

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

**TUESDAY, JULY 23, 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. [Motion: Planning Commission Appointment](#) 2
 - B. [Proclamation: National Night Out](#) 7
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Parks, Recreation, and Sustainability
 - B. Police/Public Safety and Court
 - C. Public Works
 - D. Pierce County Regional Council
 - E. Other Liaison Reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks 8
 - B. Approval of Minutes: [July 09, 2024, Regular Meeting](#) 20
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Resolution: RCO Grant Application Authorization: Fircrest Park Backstop Project](#) 24
 - B. [Resolution: So. Orchard St. Grind & Overlay Contract – Change Order #1](#) 33
 - C. [Resolution: Interlocal Agreement – So. Orchard Grind & Overlay Project](#) 37
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**

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

Join the Zoom Meeting: *Dial-in Information: 1-253-215-8782 Webinar ID: 850 6025 7564 Password: 412467*

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Confirmation of Planning Commissioner Appointment

ITEM: 4A

DATE: July 23, 2024

FROM: Mayor Shannon Reynolds

RECOMMENDED MOTION: I move to confirm the Mayor's appointment of Andreas Schonger to the City of Fircrest Planning Commission, Position No. 3, effective July 23, 2024, through June 15, 2030.

PROPOSAL: Council is being asked to confirm Andreas Schonger's appointment to Planning Commission Position No. 3. The previous term expired on June 15, 2024. Mr. Schonger's term would be effective July 23, 2024, through June 15, 2030.

FISCAL IMPACT: None.

ADVANTAGES: The appointment will fill the current vacancy on the Planning Commission.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: The Commission consists of five members who must be registered voters residing within the city. Planning Commission terms are for six years unless a vacancy is filled for an unexpired term.


The term for Planning Commission Position No. 3 expired on June 15, 2024. The Planning Commission opening was posted on the City's website on May 2, 2024, seeking interested applicants. Mayor Shannon Reynolds, Councilmember Hunter George (Planning liaison), City Manager Dawn Masko, and Community Development Director Mark Newman interviewed two candidates for the vacancy. Mayor Reynolds is recommending the appointment of Andreas Schonger to Position No. 3 for a term expiring June 15, 2030.

Mr. Schonger is an active member of the community, serves as a Board Member with the Fircrest Parks and Recreation Foundation, and was a member of the Steering Committee for the new Fircrest Pool and Community Center. He has also been a volunteer soccer coach, is a master craftsman who builds pipe organs for cathedrals and universities across the United States and is a local real estate agent. He is eager to support and enhance the planning and development of our community.

ATTACHMENTS: [Resume](#)

Andreas Schonger

675 Maywood Lane
Fircrest, WA 98466

**Objective**

Dedicated and detail-oriented professional with a background in high-skill craftsmanship, real estate, and team collaboration, seeking to volunteer with the Fircrest Planning Department. Eager to contribute my expertise in construction, community involvement, and project management to support and enhance the planning and development of our community.

Professional Experience:**Real Estate Agent**

John L. Scott
2022 - *Present*

- Represent buyers and sellers in real estate transactions, ensuring client satisfaction and smooth processes.
- Utilize marketing strategies to maximize property exposure, including creating beautiful fliers, effective print media, and widespread internet advertising.
- Leverage deep understanding of construction quality and craftsmanship to advise clients on property values and improvements.
-

Master Craftsman & Main Woodworker

Paul Fritts & Company
2000 - *Present*

- Instrumental in building prestigious pipe organs for cathedrals and universities across the United States.
- Led complex projects, ensuring timely and quality completion while collaborating with a skilled team.
- Applied artistic craftsmanship and meticulous attention to detail in all projects.

Ambulance Driver and EMT Assistant, Civil Service

Civil Service, Bavaria, Germany

1998 - 1999

- Provided emergency medical assistance and transportation as part of civil service.
- Worked efficiently under pressure, collaborating with EMTs and medical professionals to deliver critical care.

Volunteer Experience:**Board Member**

Fircrest Parks and Recreation Foundation - Fircrest, WA

Present

- Actively participate in planning and executing community events and projects.
- Collaborate with other board members to enhance local parks and recreational facilities.
- Engage with community members to promote and support the foundation's initiatives.

Soccer Coach

Fircrest, WA

2015-2021

- Coached my daughters soccer teams for six years, developing players' skills and promoting teamwork.
- Organized practices, managed games, and communicated effectively with players and parents.
- Fostered a positive and inclusive environment, encouraging physical activity and sportsmanship.

Steering Committee Member

Fircrest Pool and Recreation Center - Fircrest, WA

Year - Year

- Contributed to the planning and development of the Fircrest Pool and Recreation Center.
- Collaborated with committee members to gather community input and ensure the project met local needs.
- Played a key role in strategic planning and project oversight.

Campaign Volunteer

"Vote Yes" Campaign - Fircrest, WA

- Actively participated in the "Vote Yes" campaign, advocating for community projects and initiatives.
- Engaged with community members to inform and encourage support for local measures.
- Assisted in organizing campaign events, distributing materials, and promoting voter turnout.

Education

- Graduated from Realschule (Highschool), Bavaria, Germany, 1998.
- Completed apprenticeship in Pipe-Organ Building, Bavaria, Germany.

Skills

- **Project Management:** Proven ability to oversee and complete complex, large-scale projects efficiently.
- **Team Collaboration:** Extensive experience working within a team to achieve common goals.
- **Craftsmanship:** High-level woodworking and craftsmanship skills, ensuring top-quality results.
- **Client Relations:** Strong focus on exceeding client expectations through excellent service and high-quality outcomes.
- **Community Engagement:** Active involvement in local community initiatives and organizations.
- **Emergency Response:** Experience in handling high-pressure situations and providing medical assistance.

- **Coaching:** Effective coaching and mentoring skills, fostering development and teamwork.
- **Campaigning:** Experience in grassroots campaigning and community mobilization.

Interests

- Enthusiastic about learning new skills and knowledge.
- Enjoy outdoor activities such as mountain climbing, mountain biking, and kayaking.
- Passionate about reading and continuous personal development.
- Dedicated to community service and involvement.
- Strong interest in developing human-centric developments from a planning prospective.

Personal Achievements

- Successfully climbed several challenging mountains.
- Competed in mountain bike races.
- Constructed over 20 pipe-organs
- Traveled to over 20 countries, gaining diverse cultural experiences and an insight into building functioning communities.
- Moved to The US as a first generation immigrant by myself

Languages:

- Fluent in German and English.

I am excited about the opportunity to bring my unique background and skills to the Fircrest Planning Department, contributing to the continued growth and development of our wonderful community.



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, on Tuesday, August 6, 2024, the National Association of Town Watch is sponsoring a unique, nationwide crime, drug, and violence prevention program called National Night Out; and

WHEREAS, the 41st Annual National Night Out provides an exceptional opportunity for the City of Fircrest to join forces with thousands of other communities across the country in promoting cooperative, police-community crime and drug prevention efforts; and

WHEREAS, Fircrest is unique in its ambiance, the closeness of neighbors, awareness of community, cooperation, and concern for each other; and

WHEREAS, the citizens of Fircrest play a vital role in assisting the Fircrest Police Department through joint crime, drug, and violence prevention efforts in the City of Fircrest; and

WHEREAS, it is essential that all citizens of Fircrest be aware of the importance of crime prevention programs and the impact that our residents and businesses can have on reducing crime, drugs, and violence in our community; and

WHEREAS, police-community partnerships, neighborhood safety, awareness, and cooperation are important themes of the National Night Out program; and

WHEREAS, National Night Out enhances these relationships between neighbors and law enforcement while promoting a true sense of community.

NOW, THEREFORE, WE, THE MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim August 6, 2024, as

National Night Out in the City of Fircrest

and urge all citizens to join the Fircrest Police Department and the National Association of Town Watch in participating in this important event.

Proclaimed this 23rd day of July 2024.

Shannon Reynolds, Mayor

ACCOUNTS PAYABLE

City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32775	07/15/2024	07/23/2024	4298 AWC Employee Benefit Trust	775.14	08/2024 Retired Medical
	521 22 20 01		LEOFF I Medical Premiums 001 000 521 General Fund	775.14	08/2024 Retired Medical
32771	07/15/2024	07/23/2024	3705 Alpine Products Inc	4,653.45	White & Yellow Traffic Paint & Solvent
	542 30 31 02		Oper Supplies - Street Reg 101 000 542 City Street Fund	4,653.45	White & Yellow Traffic Paint & Solvent
32804	07/16/2024	07/23/2024	10829 Anthony Gregory	350.00	Adult Basketball Officiating - 6/28/24-9/10/24
	571 10 31 05		Program Supplies - Adults 001 000 571 General Fund	350.00	Adult Basketball Officiating - 6/28/24-9/10/24
32846	07/18/2024	07/23/2024	7201 Audio Innovations	1,400.00	Sound For Fircrest Fun Days
	573 90 49 01		Community Events 001 000 573 General Fund	1,400.00	Sound For Fircrest Fun Days
32746	07/10/2024	07/23/2024	3038 Baughman, Greg	267.25	07-00152.1 - 1526 CHERRY AVE
	343 10 00 00		Storm Drain Revenues 415 000 340 Storm Drain	-58.60	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (de	-66.98	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (de	-141.67	
32757	07/12/2024	07/23/2024	9754 Bright, Pheon	134.21	07-00066.7 - 106 BIRCH ST
	343 10 00 00		Storm Drain Revenues 415 000 340 Storm Drain	-29.43	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (de	-33.64	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (de	-71.14	
32803	07/16/2024	07/23/2024	9925 Bufford, Nicole L	935.28	AWC Annual Conference - Lodging, Meals & Transportation
	511 60 43 00		Travel - Legis 001 000 511 General Fund	935.28	AWC Annual Conference - Lodging, Meals & Transportation
32830	07/16/2024	07/23/2024	10831 Bugarin, Melina	78.00	Library Reimbursement - 1 Year
	572 21 49 00		Library Services 001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32792	07/16/2024	07/23/2024	9496 Burkhart, Arlette	190.00	NW Clerks Institute Professional Development II Training - Reimbursement for Meals
	513 10 43 00		Travel - Admin 001 000 513 General Fund	190.00	NW Clerks Institute Professional Development II Training - Reimbursement for Meals
32747	07/11/2024	07/23/2024	10303 Cappaert, Paul	275.20	05-01610.1 - 917 MANOR DR
	343 10 00 00		Storm Drain Revenues 415 000 340 Storm Drain	-67.82	
	343 40 00 00		Sale Of Water 425 000 340 Water Fund (de	-73.39	
	343 50 00 00		Sewer Revenues 430 000 340 Sewer Fund (de	-133.99	

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32834	07/16/2024	07/23/2024	10229 Casey Civil	1,966.80	P#68 44th St. Lift Station Professional Svcs. thru June 2024
	594 35 63 03	Project Engineering - Sewer	432 000 594	1,966.80	P#68 44th St. Lift Station Professional Svcs. thru June 2024
32810	07/16/2024	07/23/2024	5805 CenturyLink (Lumen LD)	9.34	Long Distance Access & Usage 07/2024
	518 10 42 00	Communication - Non Dept	001 000 518	9.34	Long Distance Access & Usage 07/2024
32835	07/16/2024	07/23/2024	3994 CenturyLink	501.16	Telecommunications - July 2024
	518 10 42 00	Communication - Non Dept	001 000 518	127.80	City Hall Alarm & Fax (2) - 07/2024
	521 22 42 00	Communication - Police	001 000 521	265.76	Police BA/Modem & Fax - 07/2024
	531 50 42 00	Communication - Storm	415 000 531	10.65	PW Alarm - 07/2024
	534 10 42 00	Communication - Water Adr	425 000 534	10.65	PW Alarm - 07/2024
	534 10 42 00	Communication - Water Adr	425 000 534	32.50	PW DSL/Telemetry - 07/2024
	535 10 42 01	Communication - Sewer Adr	430 000 535	10.65	PW Alarm - 07/2024
	535 10 42 01	Communication - Sewer Adr	430 000 535	32.50	PW DSL/Telemetry - 07/2024
	542 30 42 00	Communication - Street Reg	101 000 542	10.65	PW Alarm - 07/2024
32760	07/15/2024	07/23/2024	4313 Chuckals Inc	120.10	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518	120.10	Office Supplies - Central
32781	07/15/2024	07/23/2024	4313 Chuckals Inc	45.08	Office Supplies - Central (Plaque Award)
	518 10 34 01	Office Supplies - Central	001 000 518	45.08	Office Supplies - Central (Plaque Award)
		Total Chuckals Inc		165.18	
32765	07/15/2024	07/23/2024	4324 City Treasurer-Tacoma	69,221.50	Fire/EMS - 08/2024
	522 20 40 00	Tacoma Contract - Fire	001 000 522	21,886.75	Fire - 08/2024
	522 20 41 00	Tacoma Contract - EMS	001 000 522	47,334.75	EMS - 08/2024
32822	07/16/2024	07/23/2024	4324 City Treasurer-Tacoma	2,203.97	Semi Annual Billing for Streetlight Attachments 7/1/24-12/31/24
	542 63 48 02	Pole Attachment Charge	101 000 542	2,203.97	Semi Annual Billing for Streetlight Attachments 7/1/24-12/31/24
		Total City Treasurer-Tacoma		71,425.47	
32801	07/16/2024	07/23/2024	6268 Cole-Parmer Instrument Company	112.30	Fluoride Reagent Tablets

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	534 80 41 00 Water Testing		425 000 534 Water Fund (dep	112.30	Fluoride Reagent Tablets
32842	07/17/2024	07/23/2024	8542 Consolidated Supply Co.	5,407.86	Water Meter Supplies & Parts
	534 50 31 01 Oper Supplies - Water Maini		425 000 534 Water Fund (dep	4,482.48	Hydrant Parts for Regents/Eldorado
	534 50 31 01 Oper Supplies - Water Maini		425 000 534 Water Fund (dep	-327.72	Credit for Return of Parts for Hydrant
	534 50 31 01 Oper Supplies - Water Maini		425 000 534 Water Fund (dep	327.13	Hydrant Parts for Regents/Eldorado
	534 50 31 01 Oper Supplies - Water Maini		425 000 534 Water Fund (dep	2,871.81	Setters for Water Meters
	534 50 31 01 Oper Supplies - Water Maini		425 000 534 Water Fund (dep	-2,472.75	Credit for Return of Wrong Sized Setters for Water Meters
	534 80 31 02 Oper Supplies - Water Gen C		425 000 534 Water Fund (dep	526.91	Backflow Device for Well #8
32794	07/16/2024	07/23/2024	10470 Coons, Christopher J	1,525.00	Fun Days 2024 - Sound System Vendor
	573 90 49 01 Community Events		001 000 573 General Fund	1,525.00	Fun Days 2024 - Sound System Vendor
32776	07/15/2024	07/23/2024	3573 Copiers Northwest Inc	64.93	Printer Usage 05/28/24 - 06/28/24
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	64.93	Printer Usage 05/28/24 - 06/28/24
32780	07/15/2024	07/23/2024	3589 Databar Inc	2,025.29	2023 Annual Water Quality Report & Composition Water Quality Report
	534 10 49 04 Printing & Binding - Water F		425 000 534 Water Fund (dep	2,025.29	2023 Annual Water Quality Report & Composition Water Quality Report
32829	07/16/2024	07/23/2024	6129 Dearborn, Clinton	78.00	Library Reimbursement - 1 Year (Kelly)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Kelly)
32843	07/17/2024	07/23/2024	4310 Dept Of Revenue-EXCISE TAX	23,327.99	June 2024 Excise Taxes
	518 20 43 01 Excise Tax - Time/Temp Ren		001 000 518 General Fund	3.30	June 2024 Excise Taxes
	531 50 35 00 Small Tools & Equip - Storm		415 000 531 Storm Drain	6.77	June 2024 Excise Taxes
	531 50 44 00 Excise Tax - Storm		415 000 531 Storm Drain	1,514.69	June 2024 Excise Taxes
	534 10 44 00 Excise Tax - Water		425 000 534 Water Fund (dep	8.16	June 2024 Excise Taxes
	534 10 44 00 Excise Tax - Water		425 000 534 Water Fund (dep	71.80	June 2024 Excise Taxes
	534 10 44 00 Excise Tax - Water		425 000 534 Water Fund (dep	9,346.32	June 2024 Excise Taxes
	534 80 35 00 Small Tools & Equip - Water		425 000 534 Water Fund (dep	6.77	June 2024 Excise Taxes
	535 10 44 00 Excise Tax - Sewer		430 000 535 Sewer Fund (dep	2.76	June 2024 Excise Taxes
	535 10 44 00 Excise Tax - Sewer		430 000 535 Sewer Fund (dep	6,889.00	June 2024 Excise Taxes
	535 80 35 00 Small Tools & Equip - Sewer		430 000 535 Sewer Fund (dep	6.77	June 2024 Excise Taxes
	542 30 35 00 Small Tools & Equip - Street		101 000 542 City Street Fund	6.77	June 2024 Excise Taxes
	542 30 49 01 Miscellaneous - Street Reg		101 000 542 City Street Fund	44.65	June 2024 Excise Taxes
	571 20 43 00 Excise Tax - Participation Fee		001 000 571 General Fund	84.32	June 2024 Excise Taxes

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573 90 49 01	Community Events	001 000 573	General Fund	185.44	June 2024 Excise Taxes
576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	23.01	June 2024 Excise Taxes
576 20 43 00	Excise Tax - Pool Revenue	001 000 576	General Fund	5,029.68	June 2024 Excise Taxes
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	90.90	June 2024 Excise Taxes
589 30 00 00	Retail Sales Tax	655 000 580	Agency Fund/Bd	6.88	June 2024 Excise Taxes
32758	07/15/2024	07/23/2024	9254 Doyle Printing Company	46.24	Business Cards - N Kolostyak (Qty 500)
524 20 31 00	Office & Oper Sup - Building	001 000 524	General Fund	46.24	Business Cards - N Kolostyak (Qty 500)
32831	07/16/2024	07/23/2024	9254 Doyle Printing Company	563.71	#10 Window Envelopes (2,500), Court Forms (1,000)
512 51 31 00	Office & Oper Sup - Court	001 000 512	General Fund	563.71	#10 Window Envelopes (2,500), Court Forms (1,000)
Total Doyle Printing Company				609.95	
32802	07/16/2024	07/23/2024	4858 Ewing Irrigation Products Inc	55.93	Sprinkler Repair Parts - Alice Peers Park
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	55.93	Sprinkler Repair Parts - Alice Peers Park
32824	07/16/2024	07/23/2024	9868 Fircrest Towing	66.00	#60452D - Tow 2016 Ford Explorer
548 65 48 08	O & M - Police	501 000 548	Equipment Rent	66.00	#60452D - Tow 2016 Ford Explorer
32797	07/16/2024	07/23/2024	3642 Flags A' Flying LLC	413.35	New Flags for PSB, Alice Peers, Rec Ct, PW, CH
518 30 31 01	Oper Supplies - Rec Bldg	001 000 518	General Fund	82.67	New Flag - Rec
518 30 31 02	Oper Supplies - PSB Bldg	001 000 518	General Fund	82.67	New Flag - PSB
518 30 31 03	Oper Supplies - PWF	001 000 518	General Fund	82.67	New Flag - PW
518 30 31 04	Oper Supplies - CH	001 000 518	General Fund	82.67	New Flag - CH
518 30 31 05	Oper Supplies - Parks Struct	001 000 518	General Fund	82.67	New Flag - Alice Peers
32749	07/11/2024	07/23/2024	9610 GC Unlimited LLC	24.16	05-02660.0 - 1005 PANORAMA CT
343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-8.33	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (dep	-9.52	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (dep	-6.31	
32777	07/15/2024	07/23/2024	6774 Greenleaf Landscaping 1 Inc	7,642.79	Monthly Landscape Service - July 2024
518 30 41 01	Contract Maintenance	001 000 518	General Fund	3,442.18	Monthly Landscape Service - July 2024
542 80 48 00	Street Tree Maintenance (co	101 000 542	City Street Fund	1,359.74	Monthly Landscape Service - July 2024
542 80 49 03	Beautification Services (cont	101 000 542	City Street Fund	2,840.87	Monthly Landscape Service - July 2024

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32773	07/15/2024	07/23/2024 10306	H2O Analytics Corporation	3,200.00	Annual Support for AMI Metering System (July 2024 - June 2025)
	591 34 70 01 SBITA Payments - Water Adr	425 000 534 Water Fund (de		3,200.00	Annual Support for AMI Metering System (July 2024 - June 2025)
32844	07/18/2024	07/23/2024 10499	Hemley's Septic Tank Cleaning, Inc.	1,705.00	Portable Restrooms for Car Show
	573 90 49 01 Community Events	001 000 573 General Fund		1,705.00	Portable Restrooms for Car Show
32756	07/12/2024	07/23/2024 10033	Henderson, Tony	128.46	12-00630.2 - 4708 60TH AVE W
	343 50 00 00 Sewer Revenues	430 000 340 Sewer Fund (de		-128.46	
32790	07/16/2024	07/23/2024 3692	Home Depot Credit Services	43.88	Replace Damaged Lock at Whittier
	518 30 31 05 Oper Supplies - Parks Struct	001 000 518 General Fund		43.88	Replace Damaged Lock at Whittier
32799	07/16/2024	07/23/2024 3692	Home Depot Credit Services	101.10	Sprinkler, Hose and Nozzle for Park Waterway
	576 80 31 02 Oper Supplies - Parks	001 000 576 General Fund		101.10	Sprinkler, Hose and Nozzle for Park Waterway
32826	07/16/2024	07/23/2024 3692	Home Depot Credit Services	303.68	PW Crew Water
	531 50 31 02 Oper Supplies - Storm	415 000 531 Storm Drain		75.92	PW Crew Water
	534 50 31 01 Oper Supplies - Water Main	425 000 534 Water Fund (de		75.92	PW Crew Water
	535 50 31 01 Oper Supplies - Sewer Main	430 000 535 Sewer Fund (de		75.92	PW Crew Water
	542 30 31 02 Oper Supplies - Street Reg	101 000 542 City Street Fund		75.92	PW Crew Water
32828	07/16/2024	07/23/2024 3692	Home Depot Credit Services	14.82	Supplies for Painting Streets
	542 30 31 02 Oper Supplies - Street Reg	101 000 542 City Street Fund		14.82	Supplies for Painting Streets
32840	07/17/2024	07/23/2024 3692	Home Depot Credit Services	35.26	Fertilizer for Hanging Baskets
	542 80 31 02 Oper Supplies - Flower Bask	101 000 542 City Street Fund		35.26	Fertilizer for Hanging Baskets
32841	07/17/2024	07/23/2024 3692	Home Depot Credit Services	42.81	Paint Stripper Repair
	548 65 48 12 O & M - Street	501 000 548 Equipment Rent		42.81	Paint Stripper Repair
Total Home Depot Credit Services				541.55	
32782	07/15/2024	07/23/2024 9817	Kenyon Disend	530.00	Attorney Services - June 2024 - Personnel Issues
	518 11 41 00 Prof Svcs - Personnel	001 000 518 General Fund		530.00	Attorney Services - June 2024 - Personnel Issues
32783	07/15/2024	07/23/2024 9817	Kenyon Disend	3,150.13	Attorney Services - June 2024

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515 41 41 01	City Attorney		001 000 515 General Fund	3,150.13	Attorney Services - June 2024
			Total Kenyon Disend	3,680.13	
32784 07/15/2024	07/23/2024 10760		Kimley-Horn and Associates, Inc.	5,615.00	Middle Housing Project - Services thru 06/30/24
558 60 41 00	Prof Svcs - Planning		001 000 558 General Fund	5,615.00	Middle Housing Project - Services thru 06/30/24
32805 07/16/2024	07/23/2024 10264		Larson, Shari	1,260.70	Gentle Yoga & Chair Yoga Classes (06/01/24-06/30/24)
571 10 49 04	Instructor Fees		001 000 571 General Fund	1,260.70	Gentle Yoga & Chair Yoga Classes (06/01/24-06/30/24)
32807 07/16/2024	07/23/2024 10830		Marten, Michelle	100.00	Security Deposit Refund, Marten, 7/5/24
582 10 00 00	Deposit Refunds		001 000 580 General Fund	100.00	Security Deposit Refund, Marten, 7/5/24
32793 07/16/2024	07/23/2024 7975		Matty Photo & Motion LLC	85.00	City Council Photos Print: Group Photo 2023
511 60 49 00	Miscellaneous - Legisl		001 000 511 General Fund	85.00	City Council Photos Print: Group Photo 2023
32833 07/16/2024	07/23/2024 7975		Matty Photo & Motion LLC	440.40	City Council Photos: Individual Head Shots Session
511 60 49 00	Miscellaneous - Legisl		001 000 511 General Fund	440.40	City Council Photos: Individual Head Shots Session
			Total Matty Photo & Motion LLC	525.40	
32774 07/15/2024	07/23/2024 3828		McClung, Dennis	39.00	Library Reimbursement - 1/2 Year
572 21 49 00	Library Services		001 000 572 General Fund	39.00	Library Reimbursement - 1/2 Year
32798 07/16/2024	07/23/2024 3923		Orca Pacific Inc	2,148.12	Hypochlorite Solution Sodium Hypochlorite 8 (410 Gal)
576 20 31 01	Oper Supplies - Pool Chemic		001 000 576 General Fund	2,148.12	Hypochlorite Solution Sodium Hypochlorite 8 (410 Gal)
32800 07/16/2024	07/23/2024 3923		Orca Pacific Inc	648.93	Chlorine for Wells (137 gallons)
534 80 31 03	Oper Supplies - Chlorine		425 000 534 Water Fund (de	648.93	Chlorine for Wells (137 gallons)
			Total Orca Pacific Inc	2,797.05	
32832 07/16/2024	07/23/2024 3957		PC Budget & Finance	332.20	2024 PCRC Membership Dues
511 60 49 02	Dues/Member/Subscriptions		001 000 511 General Fund	332.20	2024 PCRC Membership Dues

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32779	07/15/2024	07/23/2024	3961 PCRCD, LLC dba LRI-HV	980.47	Dump Fees - Street Sweeping - June 2024
	531 50 47 01	Dumping Fees - Storm	415 000 531 Storm Drain	980.47	Dump Fees - Street Sweeping - June 2024
32839	07/17/2024	07/23/2024	4680 Parametrix Engineering	798.75	P#66 Prof Services through 12/02/23
	594 31 63 01	Project Engineering - Storm	416 000 594 Storm Improver	798.75	P#66 Prof Services through 12/02/23
32788	07/15/2024	07/23/2024	10221 Petty Cash-ParksRec	80.00	Petty Cash Reimbursement - 07/23/24
	571 10 31 02	Senior Program Supplies	001 000 571 General Fund	80.00	Senior Morning Supplies
32795	07/16/2024	07/23/2024	4371 Pierce County	36.00	Copies of Public Records P0311409-062424
	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	36.00	Copies of Public Records P0311409-062424
32770	07/15/2024	07/23/2024	3751 Psomas, DBA KPG Psomas	17,047.00	P#81 Claremont St Grind & Overlay - 4/26/24-5/30/24
	595 10 63 06	Project Engineering - Street	101 000 594 City Street Fund	17,047.00	P#81 Claremont St Grind & Overlay - 4/26/24-5/30/24
32823	07/16/2024	07/23/2024	3986 Puget Sound Energy, BOT-01H	69.58	Natural Gas - PW - June 2024
	531 50 47 02	Public Utility Services - Bldg	415 000 531 Storm Drain	17.40	Natural Gas - PW - June 2024
	534 10 47 00	Utility Services/Building - W:	425 000 534 Water Fund (dep	17.40	Natural Gas - PW - June 2024
	535 10 47 00	Utility Services/Building - Se	430 000 535 Sewer Fund (dep	17.39	Natural Gas - PW - June 2024
	542 30 47 02	Electricity & Gas/Bldg - Stret	101 000 542 City Street Fund	17.39	Natural Gas - PW - June 2024
32748	07/11/2024	07/23/2024	10726 Reyes, Richard	32.32	02-00440.0 - 134 ELDORADO AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-12.28	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (dep	-13.40	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-6.64	
32786	07/15/2024	07/23/2024	337 Roberts, Christopher	25.00	Gym Fees Reimbursement - June 2024
	521 22 20 00	Personnel Benefits - Police	001 000 521 General Fund	25.00	Gym Fees Reimbursement - June 2024
32806	07/16/2024	07/23/2024	10398 Rubke, Patricia	301.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 06/01/24-06/30/24
	571 10 49 04	Instructor Fees	001 000 571 General Fund	301.00	Barre Classes (Beginning Barre, Barre HIIT, Barre) 06/01/24-06/30/24
32836	07/16/2024	07/23/2024	2230 Saalfeld, Jennifer	78.00	Library Reimbursement - 1 Year (Steve)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Steve)

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32766	07/15/2024	07/23/2024 4035	Sarco Supply	771.57	Janitorial Supplies - Pool
	576 20 31 02	Janitorial Supplies - Pool	001 000 576 General Fund	771.57	Janitorial Supplies - Pool
32767	07/15/2024	07/23/2024 4035	Sarco Supply	939.96	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571 General Fund	939.96	Janitorial Supplies - Rec Bldg
32768	07/15/2024	07/23/2024 4035	Sarco Supply	410.89	Operating Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	410.89	Operating Supplies - City Hall
32769	07/15/2024	07/23/2024 4035	Sarco Supply	376.14	Operating Supplies - PW
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	376.14	Operating Supplies - PW
Total Sarco Supply				2,498.56	
32821	07/16/2024	07/23/2024 6088	Sentinel Pest Control Inc	126.24	Pest Control - City Hall - 07/2024
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	126.24	Pest Control - City Hall - 07/2024
32809	07/16/2024	07/23/2024 4060	Sir Speedy	255.20	Adjust & Clean Up City of Fircrest Logo
	573 90 49 02	Centennial Celebration	001 000 573 General Fund	255.20	Adjust & Clean Up City of Fircrest Logo
32785	07/15/2024	07/23/2024 4707	Springbrook Holding Company LLC	120.17	Enterprise User Subscription 06/28/24-7/28/24
	514 23 41 00	Prof Svcs - Finance	001 000 514 General Fund	72.12	Enterprise User Subscription 06/28/24-7/28/24 - Finance 2024
	524 20 41 03	Prof Svcs - Building	001 000 524 General Fund	9.61	Enterprise User Subscription 06/28/24-7/28/24 - Building 2024
	531 50 41 00	Prof Svcs - Storm	415 000 531 Storm Drain	9.61	Enterprise User Subscription 06/28/24-7/28/24 - Storm 2024
	534 10 41 00	Prof Svcs - Water Admin	425 000 534 Water Fund (dep	9.61	Enterprise User Subscription 06/28/24-7/28/24 - Water 2024
	535 10 41 00	Prof Svcs - Sewer Admin	430 000 535 Sewer Fund (dep	9.61	Enterprise User Subscription 06/28/24-7/28/24 - Sewer 2024
	542 30 41 00	Prof Svcs - Street Reg	101 000 542 City Street Fund	9.61	Enterprise User Subscription 06/28/24-7/28/24 - Street 2024
32761	07/15/2024	07/23/2024 4084	Staples Business Advantage	36.87	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	36.87	Office Supplies - Central
32762	07/15/2024	07/23/2024 4084	Staples Business Advantage	200.90	Office Supplies - Non-Dept, Admin, & Central

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513 10 31 00	Office & Oper Sup - Admin	001 000 513	General Fund	38.80	Toner for D Masko
518 10 31 00	Office & Oper Sup - Non De	001 000 518	General Fund	129.72	Ink Cartridge for J Truong
518 10 34 01	Office Supplies - Central	001 000 518	General Fund	32.38	Office Supplies - Central
32763	07/15/2024	07/23/2024	4084 Staples Business Advantage	84.71	Office Supplies - Central & Rec
518 10 34 01	Office Supplies - Central	001 000 518	General Fund	65.84	Office Suplies - Central
571 10 31 00	Office Supplies - Rec	001 000 571	General Fund	18.87	Office Supplies - Rec
32764	07/15/2024	07/23/2024	4084 Staples Business Advantage	112.19	Office Supplies - Central & Rec
518 10 34 01	Office Supplies - Central	001 000 518	General Fund	13.99	Office Supplies - Central
571 10 31 00	Office Supplies - Rec	001 000 571	General Fund	98.20	Office Supplies - Rec
32827	07/16/2024	07/23/2024	4084 Staples Business Advantage	55.63	Office Supplies - Planning & Building, Non-Dept
518 10 35 00	Small Tools & Equip - Non E	001 000 518	General Fund	27.42	Clock for Conference Room - City Hall
524 20 35 00	Small Tools & Equip - Buildi	001 000 524	General Fund	14.10	Office Supplies & Headphones - N Kolostyak
558 60 35 00	Small Tools & Equip - Planni	001 000 558	General Fund	14.11	Office Supplies & Headphones - N Kolostyak
Total Staples Business Advantage				490.30	
32813	07/16/2024	07/23/2024	4110 Superior Linen Service	49.12	Linen Service 06/14/24 - Public Works
518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	49.12	Linen Service 06/14/24 - Public Works
32814	07/16/2024	07/23/2024	4110 Superior Linen Service	49.12	Linen Service 06/28/24 - Public Works
518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	49.12	Linen Service 06/28/24 - Public Works
32815	07/16/2024	07/23/2024	4110 Superior Linen Service	81.41	Linen Service 06/14/24 - City Hall
518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	81.41	Linen Service 06/14/24 - City Hall
32816	07/16/2024	07/23/2024	4110 Superior Linen Service	81.41	Linen Service 06/28/24 - City Hall
518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	81.41	Linen Service 06/28/24 - City Hall
32817	07/16/2024	07/23/2024	4110 Superior Linen Service	124.77	Linen Service 06/12/24 - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	124.77	Linen Service 06/12/24 - Rec Center
32818	07/16/2024	07/23/2024	4110 Superior Linen Service	124.77	Linen Service 06/26/24 - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	124.77	Linen Service 06/26/24 - Rec Center
32819	07/16/2024	07/23/2024	4110 Superior Linen Service	54.46	Linen Service 06/12/24 - Pool Party Room

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576 20 49 02	Miscellaneous - Pool		001 000 576 General Fund	54.46	Linen Service 06/12/24 - Pool Party Room
32820	07/16/2024	07/23/2024	4110 Superior Linen Service	54.46	Linen Service 06/26/24 - Pool Party Room
576 20 49 02	Miscellaneous - Pool		001 000 576 General Fund	54.46	Linen Service 06/26/24 - Pool Party Room
Total Superior Linen Service				619.52	
32778	07/15/2024	07/23/2024	4328 Systems for Public Safety Inc	768.72	#66368D - 2018 Ford Interceptor - LOF; Replace Battery; Replace 12v Outlet Fuse; Replaced Radar Fuse
548 65 48 08	O & M - Police		501 000 548 Equipment Rent:	768.72	#66368D - 2018 Ford Interceptor - LOF; Replace Battery; Replace 12v Outlet Fuse; Replaced Radar Fuse
32759	07/15/2024	07/23/2024	4120 Tacoma Daily Index	46.88	June 2024 Publications
558 60 41 01	Advertising - Planning		001 000 558 General Fund	46.88	Public Hearing - Special Planning Commission Meeting Notice
32787	07/15/2024	07/23/2024	4135 Tacoma Screw Products Inc	157.99	Coil Chain & Slip Hook for New Pump install at Commons Lift Station
535 50 31 01	Oper Supplies - Sewer Main		430 000 535 Sewer Fund (dep	157.99	Coil Chain & Slip Hook for New Pump install at Commons Lift Station
32796	07/16/2024	07/23/2024	4135 Tacoma Screw Products Inc	14.72	Screws for Pool Bathroom Shower Repairs
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	14.72	Screws for Pool Bathroom Shower Repairs
Total Tacoma Screw Products Inc				172.71	
32838	07/17/2024	07/23/2024	4322 Tacoma, City of - POWER	15,428.29	Power - Various Locations - June 2024
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	782.75	City Hall Power - 06/2024
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	68.92	PW Power - 06/2024
534 10 47 00	Utility Services/Building - W		425 000 534 Water Fund (dep	68.92	PW Power - 06/2024
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (dep	7,847.89	PW, Well #4, #6, #7, #8, #9, Golf Course, Weathervane Booster - 06/2024
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (dep	68.91	PW Power - 06/2024
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (dep	1,401.93	Pumps/LS Power - 06/2024
542 30 47 02	Electricity & Gas/Bldg - Stret		101 000 542 City Street Fund	68.92	PW Power - 06/2024
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	87.67	Traffic Control - 06/2024
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	1,374.48	Street Lights - 06/2024
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent:	37.47	F&E Garage Power - 06/2024

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	571 10 47 00	Public Utility Services - Rec	001 000 571	General Fund	1,110.95	Rec Center Power - 06/2024
	576 20 47 00	Public Utility Services - Pool	001 000 576	General Fund	1,536.13	Pool Power - 06/2024
	576 80 47 00	Public Utility Services - Parks	001 000 576	General Fund	973.35	Parks Power - 06/2024
32791	07/16/2024	07/23/2024	10013	Truong, John	14.83	City Council Portraits (Qty 6)
	511 60 49 00	Miscellaneous - Legislat	001 000 511	General Fund	14.83	City Council Portraits (Qty 6)
32789	07/16/2024	07/23/2024	8484	US Bank, Recreation Dept Account	2,904.06	P-Card Charges thru 07/15/24
	571 10 31 02	Senior Program Supplies	001 000 571	General Fund	82.75	Senior Morning Supplies
	571 10 31 03	Youth Supplies	001 000 571	General Fund	323.45	Day Camp Supplies
	571 10 41 00	Senior Trips	001 000 571	General Fund	420.15	Senior Trips - Tacoma Rainier's and Vashon Island
	571 10 42 00	Postage - Rec	001 000 571	General Fund	5.95	Nintendo DS Return
	573 90 49 01	Community Events	001 000 573	General Fund	1,603.43	Community Event Supplies
	576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	325.53	Pool Party Prizes, Pool Operating Supplies for Staff & Swim Lessons
	576 20 35 00	Small Tools & Equip - Pool	001 000 576	General Fund	46.40	Fan for Pool Party Room
	594 76 62 03	Buildings & Structures - PBC	301 000 594	Park Bond Capit	96.40	P#64 07/2024 Container Rental
32825	07/16/2024	07/23/2024	5765	Wash. Assoc. of Sheriffs & Police Chiefs	400.00	WASPC 2024 Training Conference -R Schaub
	521 22 49 02	Reg & Tuition - Police	001 000 521	General Fund	400.00	WASPC 2024 Training Conference -R Schaub
32811	07/16/2024	07/23/2024	4231	Water Mgmt Labs Inc	70.00	Coliform & Fluoride Testing Well #9 - 06/12/2024
	534 80 41 00	Water Testing	425 000 534	Water Fund (dep	70.00	Coliform & Fluoride Testing Well #9 - 06/12/2024
32812	07/16/2024	07/23/2024	4231	Water Mgmt Labs Inc	396.00	Coliform & Fluoride Testing - 05/28/2024
	534 80 41 00	Water Testing	425 000 534	Water Fund (dep	396.00	Coliform & Fluoride Testing - 05/28/2024
32837	07/16/2024	07/23/2024	4231	Water Mgmt Labs Inc	35.00	Coliform Testing - Well #9 - 6/17/24
	534 80 41 00	Water Testing	425 000 534	Water Fund (dep	35.00	Coliform Testing - Well #9 - 6/17/24
			Total Water Mgmt Labs Inc		501.00	
32808	07/16/2024	07/23/2024	9716	Watermen, Inc	40.50	Lifeguard Bathing Suit (1)
	576 20 31 03	Oper Supplies - Pool	001 000 576	General Fund	40.50	Lifeguard Bathing Suit (1)
32845	07/18/2024	07/23/2024	4252	Wimbles Logging & Tree	4,051.68	Limb Up & Trim 19 Trees Blocking Lights
	542 63 48 01	Rep & Maint - St Light	101 000 542	City Street Fund	4,051.68	Limb Up & Trim 19 Trees Blocking Lights
32772	07/15/2024	07/23/2024	10035	Zoom Video Communications	1,432.18	Monthly Phone Rental - 6/30/24-7/30/24

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513 10 42 00			Communication - Admin	001 000 513 General Fund	84.04 Meeting Webinar & Recording - 6/30/24-07/30/24
518 10 42 00			Communication - Non Dept	001 000 518 General Fund	1,015.69 Monthly Phone Service - 6/30/24-07/30/24
591 18 70 10			Lease Payments - Non-Dept	001 000 591 General Fund	332.45 Monthly Phone Rental - 6/30/24-07/30/24

Report Total: 193,723.48

Fund

001 General Fund	114,426.02
101 City Street Fund	33,902.85
301 Park Bond Capital Fund	96.40
415 Storm Drain	2,860.89
416 Storm Improvement Fund	798.75
425 Water Fund (department)	29,588.25
430 Sewer Fund (department)	9,161.64
432 Sewer Improvement Fund	1,966.80
501 Equipment Rental Fund	915.00
655 Agency Fund/Bdg Permit	6.88

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

PRESIDING OFFICER’S REPORT

Mayor Reynolds invoked Fircrest City Council Rule 9D. Regular Council Meeting Agenda. She requested to add agenda item “Officer Towe Swearing In Ceremony” under Presiding Officer’s report and remove agenda item 12A. Resolution No. 1913: Cooperative Cities Interlocal Agreement. There were no noted objections from the Council.

A. Officer Towe Introduction & Swearing In Ceremony

Mayor Reynolds swore in Officer Towe. Police Chief Schaub introduced Officer Shaine Towe to the Council. There was a brief discussion on the police staffing levels.

CITY MANAGER COMMENTS

City Manager Masko reported on the appointment of Arlette Burkhart to the City Clerk position and stated that Accountant II Julie Dunbar will be the Interim Finance Director while the City continues the Finance Director recruitment. Mrs. Masko provided kudos to the Parks and Recreation department for the Fircrest Car Show event. She reported on the Washington Department of Ecology’s (WA DOE) response regarding the Leach Creek mineral oil spill incident and the City of Tacoma’s continued remediation efforts. Lastly, she reported that Parks and Recreation Director Jeff Grover will be the Acting City Manager while she is out of town. Councilmember Viafore requested WA DOE’s response to be forwarded to the Council.

DEPARTMENT HEAD COMMENTS

- Public Works Director Bemis provided an updated report on the Leach Creek mineral spill incident, Tacoma’s response efforts, and Fircrest Park’s tree vandalism. There was a discussion on the City’s 24-hour policy to address vandalism occurrences.
- Parks and Recreation Director Grover reported on day camps and sporting camps, the Fircrest swim team’s first meet, pool operations, and the Park’s policies to keep lifeguards cool during heat waves. Council discussions included air conditioning options for the pool party room, pool capacity management, and resident season passes.
- Community Development Director Newman reported on Wainwright’s exterior building envelope’s update, and Douglas Fir tree removal. He also reported on code enforcement cases and Pierce County’s home energy efficiency program. Council discussions included the removal of the Douglas Fir trees and the tree canopy assessment update.
- Interim Finance Director Dunbar provided an update on the automated timesheet program and streamlining IT procedures. There was a brief discussion on software licensing usage.

COUNCILMEMBER COMMENTS

- Councilmember Viafore provided kudos to the Parks and Recreation staff for the Fircrest Car Show event, pool operations, and expanded aquatic programming. He commented on the quality of the Fircrest Park grass.

- Councilmember Wittner congratulated City Clerk Burkhart and Interim Finance Director Dunbar.
- Councilmember George congratulated Officer Towe and City Clerk Burkhart. He commented on the expanding recreational programming.
- Councilmember Bufford provided kudos to the Parks and Recreation staff for the Fircrest Car Show event and commented on loud music concerns during the event.
- Councilmember Andrews commented on the sign code issue and requested sign code enforcement updates. He expressed concern about selective enforcement and sign code interpretation. Discussions included City right-of-way code enforcement and the sign removal process. Councilmember Andrews requested a sign code study session.
- Mayor Reynolds commented on the Fircrest Car Show event.

There was a brief discussion on sign code enforcement regarding doors in the public right-of-way.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

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

- Vince Navarre, a Fircrest resident, commented on consistent sign code enforcement, national recognized days, and graffiti concerns.

COMMITTEE, COMMISSION, AND LIAISON REPORTS

A. Administration

There was no report.

B. Built Environment, Planning, and Building

There was no report.

C. Finance, Information Technology, and Facilities

There was no report.

D. Other Liaison Reports

Mayor Reynolds provided a brief report on the Pierce Transit Board meeting.

CONSENT CALENDAR

Mayor Reynolds requested the City Clerk read the Consent Calendar:

- A. Approval of Check No. 221457 through 221525 in the amount of \$110,472.51
Approval of Check No. 14383 through 14390 in the amount of \$68,822.79
Approval of the Check No. 14381 through No. 14382 in the amount of \$9,048.10
Approval of payroll electronic funds transfer in the amount of \$181,207.48
- B. Registering no objections to the Pint Defiance Liquor License Renewal
Registering no objections to the Kiwanis Club of Clover Park Special Liquor License Application

- C. Approval of the June 17, 2024, Study Session minutes
- Approval of the June 25, 2024, Regular Meeting minutes

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

The Motion Carried (6-0).

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS

Resolution No. 1913: Cooperative Cities Interlocal Agreement was removed from the agenda.

NEW BUSINESS

A. Resolution No. 1916: National Night Out Fireworks Display Agreement

City Manager Masko briefed the Council on the proposed resolution and highlighted the fundraising efforts for the event expenses. **Councilmember Bufford MOVED to adopt Resolution No. 1916 authorizing the City Manager to execute an Agreement with Alpha Pyrotechnics to provide a firework display at National Night Out; seconded by Councilmember George.** Mayor Reynolds invited Councilmember comments. There was a brief comment about utilizing social media for the need for donations. Mayor Reynolds invited public comment; there were none.

The Motion Carried (6-0).

CALL FOR FINAL COMMENTS

Councilmember George requested a public safety update for July 4, 2024. Police Chief Schaub reported there was no unusual activity.

Councilmember Wittner commented on the Fircrest Car Show and thanked volunteer Vince Navarre.

EXECUTIVE SESSION

There was no executive session scheduled.

ADJOURNMENT

Councilmember Bufford MOVED to adjourn the meeting at 7:57 P.M., seconded by Councilmember George.

The Motion Carried (6-0).

Shannon Reynolds, Mayor

Arlette Burkhardt, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Resolution Authorizing the City Manager to Act as the Authorized Representative/Agent on Behalf of the City of Fircrest with respect to the Fircrest Park Backstop Restoration Project for Which the City Seeks Grant Funding Assistance Managed Through the Recreation and Conservation Office.

ITEM: 13A

DATE: July 23, 2023

FROM: Jeff Grover, Parks and Recreation Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to act as the authorized representative/agent on behalf of the City of Fircrest and to legally bind the City of Fircrest with respect to the Fircrest Park Backstop Restoration project for which the City seeks grant funding assistance managed through the Recreation and Conservation Office.

PROPOSAL: The Council is being asked to authorize the City Manager to represent the City concerning applying for grant funding from the Washington State Recreation and Conservation Office (RCO) for the backstop restoration project at Fircrest Park.

The authorizing resolution is required prior to submitting the RCO grant application. It authorizes the City Manager and the Parks & Recreation Director to submit all required documents for the project grant application.

FISCAL IMPACT: The City of Fircrest is not required to provide a fiscal grant match for this Community Outdoor Athletic Facility (COAF) grant. The cost of this project is \$437,650.

ADVANTAGE: The Fircrest Park Backstop Restoration Project includes the replacement of three existing backstops on the youth baseball fields with taller structures supported by larger poles, facilitating the installation of safety fencing and netting between fields. This initiative addresses the necessity of upgrading aging infrastructure, which has served the community for over 60 years, to enhance participant and spectator safety. The Fircrest Park Baseball fields are integral to the city's recreational activities, accommodating baseball and softball leagues for a significant portion of the year. Originally erected between 1960 and 1962 by the Kiwanis Club of Fircrest and community volunteers, these backstops have exceeded their useful lifespan and require replacement with modern structures capable of accommodating the numerous youth and community members who utilize the fields.

DISADVANTAGES: None.

ALTERNATIVES: None.

HISTORY: Fircrest Park is a 7.8-acre community park that provides passive recreation opportunities, a playground, picnic shelter and tables, open space for soccer fields, and three heavily used baseball fields. The sports fields accommodate three youth baseball fields, two full-sized soccer fields, and six modified soccer fields. Completing this renovation will enhance the playability of all three baseball fields. This is an excellent time for the upgrades, as the

Community Center was completed in 2022, the Fircrest Park turf renovation was completed in 2024, and these improvements will coincide with the overall site rehabilitation of Fircrest Park.

ATTACHMENTS: [Resolution](#)
[RCO Applicant Resolution/Authorization](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY MANAGER
TO ACT AS THE AUTHORIZED REPRESENTATIVE/AGENT ON
BEHALF OF THE CITY OF FIRCREST AND TO LEGALLY BIND
THE CITY OF FIRCREST WITH RESPECT TO PROJECT 24-2401
DEV, FIRCREST PARK BACKSTOP RESTORATION FOR WHICH
THE CITY SEEKS GRANT FUNDING ASSISTANCE MANAGED
THROUGH THE RECREATION AND CONSERVATION OFFICE.**

WHEREAS, Fircrest Park baseball, softball, and t-ball fields are cherished and heavily used public amenities; and

WHEREAS, the backstops at Fircrest Park are aging and in need of substantial maintenance improvements; and

WHEREAS, the City of Fircrest is requesting state grant assistance to aid in financing the cost of the Fircrest Park Backstop Restoration project.

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

Section 1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above “Project.”

Section 2. Our organization authorizes the following person or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above project:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Jeff Grover, Parks and Recreation Director
Project contact (day-to-day administering of the grant and communicating with RCO)	Jeff Grover, Parks and Recreation Director
RCO Grant Agreement (Agreement)	Dawn Masko, City Manager
Agreement amendments	Dawn Masko, City Manager
Authorizing property and real estate documents (Notice of Grant, Deed of Right, or Assignment of Rights if applicable). These are items that are typically recorded on the property with the county.	Dawn Masko, City Manager

The above persons are considered “authorized representative(s)/agent(s)” for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

Section 3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's website at:

<https://rco.wa.gov/documents/manuals&forms/SampleProjAgreement.pdf>.

We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.

Section 4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.

Section 5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.

Section 6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.

Section 7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.

Section 8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project referenced above.

Section 9. *[Recreation and Conservation Funding Board Grant Programs Only]* If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.

Section 10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.

1 **Section 11.** *[Acquisition Projects Only]* Our organization acknowledges that any
2 property acquired with grant assistance must be dedicated for the purposes of the grant in
3 perpetuity unless otherwise agreed to in writing by our organization and the Office. We
4 agree to dedicate the property in a signed “Deed of Right” for fee acquisitions, or an
5 “Assignment of Rights” for other than fee acquisitions (which documents will be based
6 upon the Office’s standard versions of those documents), to be recorded on the title of the
property with the county auditor. Our organization acknowledges that any property
acquired in the fee title must be immediately made available to the public unless otherwise
provided for in policy, the Agreement, or authorized in writing by the Office Director.

7 **Section 12.** *[Development, Renovation, Enhancement, and Restoration Projects Only –*
8 *If our organization owns the project property]* Our organization acknowledges that any
9 property owned by our organization that is developed, renovated, enhanced, or restored
10 with grant assistance must be dedicated for the purpose of the grant in perpetuity unless
otherwise allowed by grant program policy, or Office in writing and per the Agreement
or an amendment thereto.

11 **Section 13.** *[Development, Renovation, Enhancement, and Restoration Projects Only –*
12 *If your organization DOES NOT own the property]* Our organization acknowledges that
13 any property not owned by our organization that is developed, renovated, enhanced, or
14 restored with grant assistance must be dedicated for the purpose of the grant in perpetuity
unless otherwise allowed by grant program policy, or Office in writing and per the
Agreement or an amendment thereto.

15 **Section 14.** *[Only for Projects located in Water Resources Inventory Areas 1–19 that*
16 *are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration*
17 *and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories;*
18 *Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration*
program, or a Salmon Recovery Funding Board approved grant] Our organization
certifies the following: the Project does not conflict with the Puget Sound Action Agenda
developed by the Puget Sound Partnership under RCW 90.71.310.

19 **Section 15.** This resolution/authorization is deemed to be part of the formal grant
20 application to the Office.

21 **Section 16.** Our organization warrants and certifies that this resolution/authorization was
22 properly and lawfully adopted following the requirements of our organization and
23 applicable laws and policies and that our organization has full legal authority to commit
our organization to the warranties, certifications, promises and obligations set forth
herein.

24 **APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF**
25 **FIRCREST, WASHINGTON,** at a regular meeting thereof this 23rd day of July 2024.

26 This resolution/authorization is signed and approved on behalf of the resolving body of
27 our organization by the following authorized member(s):

28 **APPROVED:**

29 _____
30 Shannon Reynolds, Mayor

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ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

Washington State Attorney General's Office

Approved as to form  2/13/20
Assistant Attorney General *Date*



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. **[for Acquisition Projects Only]** Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property]** Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. **[for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property]** Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. **[Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant]** Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: South Orchard Street Grind and Overlay Construction Contract – Change Order #1

ITEM: 13B

DATE: July 23, 2024

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. _____, authorizing the City Manager to execute an amendment to the Public Works contract with Miles Resources, LLC, for the South Orchard Street Grind and Overlay Project.

PROPOSAL: The Council is being asked to authorize the City Manager to execute an amendment to the Public Works contract with Miles Resources, LLC, for the South Orchard Street Grind and Overlay Project. Change Order #1 will add a 15% contingency for the City of Tacoma per their request.

FISCAL IMPACT: There is no fiscal impact on the City of Fircrest. The City of Tacoma has asked to add a 15% contingency to its construction costs, not to exceed \$26,698.83. The amended Tacoma portion of estimated construction costs, including the contingency, is now \$204,691.04. The City of Tacoma will be invoiced as a lump sum at the completion of the project for all actual expenditures associated with construction within its jurisdiction.

ADVANTAGE: Executing this change order prior to the project commencement allows the construction process to proceed forward on schedule and allows the City to immediately seek reimbursement for all actual expenditures from the City of Tacoma following project completion. This change order also allows the Interlocal Agreement (ILA) between the City of Tacoma and the City of Fircrest to be executed with the contingency included, eliminating the need for an amendment to the ILA at a future date should Tacoma need to utilize contingency funds.

DISADVANTAGES: None.

ALTERNATIVES: Do not execute Change Order #1 at this time and bring it forward in the future should the need arise for additional funds for the City of Tacoma construction expenditures. The cities would also need to authorize an amendment to the ILA, which Tacoma has indicated typically takes 5 weeks to execute. Given the short timeline of this project, staff do not believe this is a viable option.

HISTORY: The cities of Fircrest and Tacoma are working collaboratively on the South Orchard Street Grind & Overlay Project. This joint project allows the entire intersection of South Orchard Street at Regents Blvd./Center Street to be paved simultaneously and install ADA push button upgrades that coincide with curb ramp improvements.

The City was awarded a Transportation Improvement Board (TIB) grant to fund our portion of the

project. The City received competitive bids from three contractors for the project, with Miles Resources LLC being awarded the construction contract as the low bidder. Through the contract bid award process, the proportionate shares of financial responsibility were clearly identified.

The Cities must now enter an Interlocal Agreement to memorialize jurisdictional responsibilities for the project and articulate the terms for the City to receive reimbursement from Tacoma for their share of the actual project costs following project closeout. During the Interlocal Agreement discussions, the City of Tacoma has asked for a 15% contingency to be added to the construction contract for their expenses. This was not previously included in the Public Works contract approved by the City Council on June 25, 2024, necessitating the need for Change Order #1.

ATTACHMENTS: [Resolution](#)
[Public Works Contract – Change Order #1](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AN AMENDMENT TO THE PUBLIC
WORKS CONTRACT WITH MILES RESOURCES, LLC FOR THE
SOUTH ORCHARD STREET GRIND AND OVERLAY PROJECT.**

WHEREAS, the City of Fircrest awarded a Public Works contract to Miles Resources, LLC for the South Orchard Street Grind and Overlay Project; and

WHEREAS, the contract with Miles Resources, LLC includes both the City of Fircrest and City of Tacoma construction expenditures to allow for the simultaneous paving of the entire intersection of South Orchard Street and Regents Blvd./Center Street, with each city's respective expenses identified separately; and

WHEREAS, the City of Tacoma and the City of Fircrest are entering into an Interlocal Agreement to identify jurisdictional and financial responsibilities for the South Orchard Street Grind and Overlay Project and allow the City of Fircrest to seek reimbursement from the City of Tacoma for actual costs associated with construction performed within their boundaries; and

WHEREAS, the City of Tacoma is now requesting to add a 15% contingency to its portion of construction expenses in an amount not to exceed \$26,698.83.

**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 Public Works Contract with Miles Resources, LLC, for the South Orchard Street Grind and Overlay Project.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of July 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

**CHANGE ORDER #1
TO THE CITY OF FIRCREST
PUBLIC WORKS CONTRACT
WITH MILES RESOURCES, LLC
FOR THE SOUTH ORCHARD STREET GRIND AND OVERLAY PROJECT**

This Change Order is hereby made and entered into this 23rd day of July 2024 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and Miles Resources, LLC, hereinafter referred to as “Contractor, to be effective July 23, 2024.

WITNESSETH:

1. Purpose

The purpose of this Change Order is to amend the June 25, 2024, Contract. This change order is limited to the amendments set forth herein. All of the remaining terms and conditions of the June 25, 2024, Contract shall remain in full force and effect. The amendments are as follows:

2. **Section 2** is hereby amended to revise the total cost of the South Orchard Street Grind and Overlay Project to include a 15% project contingency for the City of Tacoma in an amount not to exceed \$26,698.83. The revised total cost of the Project, including tax, shall not exceed \$762,571.73.

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

CITY OF FIRCREST

Miles Resources, LLC.

By _____
Dawn Masko, City Manager

By _____

Approved as to Form:

By _____
Robert Zeinemann, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Interlocal Agreement between the City of Fircrest and the City of Tacoma for the South Orchard Street Grind and Overlay Project

ITEM: 13C

DATE: July 23, 2024

FROM: Tyler Bemis, Public Works Director

RECOMMENDED MOTION: I move to adopt Resolution No. ____, authorizing the City Manager to execute an Interlocal Agreement with the City of Tacoma for the South Orchard Street Grind and Overlay Project.

PROPOSAL: The Council is being asked to authorize the City Manager to execute an Interlocal Agreement (ILA) with the City of Tacoma for the South Orchard Street Grind and Overlay project. Approval of this agreement will allow the City of Fircrest to receive reimbursement from the City of Tacoma for their proportionate share of construction costs associated with work performed on the east side of the intersection of South Orchard Street at Regents Blvd./Center Street.

FISCAL IMPACT: This ILA allows the City to be reimbursed by the City of Tacoma for their proportionate share of this project. Tacoma's estimated project cost is \$177,992.21, plus a 15% contingency, for a total cost of \$204,691.04, which includes its share of mobilization and traffic control costs.

ADVANTAGES: This project's collaborative efforts will pave the entire intersection of South Orchard Street at Regents Blvd./Center Street.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: The Transportation Improvement Board awarded funding for this project in December 2022. Beginning in January 2023, the City of Fircrest staff began meeting with City of Tacoma staff to identify the jurisdictional boundaries of the project. The City of Tacoma agreed to join forces with Fircrest to fulfill Tacoma's jurisdictional responsibilities for the intersection, and both cities deemed it imperative that the east side of the South Orchard Street intersection at Regents Blvd./Center Street be repaired in conjunction with the City of Fircrest's Orchard Street Grind & Overlay project. This collaboration will include not only paving but also ADA push button upgrades that coincide with curb ramp improvements. Engineering consultant KPG Psomas coordinated design efforts with Tacoma staff for the joint project and directly invoiced them for their design work.

Following the design process, the City received competitive bids from three contractors for the project, with Miles Resources LLC being awarded the construction contract as the low bidder. Through the contract bid award process, the proportionate shares of financial responsibility were

clearly identified. The Cities must now enter an Interlocal Agreement to memorialize jurisdictional responsibilities for the project and articulate the terms for the City to receive reimbursement from Tacoma for their share of the actual project costs following project closeout.

This is a Transportation Improvement Board (TIB) funded project of up to a maximum of \$678,471, with a local match responsibility of up to \$75,285. The City of Fircrest portion of this project will account for approximately \$557,880.69 of available TIB funds. The City of Tacoma will be directly invoiced for its share of actual project costs as a lump sum at the completion of the project.

ATTACHMENTS: [Resolution](#)
[Interlocal Agreement](#)
[Exhibit A](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AN INTERLOCAL AGREEMENT
WITH THE CITY OF TACOMA FOR THE SOUTH ORCHARD
STREET GRIND AND OVERLAY PROJECT.**

WHEREAS, the City of Fircrest maintains the southbound lanes of South Orchard Street from South 19th Street to the city limit south of Holly Drive; and

WHEREAS, the City of Fircrest was awarded a Transportation Improvement Board grant to pave the southbound lanes of South Orchard Street to include the intersection at Regents Blvd to the city limit; and

WHEREAS, Fircrest staff have collaborated with the City of Tacoma to include them in the design, paving, and fiscal responsibility of their side of the jurisdictional boundary in the intersection of South Orchard Street and Regents Blvd./Center Street; and

WHEREAS, the City of Fircrest and the City of Tacoma desire to enter into an Interlocal Agreement as authorized by Chapter 39.34 RCW to identify jurisdictional and financial responsibilities for the South Orchard Street Grind and Overlay Project and allow the City of Fircrest to seek reimbursement from the City of Tacoma for actual costs associated with construction performed within their boundaries.

**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 Interlocal Agreement with the City of Tacoma for the South Orchard Street Grind and Overlay Project.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON**, at a regular meeting thereof this 23rd day of July 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhart, City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

**INTERLOCAL AGREEMENT FOR CONSTRUCTION OF SOUTH ORCHARD
STREET GRIND & OVERLAY (South Orchard Street and Center Street)**

BETWEEN THE CITY OF TACOMA AND THE CITY OF FIRCREST

THIS INTERLOCAL AGREEMENT ("Agreement") made and entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington ("RCW"), on the _____ day of _____, 2024, by and between the City of Tacoma, a Washington municipal corporation, herein known as "Tacoma," and the City of Fircrest, a Washington municipal corporation, herein known as "Fircrest," (collectively referred to herein as the "Parties").

WHEREAS, Center Street serves as an urban minor arterial, and South Orchard Street serves as an urban principal arterial, providing vital mobility to both Tacoma and Fircrest; and

WHEREAS, Chapter 39.34 RCW allows local governments to enter into interlocal agreements to make the most efficient use of their powers by enabling them to work with other local jurisdictions on a mutually advantageous basis; and

WHEREAS, recognizing the mutual benefit of improvements to this urban principal arterial, the Parties plan to work together to complete construction of the roadway and pedestrian improvements to the Center Street/South Orchard Street intersection and agree to share construction costs with each party responsible for actual construction costs in their jurisdiction, with Tacoma responsible for construction costs for the portion of the project currently owned by the City of Tacoma;

NOW, THEREFORE, pursuant to Chapter 39.34 RCW, and in consideration of the mutual benefits and covenants described herein, Tacoma and Fircrest agree to cooperate in the construction of the South Orchard Street and Center Street intersection and apportion the costs thereof as follows:

1. INCORPORATION OF RECITALS

Each of the recitals set forth above is incorporated into this Agreement as though fully set forth herein.

2. PURPOSE AND GOALS

The purpose of this Agreement is to establish the roles and responsibilities of each party to this Agreement, including but not limited to the administration of the construction, billing, and payment of construction costs, and project administration.

The goal is to complete construction of improvements to the South Orchard Street/ Center Street intersection to include pavement overlay, utility adjustments, curbs, sidewalks, ADA crossing improvements, and channelization for the benefit of the public and the residents of both Parties' jurisdictions.

3. PROJECT AREA

The project area includes rights of way for improvements on the South Orchard Street/ Center Street intersection in Tacoma/ Fircrest ("Project").

4. ALLOCATION OF FUNDS

Under this Agreement, each Party will be responsible for actual construction costs in the Party's own jurisdiction, with Tacoma responsible for construction costs for the portion of the project currently owned by the City of Tacoma.

5. TACOMA RESPONSIBILITIES

A. Assist in Administration. Tacoma shall assign at least one (1) representative to represent Tacoma's interests and verify that the Project proceeds in accordance with this Agreement and state and federal requirements. When required and as applicable, Tacoma's representative(s) shall: (1) participate in Project team meetings; (2) provide written recommendations and comments on the Project design changes; (3) coordinate with Fircrest on Project design elements; (4) assist with Project success monitoring; (5) manage contract administration for its portion of the Project; and (6) maintain its Project records as required by state and federal auditing requirements and local engineering standards.

B. Funding. Tacoma shall fund the cost of the construction within the City of Tacoma.

C. Reimbursement to Fircrest. Upon completion of the Project, Tacoma shall reimburse Fircrest for all costs associated with construction within the City of Tacoma. This reimbursement shall be made as a lump sum payment upon invoice from Fircrest.

Tacoma's estimated cost for construction is \$177,992.21, plus a 15 percent contingency, for a total cost of \$204,691.04. Exhibit A provides a detailed breakdown of costs for the City of Tacoma based on a proportionate share of the project area in

each jurisdiction to the overall project size. Actual costs shall be based on the work completed located within the City of Tacoma, which amount shall be finalized upon project completion and final payment to the contractor(s).

D. Notice to Fircrest. Tacoma shall promptly notify Fircrest of any issues it feels are inconsistent with the construction intent or the intent of this Agreement. Tacoma shall work cooperatively with Fircrest to resolve design issues to the mutual satisfaction of both parties if reasonably practicable.

6. FIRCREST RESPONSIBILITIES

A. Project Lead. Fircrest shall take the lead role in coordinating the construction, including (1) contract initiation and administration; (2) coordination with Tacoma Project design changes; (3) scheduling and coordinating monthly Project team meetings; (4) project management and administration; (5) invoicing Tacoma for their portions of the Project work.

B. Funding. Fircrest shall fund the cost of the construction within the City of Fircrest.

C. Notice to Tacoma. Fircrest shall promptly notify Tacoma of any issues it feels are inconsistent with the construction intent or the intent of this Agreement. Fircrest shall work cooperatively with Tacoma to resolve design issues to the mutual satisfaction of both parties if reasonably practicable.

9. DURATION OF AGREEMENT AND TERMINATION

This Agreement shall continue until final completion of the Project and final payment of the reimbursement of Tacoma's share of the Project costs as provided for in this Agreement, at which time it shall terminate. If the Parties mutually agree, this Agreement may be amended to incorporate additional work.

10. HOLD HARMLESS AND INDEMNITY AGREEMENT

A. Each party (the Indemnitor) agrees to defend, indemnify, and save harmless each other (the Indemnitees), their board or council members, officers, agents, and employees, from and against all loss or expense including, but not limited to, judgments, settlements, attorney's fees, and costs by reason of any and all claims for damages, penalties, or other relief based upon the Indemnitor's alleged negligence, or wrongful conduct, except for the injuries, penalties, and damages caused by the sole negligence or wrongful conduct of the Indemnitor. Such claims for damages or other relief include but are not limited to, those for personal or bodily injury, including death from such injury, property damage, torts, defamation, penalties imposed by any agency of the state or federal government for failure to comply with applicable law in the performance of this Agreement. If the claim, suit,

or action involves concurrent negligence of the Parties, the indemnity provisions provided herein shall be applicable only to the extent of the percentage of each Party's negligence. It is further and expressly understood that the indemnification provided herein constitutes each Party's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. The provisions of this section shall survive the expiration or termination of this Agreement.

11. NO THIRD-PARTY BENEFICIARY

Tacoma, by this Agreement, does not assume any contractual obligations to any person or entity other than Fircrest. Fircrest, by this Agreement, does not assume any contractual obligations to any person or entity other than Tacoma. There is no third-party beneficiary to the Agreement.

12. NO SEPARATE ENTITY CREATED

This Agreement does not create any separate legal or administrative entity. This Agreement shall be administered by the City Engineering Project Manager for Tacoma and the Public Works Director for Fircrest. There shall be no joint financing or jointly acquired or held assets, and the Agreement will terminate as described herein.

13. NON-DISCRIMINATION

The Parties agree to take all steps necessary to comply with all federal, state, and local laws and policies regarding non-discrimination and equal employment opportunities. The Parties shall not discriminate in any employment action because of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, or the presence of any sensory, mental, or physical disability.

14. ASSIGNMENT

Neither Party shall have the right to transfer or assign, in whole or in part, any or all of its obligations and rights hereunder without the prior written consent of the other Party.

15. NOTICE

All notices or communications under this Agreement shall be in writing and effective (i) when delivered in person or via overnight courier to the other Party; (ii) on the second business day following the date of mailing by regular or certified U.S. Mail, postage prepaid to the other Party at its address set forth below; or (iii) upon confirmed transmission by facsimile to the other party at the facsimile number set

forth below. The addresses for notices may be modified by either Party only by written notice delivered in conformance with this Section.

CITY OF TACOMA

ATTN: Clara Dubow, P.E.
Engineering Project Manager
747 Market Street
Tacoma, WA 98402
Phone: 253-208-4161
Email: cdubow@cityoftacoma.org

CITY OF FIRCREST

ATTN: Tyler Bemis
Public Works Director
115 Ramsdell Street
Fircrest, WA 98466
Phone: 253-238-4134
Email: tbemis@cityoffircrest.net

16. WAIVER

No waiver by either Party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach, whether of the same or a different provision of this Agreement.

17. ENTIRE AGREEMENT

This Agreement contains all the agreements of the Parties with respect to any matter covered or mentioned in this Agreement, and no prior agreements shall be effective for any purpose.

18. MODIFICATION

Provisions within this Agreement may only be modified upon the mutual written consent of the Parties hereto.

19. FILING

After execution of the Agreement, all Parties shall file copies of this Agreement with their respective City Clerk, together with resolutions of the Tacoma City Council and Fircrest City Council approving and ratifying this Agreement, and post on their respective websites consistent with the requirements of RCW 39.34.040.

20. SEVERABILITY

If any of the provisions contained in this Agreement are held to be illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Agreement this ____ day of _____, 2024.

CITY OF TACOMA

By _____
City Manager

Approved as to form:

By _____
Chief Deputy City Attorney

Attest:

City Clerk

CITY OF FIRCREST

By _____
City Manager

Approved as to form:

By _____
City Attorney

Attest:

City Clerk

ORCHARD STREET GRIND & OVERLAY PROJECT

EXHIBIT A

Cities of Fircrest and Tacoma
Low Bidder - Miles Resources LLC

ESTIMATED CONSTRUCTION COSTS					City of Fircrest	
Bid Item	Section	Item	Qty	Unit	Unit Cost	Total
F-100	1-04	Minor Change	1	FA	\$ 5,000.00	\$ 5,000.00
F-101	1-05	Roadway Surveying (GSP)	1	LS	\$ 6,340.00	\$ 6,340.00
F-102	1-09	Mobilization (Fircrest)	1	LS	\$ 42,003.69	\$ 42,003.69
F-103	1-10	Project Temporary Traffic Control (Fircrest)	1	LS	\$ 63,629.10	\$ 63,629.10
F-104	2-02	Removal of Structures and Obstructions	1	LS	\$ 2,920.00	\$ 2,920.00
F-105	2-02	Cement Conc. Sidewalk Removal Incl. Haul	224	SY	\$ 39.50	\$ 8,848.00
F-106	2-02	Curb & Gutter Removal Incl. Haul	396	LF	\$ 27.60	\$ 10,929.60
F-107	2-02	Adjust Existing Utility to Finished Grade	22	EA	\$ 1,283.00	\$ 28,226.00
F-108	4-04	Crushed Surfacing Top Course	84	TN	\$ 110.00	\$ 9,240.00
F-109	5-04	HMA CL. 1/2 In. PG 58H-22	1,693	TN	\$ 114.30	\$ 193,509.90
F-110	5-04	Planing Bituminous Pavement, Incl. Haul	7,098	SY	\$ 7.55	\$ 53,589.90
F-111	8-01	Erosion Control and Water Pollution Prevention	1	LS	\$ 1,500.00	\$ 1,500.00
F-112	8-01	Inlet Protection	15	EA	\$ 95.50	\$ 1,432.50
F-113	8-02	Property Restoration	1	LS	\$ 3,945.00	\$ 3,945.00
F-114	8-04	Cement Conc. Traffic Curb and Gutter	396	LF	\$ 46.00	\$ 18,216.00
F-115	8-04	Cement Conc. Pedestrian Curb	300	LF	\$ 34.50	\$ 10,350.00
F-116	8-09	Raised Pavement Marker Type 1	10.5	HUND	\$ 1,150.00	\$ 12,075.00
F-117	8-09	Raised Pavement Marker Type 2	1.5	HUND	\$ 5,175.00	\$ 7,762.50
F-118	8-13	Monument and Monument Case and Cover	8	EA	\$ 535.00	\$ 4,280.00
F-119	8-14	Cement Conc. Sidewalk	58	SY	\$ 86.25	\$ 5,002.50
F-120	8-14	Cement Conc. Curb Ramp	1,244	SF	\$ 23.00	\$ 28,612.00
F-121	8-20	Traffic Signal System Upgrades	1	LS	\$ 8,625.00	\$ 8,625.00
F-122	8-21	Permanent Signing	1	LS	\$ 11,500.00	\$ 11,500.00
F-123	8-22	Paint Line	3900	LF	\$ 0.87	\$ 3,393.00
F-124	8-22	Painted Wide Line	170	LF	\$ 5.75	\$ 977.50

ESTIMATED CONSTRUCTION COSTS					City of Fircrest	
Bid Item	Section	Item	Qty	Unit	Unit Cost	Total
F-125	8-22	Plastic Stop Line	170	LF	\$ 13.80	\$ 2,346.00
F-126	8-22	Plastic Crosswalk Line	440	SF	\$ 13.80	\$ 6,072.00
F-127	8-22	Plastic Traffic Arrow	7	EA	\$ 255.30	\$ 1,787.10
F-128	8-22	Plastic Traffic Letter	8	EA	\$ 255.30	\$ 2,042.40
F-129	8-22	Plastic 24" Yellow Stripe	102	SF	\$ 23.00	\$ 2,346.00
F-130	8-23	Temporary Pavement Markings - Short Duration	1	LS	\$ 1,380.00	\$ 1,380.00
TOTAL ESTIMATED CONSTRUCTION COST - FIRCREST						\$ 557,880.69
ESTIMATED CONSTRUCTION COSTS					City of Tacoma	
Bid Item	Section	Item	Qty	Unit	Unit Cost	Total
T-100	1-04	Minor Change	1	FA	\$ 2,500.00	\$ 2,500.00
T-101	1-05	Roadway Surveying (GSP)	1	LS	\$ 6,340.00	\$ 6,340.00
T-102	2-02	Removal of Structures and Obstructions	1	LS	\$ 2,920.00	\$ 2,920.00
T-103	2-02	Cement Conc. Sidewalk Removal Incl. Haul	60	SY	\$ 39.50	\$ 2,370.00
T-104	2-02	Curb & Gutter Removal Incl. Haul	110	LF	\$ 27.60	\$ 3,036.00
T-105	2-02	Adjust Existing Utility to Finished Grade	3	EA	\$ 1,283.00	\$ 3,849.00
T-106	4-04	Crushed Surfacing Top Course	19	TN	\$ 110.00	\$ 2,090.00
T-107	5-04	HMA CL. 1/2 In. PG 58H-22	249	TN	\$ 114.30	\$ 28,460.70
T-108	5-04	Planing Bituminous Pavement, Incl. Haul	1,040	SY	\$ 7.55	\$ 7,852.00
T-109	8-01	Erosion Control and Water Pollution Prevention	1	LS	\$ 1,500.00	\$ 1,500.00
T-110	8-01	Inlet Protection	5	EA	\$ 95.50	\$ 477.50
T-111	8-02	Property Restoration	1	LS	\$ 3,945.00	\$ 3,945.00
T-112	8-04	Cement Conc. Traffic Curb and Gutter	110	LF	\$ 46.00	\$ 5,060.00
T-113	8-04	Cement Conc. Pedestrian Curb	55	LF	\$ 34.50	\$ 1,897.50
T-114	8-06	Cement Conc. Driveway Entrance, Type 2	10	SY	\$ 109.25	\$ 1,092.50
T-115	8-09	Raised Pavement Marker Type 1	1	HUND	\$ 1,150.00	\$ 1,150.00
T-116	8-09	Raised Pavement Marker Type 2	0	HUND	\$ 5,175.00	\$ 517.50
ESTIMATED CONSTRUCTION COSTS					City of Tacoma	

Bid Item	Section	Item	Qty	Unit	Unit Cost	Total
T-117	8-14	Cement Conc. Sidewalk	12	SY	\$ 86.25	\$ 1,035.00
T-118	8-14	Cement Conc. Curb Ramp	234	SF	\$ 23.00	\$ 5,382.00
T-119	8-20	Traffic Signal System Upgrades	1	LS	\$ 51,750.00	\$ 51,750.00
T-120	8-22	Plastic Line	200	LF	\$ 6.90	\$ 1,380.00
T-121	8-22	Plastic Wide Line	200	LF	\$ 9.20	\$ 1,840.00
T-122	8-22	Plastic Stop Line	90	LF	\$ 13.80	\$ 1,242.00
T-123	8-22	Plastic Crosswalk Line	360	SF	\$ 13.80	\$ 4,968.00
T-124	8-22	Plastic Traffic Arrow	1	EA	\$ 255.30	\$ 255.30
T-125	8-23	Temporary Pavement Markings - Short Duration	1	LS	\$ 1,380.00	\$ 1,380.00
F-102	1-09	Mobilization (Tacoma)	1	LS	\$ 13,401.31	\$ 13,401.31
F-103	1-10	Project Temporary Traffic Control (Tacoma)	1	LS	\$ 20,300.90	\$ 20,300.90
		15% Project Contingency			\$ 26,698.83	\$ 26,698.83
TOTAL ESTIMATED CONSTRUCTION COST - TACOMA						\$ 204,691.04
TOTAL ESTIMATED CONSTRUCTION COST						\$ 762,571.73

ESTIMATED CONSTRUCTION COSTS - City of Fircrest	\$ 557,880.69
ESTIMATED CONSTRUCTION COSTS - City of Tacoma	\$ 204,691.04
ESTIMATED CONSTRUCTION COSTS - Project Total	\$ 762,571.73