing public outreach events. This feedback will be incorporated into the 2024 Comprehensive Plan. To date, only one entity has expressed potential interest in submitting a docket request for a Comprehensive Land Use Amendment but has not formally applied.

ATTACHMENTS: [Resolution](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, SUSPENDING PRIVATELY
INITIATED APPLICATIONS FOR ANNUAL AMENDMENTS OF
THE COMPREHENSIVE PLAN DURING THE 2024
COMPREHENSIVE PLAN PERIODIC UPDATE AND
IMPLEMENTATION PROCESS.**

WHEREAS, the City of Fircrest is required to plan under [RCW 36.70A.040](#); and

WHEREAS, [RCW 36.70A.130](#)(5) requires the City of Fircrest to conduct a periodic review of its Comprehensive Plan (hereafter referred to as the “Plan”) and to ensure the Plan and regulations comply with the requirements of the Growth Management Act (hereafter referred to as “GMA,” and make revisions as needed on or before December 31, 2024 (hereafter referred to as “2024 Periodic Update”; and

WHEREAS, the Washington State Legislature has passed, and the Governor has signed multiple laws that will require the City to further modify its development regulations by July 2025; and

WHEREAS, Fircrest Municipal Code [Chapter 23.06](#) Comprehensive Plan Amendments allows any interested person to submit an application for an amendment to the City’s Comprehensive Plan prior to the deadline of December 31st of each year for consideration by the City Council during the following year’s annual review cycle; and

WHEREAS, the GMA generally requires all Comprehensive Plan amendments to be considered by the governing body concurrently so the cumulative effects of various proposals can be ascertained; and

WHEREAS, privately initiated applications for Comprehensive Plan amendments are difficult to reconcile and integrate with the City-wide nature of the 2024 Periodic Update and additional development regulations as required by the State Legislature; and

WHEREAS, through the public engagement process of the 2024 Periodic Update, the public has had ample opportunity to participate in the Plan update process and will have additional opportunities to provide public comment on the development regulation changes required by the State Legislature.

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

Section 1. The acceptance of privately initiated applications for Comprehensive Plan amendments shall be suspended during the 2024 calendar year to allow all changes to be considered in the contest of the City-wide updates. Acceptance of applications shall resume in 2025 for consideration by the City Council during the following year’s annual review cycle in 2026.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 11th day of June 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Electron & Contra Costa Intersection Design Contract Amendment

ITEM: 13C

DATE: June 11, 2024

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. ____, authorizing the City Manager to execute a contract amendment to the Professional Services Agreement with KPG Psomas for additional engineering design services for the Electron Way & Contra Costa Avenue Intersection Improvement Project.

PROPOSAL: The Council is being asked to authorize the City Manager to execute an amendment to the Professional Services Agreement with KPG Psomas for additional design and engineering services for the Electron Way and Contra Costa Avenue Intersection Improvement Project. The recent approval of additional Transportation Improvement Board (TIB) funds has led to this scope of work and budget change. The added scope of work is attached as Exhibit A-2. This effort will complete the ADA-compliant design needs of the entire intersection.

FISCAL IMPACT: The additional design costs for this project are estimated at \$10,080 and identified as “Exhibit B-2”. TIB funds will cover approximately \$8,532 of this amount, with City matching funds paying for the remaining \$1,548. The design costs associated with this Amendment will be invoiced separately from the original design contract so as not to exceed identified budgets and accurately account for a clear separation in work performed.

ADVANTAGES: ADA-compliant upgrades to the entire intersection.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: This process began with the City’s application for legislative funding in early 2023. The project was awarded Legislative funds from a Local and Community Projects (LCP) Program grant administered through the Department of Commerce, totaling \$148,410. The original proposed design budget was \$34,221, leaving \$114,189 of grant proceeds for construction. The LCP grant does not require a City match; however, the Department of Commerce retains 3% of the grant amount to cover administrative costs.

Through the preliminary design process, it became evident that focusing the design and construction resources on half of the Southwest (SW) and Northeast (NE) corners, along with the entire Southeast (SE) corner, would keep the project within budget limits. The City applied for and was awarded the additional needed funds via the Transportation Improvement Board (TIB) to complete the ADA requirements for the entire intersection.

Improving pedestrian safety is a top priority for the Council. This project aims to enhance pedestrian safety at the City's most frequented public facilities and ensure safe connectivity between the Community Center and the Tot Lot.

Notably, this marks the City's first use of external funds to increase safety measures at this intersection. Securing additional funding from the TIB not only facilitates project completion but also underscores the City's commitment to leveraging available resources to improve public safety. This initiative reflects our proactive approach to addressing community needs and ensuring that our public spaces are safe and welcoming for all residents.

ATTACHMENTS: [Resolution](#)
[Professional Services Agreement – Amendment #1](#)
[Exhibit A-2 – Scope of Work](#)
[Exhibit B – Budget Summary](#)
[Exhibit B-2 – Cost Computations](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AN AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH KPG PSOMAS
FOR ADDITIONAL DESIGN AND ENGINEERING SERVICES
FOR THE ELECTRON WAY AND CONTRA COSTA AVENUE
INTERSECTION IMPROVEMENT PROJECT.**

WHEREAS, the City of Fircrest identified a need for improved pedestrian safety at the intersection of Electron Way and Contra Costa Avenue; and

WHEREAS, following the design contract award, the City was awarded additional funds via the Transportation Improvement Board to complete ADA-compliant upgrades to all four corners of the intersection; and

WHEREAS, the City of Fircrest desires to amend the professional services agreement with KPG Psomas for the Electron Way and Contra Costa Avenue Intersection Improvement Project to add \$10,080 for the additional design and engineering services needed to complete the ADA-compliant design of the entire intersection.

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

Section 1. The City Manager is hereby authorized and directed to execute an amendment to the professional services agreement with KPG Psomas for additional design and engineering services for the Electron Way and Contra Costa Avenue Intersection Improvement Project.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 11th day of June 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

**AMENDMENT #1
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT
WITH KPG PSOMAS FOR DESIGN AND ENGINEERING SERVICES
ELECTRON WAY AND CONTRA COSTA AVENUE
INTERSECTION IMPROVEMENT PROJECT**

This First Amendment is hereby made and entered into this 11th day of June 2024 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and KPG Psomas Inc., hereinafter referred to as “Consultant”, to be effective June 11, 2024.

WITNESSETH:

1. **Purpose**

The purpose of this First Amendment is to amend the April 23, 2024 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the April 23, 2024, agreement shall remain in full force and effect.

The amendments are as follows:

2. Exhibit A-2 is hereby added to Exhibit A-1 - Scope of Work.
3. Exhibit B-2 is hereby added to Exhibit B-1 - Budget.

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

CITY OF FIRCREST

KPG Psomas

By _____
Dawn Masko, City Manager

By _____

Approved as to Form:

By _____
Robert Zeinemann, City Attorney

EXHIBIT A-2

City of Fircrest Electron Way and Contra Costa Ave Intersection Improvements Schedule B

KPG Psomas Inc. Scope of Work June 2024

INTRODUCTION

A. PROJECT UNDERSTANDING:

The following Scope of Work outlines the effort required to complete Plans, Specifications, and Estimates for the Electron Way and Contra Costa Ave Intersection Improvements project. This project will be jointly funded thru a Department of Commerce (DOC) capital appropriations grant and thru a Transportation Improvement Board (TIB) grant. Work associated with each grant will include separate scopes of work and construction cost schedules, referenced as Schedule's A & B, but comprehensive plans and project specifications will be developed to cover both projects. It is the City's intent that both projects will go to bid together and be constructed by the same contractor.

The TIB project limits are defined as the curb returns at the SW, NW, and NE corners, from the PC to PT. Half of the SW and NE corner's curb ramps and the full NW corner will be replaced as part of this project. Replacement will consist of new traffic curb and gutter and ADA ramps, with pavement curb cuts in the roadway. DOC funded Schedule A will address the remaining SE corner, SW and NE half corners and add an RRFB crossing on the east leg of the intersection.

B. ASSUMPTIONS:

The following assumptions were made to establish a scope and budget for this project:

- Right-of-way or easement acquisition will not be required.
- Right-of-way will be shown as GIS linework for all four corners.
- Survey has been completed under Schedule A.
- Utility improvements are not included in this Scope of Work.
- Department of Commerce has already provided cultural resources review to satisfy executive order 21-02.
- Construction centerline will be based on ROW centerline.
- Existing castings/lids/access covers within the roadway, curb and gutter, and sidewalk will be adjusted to finished grade if within an affected area.
- Cross walk pavement markings and stop bars may need to be removed and replaced as the new location of the curb ramps dictate. Every effort will be made to position ramps to utilize existing crossings as striped.
- Construction Stormwater General Permit will not be required.
- Surface water quality or quantity treatment will not be required.

EXHIBIT A-2

- The project will conduct maintenance activities and is therefore categorically exempt from SEPA, per WAC 197-11-800(3).
- Contract documents will be submitted to Transportation Improvement Board (TIB) for review and approval.
- The City will be responsible for all permit fees.
- No sidewalk improvements will be designed except where ADA curb ramps are required to be replaced or where curb lines will be changed.
- Plans will be developed using AutoCAD 2022 Civil 3D using KPG-Psomas drafting standards.
- Comprehensive Special Provisions will be developed based on the 2024 WSDOT Standard Specifications and/or Local Agency (APWA) General Special Provisions (GSPs).
- A scope and budget for Construction Services will be prepared and submitted for approval upon approval of the 100% design.
- Traffic Control Plans will not be developed under this Scope of Work.
- This project (Schedule B) will go to bid with the DOC funded project (Schedule A). Plans and specifications will be comprehensive, however separate cost schedules will be provided for each project for delineation of payment.

The following Scope of Work describes the effort required to complete the above-described improvements:

EXHIBIT A-2

SCOPE OF WORK

Task 1 – Management/Coordination/Administration

This task covers the effort required to manage the contract and to ensure that the project meets the client's expectations for schedule, budget, and quality of product. This Scope of Work for design phase assumes a 2 - month contract duration:

- 1.1 Provide project administrative services, including:
 - Project set-up and execute agreement
 - Preparation of invoices
 - Maintaining project files
 - Record keeping and project closeout
- 1.2 Provide project management services, including:
 - Project staff management and coordination
 - Schedule and budget monitoring
 - Coordination with TIB for final review and approval
- 1.3 Provide Quality Assurance and Quality Control Reviews
 - Provide senior-level review of all submittals
 - Provide constructability review of 100% submittal

Task 1 Deliverables:

- Addressed as part of complete project. See Schedule A Scope of Work.

Task 2 – Preliminary Design (50%)

This task includes the effort to conduct a field walk with CITY staff to determine the specific improvements for the project. Using this information, KPG Psomas will develop 50% Plans for review.

- 2.1 Initial Field review: Consultant will conduct an on-site field review of the project to identify design considerations before meeting with the City. **(Completed)**
- 2.2 Initial Field Review with City: Upon completion of the initial field review, the Consultant shall attend one (1) field walk with City Staff. Assume two (2) consultant staff for one (1) field meeting. During the field walk, the following will be confirmed:
 - a. Verification of project limits **(Completed)**.
 - b. Discuss design elements, specific site constraints, and feasibility of proposed improvements **(Completed)**.
- 2.3 Field Design: Based on the information obtained from the field review with the City, the Consultant will transfer locations of sidewalk match points to the aerial base map to establish project limits.
- 2.4 Design Documents: Information obtained from the field design will be used to prepare 50% plans and cost estimate. The following is the anticipated sheet count:

EXHIBIT A-2

Title	Number
Cover Sheet	1
Legend, Abbreviations, Alignment & Survey Control	1
Typical Sections/Details	1
Curb Ramp Plans (Horizontal layout only)	2
TOTAL	5

- 2.5 Design Review: The Consultant shall provide the City with 50% design plans and cost estimate for review and comment. The City shall have a one-week review period prior to providing the Consultant with comments. These comments will be incorporated into the final design.

Task 2 Deliverables:

- 50% Design Submittal
 - Two (2) hard copies of 11x17 Plans and Estimate
 - One (1) PDF copy of Plans and Estimate

Task 3 – Intersection Plans (100% and Final Design)

This task includes the effort required to complete the design to a 100% design level, incorporating changes requested from the 50% City design review. Produce a set of 100% Contract Documents (design drawings, estimate and technical specifications) for City review. The Consultant will prepare design plans to a 100% level to include the following:

- Plans will be prepared in such detail as to permit field layout and construction to a degree of accuracy accepted by the City and in accordance with industry, City, and WSDOT standards.
- Typical sections and details shall be provided, except for items with standard plans or details already available (City, State, or APWA drawings). Details for such items will be included as an appendix to the specifications.
- The Consultant will prepare specifications and submit for review at the 100% stage. Final specifications will be submitted with the bid documents.
- The Consultant shall calculate quantities and prepare a construction cost estimate with each submittal and the bid documents.

3.1 100% Design:

- The Consultant shall address 50% comments and prepare 100% Plans for review and comment by the City and Transportation Improvement Board (TIB).
- Construction Cost Estimate: The Consultant shall prepare 100% quantities and opinion of probable cost for review and approval by the City and TIB.

EXHIBIT A-2

- Specifications: The Consultant shall prepare 100% specifications for review and approval by the City and TIB. Specifications will be based on 2024 WSDOT Standard Specifications, City provided legal documents, Division 1 and City GSPs. KPG Psomas will include additional special provision language as needed.
- 3.2 Design Review: The Consultant shall host City review staff at the KPG Psomas's Tacoma office to review CITY comments from the 100% Design Submittal. City staff shall have one-week (5) days to review plans, specifications, and estimate (PS&E) prior to the scheduled meeting.
- 3.3 Bid Documents Design:
- The plans will be revised based on 100% Design comments from the City Design Review meeting and TIB review.
 - Bid Ready Specifications: The specifications will be revised based on City Design Review meeting and TIB review.
 - Bid Ready Cost Estimate: The Cost Estimate will be revised to reflect changes requested from 100% Plans and Specifications.

Task 3 Deliverables:

- 100% Review Submittal
 - Three (3) Half-size Plan sets (11x17) – two (2) for City Review, one (1) for TIB
 - Three (3) sets of Specifications – two (2) for City Review, one (1) for TIB
 - Two (2) Construction Cost Estimates
- Final Submittal
 - Bid Documents (Hard Copy and Electronic: PDF)
 - One (1) Construction Cost Estimate
 - Five (5) Sets of half-size Plans (11x17 size)
 - One (1) Full-size Plans (22x34 size)

Task 3 Assumptions:

- The City will not make changes to improvements approved during the Preliminary design task.
- Project-specific Traffic Control plans will not be developed.
- The Contract's Legal, General, and Technical Specifications will be based on the 2024 WSDOT Standard Specifications for Road, Bridge, and Municipal Construction.
- 100% Contract Documents Design Review: City review comments will be discussed in a single 100% review meeting at KPG Psomas's Tacoma office. City staff shall have five (5) days to review the PS&E prior to the scheduled meeting time.
- City Comments and redlines obtained during the review meetings will be incorporated to develop the Final Bid Ready PS&E.
- TIB will conduct only a single review.

EXHIBIT A-2

Task 4 – Submit Bid Results to TIB

This task includes the effort required to assist the City with bidding of the project. This includes preparation of the advertisement for bids and includes the following:

- 4.1 Prepare Bid Authorization form and submit to TIB
- 4.2 Prepare and Submit Updated Cost Estimate form to TIB
- 4.3 Recommendation of Award: Tabulate bid results, check references, and provide recommendation of Award.

Task 4 Deliverables:

- Completed Bid Authorization form submitted to TIB
- Updated Cost Estimate submitted to TIB

Additional Services

The CITY may require additional services of the CONSULTANT, such as construction contract management services. The scope of these services will be determined upon completion of the design.

These services will be authorized under a future contract supplement if necessary. At the time these services are required, the CONSULTANT shall provide a detailed scope of work and an estimate of costs. The CONSULTANT shall not proceed with the work until the CITY has authorized the work and issued a notice to proceed.

Exhibit B – Budget Summary

Project Name: Electron Way and Contra Costa Ave Intersection Improvements

Task No.	Task Description	Hours	Totals
Task 1 – Management/Coordination/Administering			
1.1	Project Administration	0	\$ -
1.2	Project Management	1	166.00
1.3	Quality Assurance and Quality Control	2	456.00
	Task Total	3	\$ 622.00
Task 2 – Preliminary Design (50%)			
2.1	Initial Field Review	2	\$ 456.00
2.2	Initial Field Review with City	2	456.00
2.3	Field Design	4	664.00
2.4	Design Documents	21	3,082.00
2.5	Design Review	2	456.00
	Task Total	31	\$ 5,114.00
Task 3 – Intersection Plans (100% and Final Design)			
3.1	100% Design	11	\$ 1,686.00
3.2	Design Review	3	589.00
3.3	Bid Documents Design	7	1,154.00
	Task Total	21	\$ 3,429.00
Task 4 – Submit Bid Results to TIB			
4.1	Prepare Bid Authorization Form	2	\$ 305.00
4.2	Submit Updated Cost Estimate	2	305.00
4.3	Recommendation of Award	2	305.00
	Task Total	6	\$ 915.00
Total Labor Hours and Fee		61	\$ 10,080.00
Total Estimated Budget			\$ 10,080.00

EXHIBIT XX

PRIME CONSULTANT COST COMPUTATIONS

Project Name: Electron Way and Contra Costa Ave Intersection Improvements, SCHEDULE B KPG Psomas Inc. Project Number: 9FIR010200

Date: 3-Jun-24

Task No.	Task Description	Labor Hour Estimate					Total Hours and Labor Cost Computations by Task	
		Principal	Project Engineer I	Design Engineer I	Senior CAD Technician	Senior Admin		
		\$290.00	\$166.00	\$133.00	\$139.00	\$139.00	Hours	Totals
Task 1 - Management/Coordination/Administering								
1.1	Project Administration						0	\$ -
1.2	Project Management		1				1	\$ 166.00
1.3	Quality Assurance and Quality Control	1	1				2	\$ 456.00
Task Total		1	2	0	0	0	3	\$ 622.00
Task 2: Preliminary Design (50%)								
2.1	Initial Field Review	1	1				2	\$ 456.00
2.2	Initial Field Review with City	1	1				2	\$ 456.00
2.3	Field Design		4				4	\$ 664.00
2.4	Design Documents	1	4	16			21	\$ 3,082.00
2.5	Design Review	1	1				2	\$ 456.00
Task Total		4	11	16	0	0	31	\$ 5,114.00
Task 3: Intersection Plans (100% and Final Design)								
3.1	100% Design	1	2	8			11	\$ 1,686.00
3.2	Design Review	1	1	1			3	\$ 589.00
3.3	Bid Documents Design	1	2	4			7	\$ 1,154.00
Task Total		3	5	13	0	0	21	\$ 3,429.00
Task 4: Submit Bid Results to TIB								
4.1	Prepare Bid Authorization form		1			1	2	\$ 305.00
4.2	Submit Updated Cost Estimate		1			1	2	\$ 305.00
4.3	Recommendation of Award		1			1	2	\$ 305.00
Task Total		0	3	0	0	3	6	\$ 915.00
Total Labor Hours and Fee		8	21	29	0	3	61	\$ 10,080.00
Total Estimated Budget								\$ 10,080.00

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Water Meter Exchange Contract for Services

ITEM: 13D

DATE: June 11, 2024

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. ____, authorizing the City Manager to execute a Contract for Services with Pape & Sons Construction, Inc. for water meter installation services in connection with the Water Meter Exchange Project.

PROPOSAL: The Council is being asked to authorize the City Manager to execute a contract for services with Pape & Sons Construction, Inc. for water meter installation support for the Water Meter Exchange Project. The project is currently 58% complete, and the supplemental support will help progress it toward completion in 2024. Public Works staff will also continue to exchange meters as time and staffing permits.

FISCAL IMPACT: ARPA funds are funding the water meter project supplemental support, and a \$30,000 budget appropriation is included in the 2024 Budget.

ADVANTAGES: The utilization of an outside service provider will help expedite the water meter exchange project.

DISADVANTAGES: None.

ALTERNATIVES: Continue the project with internal staff and potentially not complete the project in 2024.

BACKGROUND: In early 2019, the City identified Kamstrup AMR/AMI water meters as the best fit for the City of Fircrest water system. The City's water system has 2,402 metered connections, and 1,013 remain to be exchanged. Staff made slower than anticipated progress exchanging meters through the height of the COVID-19 pandemic.

The initial rollout of meter exchanges started in late spring 2020, with 143 meters exchanged that year. A larger push in 2021 resulted in 444 meters being exchanged. In 2022, 283 meters were exchanged, followed by 296 in 2023. To date, 213 meters have been exchanged in 2024.

ATTACHMENTS: [Resolution](#)
[Contract for Services](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE A CONTRACT FOR SERVICES WITH
PAPE & SONS CONTRUCTION, INC. TO SUPPORT THE CITY'S
WATER METER EXCHANGE PROJECT.**

WHEREAS, in 2019, the City of Fircrest identified the need to exchange old inefficient manual read water meters with new Advanced Metering Infrastructure meters; and

WHEREAS, the City has identified the need to accelerate the exchange project by utilizing an outside service provider to supplement City staff's efforts; and

WHEREAS, Pape & Sons Construction, Inc. has the necessary field expertise and knowledge of the City's infrastructure to support and expedite this project.

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

Section 1. The City Manager is hereby authorized and directed to execute a contract for services with Pape & Sons Construction, Inc. to support the City's Water Meter Exchange Project.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 11th day of June 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, Acting City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

CITY OF FIRCREST CONTRACT FOR SERVICES

THIS CONTRACT, hereinafter referred to as the "Contract," is entered into this ____ day of _____, 2024, by and between the **City of Fircrest**, a political subdivision of the State of Washington and hereinafter referred to as the "City," and **Pape & Sons Construction, Inc.**, hereinafter referred to as the "Contractor," collectively "Parties."

In consideration of the terms and conditions contained herein, and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

1. **PROJECT DESIGNATION.** The Contractor is retained by the City to perform water meter installation services in connection with the project designated as the **Water Meter Exchange Project** ("Project").
2. **SCOPE OF SERVICES.** The Contractor agrees to perform the services, including the provision of all labor, materials, equipment, and supplies, as identified in **Exhibit A**.
3. **TIME OF COMPLETION/RENEWAL.** The Parties agree that time is of the essence. The Contractor agrees that the Work described in this Contract shall be completed by **October 31, 2024**.

This Contract will not automatically renew. If a Party wishes to extend the time of completion, the Party must notify the other Party in writing at least 30 calendar days prior to the expiration of this Contract. All extensions must be mutually agreed to in writing.

4. **PAYMENT.** Upon receipt of an invoice from the Contractor, the City may make monthly progress payments for work completed. Each invoice shall itemize by site and date the work performed and include the "Affidavit of Wages Paid" that was filed with the State of Washington Department of Labor and Industries. The total cost for the Water Meter Exchange Project shall not exceed **\$30,000**, including tax.
5. **ASSIGNMENT.** The Contractor shall not sublet or assign any of the work covered by this Contract without the express written consent of the City.
6. **COMPLIANCE WITH CITY POLICY.** The Contractor shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as the provisions of this Contract to the extent not inconsistent herewith.
7. **COMPLIANCE WITH LAWS.** The Contractor agrees that all persons employed in it and by any of its subcontractors in work done pursuant to this Contract shall be in accordance with all Federal, State, and local laws. Per Fircrest Municipal Code 5.04.020, the Contractor must possess a City of Fircrest business license prior to performing any work pursuant to this Contract.
8. **CONTRACTOR'S REPRESENTATIONS**
The Contractor hereby represents that it has all necessary licenses and certifications to perform the services provided for herein and is qualified to perform such services.
9. **DEBARMENT.** The Contractor must certify that it and its subcontractors have not been and are not currently on the Federal or Washington State Debarment List. If the Contractor or its subcontractors become listed on the Federal or State Debarment List, the City must be notified immediately.

10. EXTRA WORK AND CHANGE ORDERS. Work in addition to, or different from, that provided for in the Scope of Work shall only be allowed by prior authorization in writing and signed by the City Manager as a modification to this Contract. Such change order or modification shall be attached hereto and made a part hereof.

11. HAZARDOUS CONDITIONS. The Contractor shall maintain all work sites free of hazards to persons and/or property resulting from its operation.

12. INDEMNIFICATION AND HOLD HARMLESS. To the fullest extent allowed by law, the Contractor must defend, indemnify, and hold the City, its employees, officials, directors, officers, agents, and volunteers harmless from and against any and all claims, injuries, damages, liabilities, liens, losses or lawsuits, including all legal costs and attorney fees, for any or all injuries to persons or damage to property arising out of or resulting from the acts, errors, or omissions of the Contractor, its officers, employees, agents or subcontractors, in connection with Contractor's performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

The City's inspection or acceptance of any of the Contractor's work when completed is not grounds to avoid any of these covenants of indemnification.

The Contractor and City agree that for any concurrent negligence between the Contractor and City, as determined by a court of competent jurisdiction, the Contractor is only liable to the extent of the Contractor's negligence. If a court of competent jurisdiction determines that the Contractor's work is covered under RCW 4.24.115, the Contractor's obligation to defend, indemnify, and hold harmless is only to the extent of the Contractor's negligence.

The Contractor specifically assumes potential liability for actions brought by the Contractor's own employees against the City and, solely for the purpose of this indemnification and defense, waives any immunity under the state industrial insurance law, Title 51 RCW. The Contractor recognizes that this waiver was the subject of mutual negotiation.

This indemnification and provisions of this section shall survive the expiration or termination of this Contract.

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

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

A Certificate of Insurance showing the foregoing will be submitted to the City for approval before work commences.

The Contractor must include all subcontractors as insured under its policies or furnish separate certifications and endorsements for each subcontractor. All coverage for subcontractors is subject to the same insurance requirements as the Contractor.

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

14. **INTEGRATED AGREEMENT.** This Contract, together with attachments or addenda, represents the entire and integrated Contract between the parties. This Contract may be amended only by written instrument signed by both the City and the Contractor.
15. **NON-DISCRIMINATION.** The Contractor shall not discriminate against any person, customer, employee, an applicant for employment, subcontractor, supplier, materialman, firm, partnership, or organization because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, or the presence of any sensory, mental, or physical disability, except for a bona fide occupational qualification. Any person, firm, partnership, or organization contracting with, or doing business with, the City shall be in conformity with the City's policy on non-discrimination. The Contractor understands that if it violates this provision, this Contract may be terminated by the City and that the Contractor may be barred from performing any service for the City now or in the future.
16. **NON-WAIVER.** A waiver by the City of any provision of this Contract or any time limitation provided for in this Contract shall not constitute a waiver of any other provisions.
17. **PERFORMANCE.** The Contractor for itself, and for its heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all the covenants herein upon the part of the Contractor. The City reserves the right to withhold a part or all the monthly payments if, in the judgment of the City, the Contractor has not performed or has unsatisfactorily performed any of the work set forth in this Contract, provided that the City shall promptly notify the Contractor in writing of the specific items of non-performance or unsatisfactory performance. Any such payments withheld shall reasonably relate to the estimated value of the work not performed.
18. **PREVAILING WAGES.** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the work of this Contract will be paid not less than the prevailing rate of wage for an hour's work in accordance with the provisions of the Revised Code of Washington, Chapter 39.12, and all rules and regulations promulgated pursuant thereto. Prior to making any payment under this Contract, the Contractor must submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement and pay all filing fees.

Current prevailing wage rates may be obtained from the Washington State Department of Labor and Industries website: <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>. The applicable effective date for prevailing wages for this project located in Pierce County is **June 11, 2024**.

Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project *must be posted* for the benefit of the workers. Each invoice must include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, the Contractor must submit a "Minimum Wage Affidavit" for themselves and any subcontractors. Final payment on the Contract will be withheld until the City receives certification from the Department of Labor and Industries that prevailing wage requirements have been satisfied.

In case any dispute arises as to what the prevailing rates of wages for work of similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the Director of the Washington State Department of Labor and Industries for arbitration, and the Director's decision therein shall be final and conclusive and binding on all parties involved in the dispute.

19. **RECORDS.** The Contractor acknowledges that all records created or used by the Contractor in the performance of this Contract may be subject to the Public Records Act, RCW 42.46; therefore, the Contractor should not destroy any record without first notifying the City's Records Officer (City Clerk). "Record" includes but is not limited to all written and electronic documents, photographs, drawings, and maps.
20. **SAFETY REQUIREMENT.** All work performed under the terms of this Contract shall be performed in a manner that provides maximum safety to the public and City employees.
21. **SEVERABILITY.** Each provision of this Contract is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Contract, which remains in full force and effect.
22. **STATUS OF CONTRACTOR.** Neither the Contractor nor personnel employed by the Contractor shall acquire any rights or status in City employment, nor shall they be deemed employees or agents of the City for any purpose. The Contractor is required to employ a qualified supervisor who is acceptable to the City. The Contractor shall be deemed an independent contractor and responsible in full for payment of its employees, including prevailing wages, worker's compensation, insurance, payroll deductions, and all related costs.
23. **TAXES.** The Contractor shall comply with federal, state, and local tax laws, Social Security Acts, Unemployment Compensation Acts, and Workers Compensation Acts in so far as they apply to the performance of this Contract.
24. **TERMINATION.** If the Contractor violates any of the covenants undertaken herein or any of the duties imposed upon it by this Contract, the City may immediately terminate this Contract with cause. Alternatively, either Party may terminate this Contract without cause upon thirty (30) days' written notice served to the other Party by certified mail. The Contractor shall be compensated for all work performed to the date of termination.
25. **VENUE STIPULATION.** This Contract shall be considered to have been made and delivered within the State of Washington, both as to interpretation and performance. Any action in law or equity or judicial proceeding for the enforcement of this Contract or any of the provisions contained therein shall be instituted and maintained only in Pierce County Superior Court, Tacoma, Washington.

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

CITY OF FIRCREST

By: _____
Dawn Masko, City Manager

APPROVED AS TO FORM:

By: _____
Robert Zeinemann, City Attorney

PAPE & SONS CONSTRUCTION, INC.

By: _____

Printed Name: _____

Title: _____

ATTEST:

By: _____
Arlette Burkhardt, Acting City Clerk

EXHIBIT A

Scope of Services

Pape & Sons Construction, Inc. will deploy a team consisting of two (2) skilled workers to install water meters as part of the City of Fircrest Water Meter Exchange Project. The scope of this contract encompasses an estimated 128 hours of labor. The City will be responsible for providing the water meters to be replaced.

Hourly rates will be charged as follows:

- Foreman \$99.64
- Pipelayer \$74.66
- Service Truck \$56.00

An administrative fee of \$500 will be assessed to cover expenses associated with processing prevailing wage paperwork.