

**FIRCREST CITY COUNCIL
REGULAR MEETING AGENDA**

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

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

Pg.#

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PRESIDING OFFICER'S REPORT**
 - A. [Proclamation: Utility Service Person II James Marzano Appreciation](#) 2
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing *9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
 - A. Administration
 - B. Built Environment, Planning, and Building
 - C. Finance, Information Technology, and Facilities
 - D. Other Reports
- 10. CONSENT CALENDAR**
 - A. Approval of [vouchers](#)/payroll checks 3
 - B. Approval of Minutes: [July 15, 2024, Study Session](#) 18
[July 23, 2024, Regular Meeting](#) 19
 - C. Setting special budget meetings on October 7, 14, and 29, 2024, at 6:00 P.M. for the sole purpose of reviewing the 2025 preliminary budget 23
- 11. PUBLIC HEARING**
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
 - A. [Resolution: KPG Psomas - So. Orchard Overlay Contract Amendment](#) 24
 - B. [Letter of Understanding: City Manager Contract](#) 35
 - C. [Ordinance: 2nd Budget Amendment – 1st Reading](#) 38
 - D. [Resolution: Finance Consulting Contract](#) 47
- 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: 846 5985 5658 Password: 848037*



PROCLAMATION OF THE CITY COUNCIL

WHEREAS, James Marzano was first hired at the City of Fircrest as a Utility Service Person II on September 19, 1988; and

WHEREAS, James Marzano has served as the Acting Lead Worker and Acting Utility Foreman on many occasions; and

WHEREAS, James Marzano has demonstrated a deep commitment to the community by selflessly volunteering with the City's Santa Sleigh Ride event; and

WHEREAS, James Marzano is known by community members for his eagerness to help and his outstanding quality of customer service, exemplifying the values of the City of Fircrest; and

WHEREAS, James Marzano has been an invaluable, longstanding staff member and widely relied upon for his extensive knowledge of the Public Works Department and its operations; and

WHEREAS, James Marzano will retire on August 30, 2024, after 35 years of loyal and dedicated public service.

NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim our recognition and gratitude to Utility Service Person II James Marzano for his contributions and commitment to the City of Fircrest and its community and wish him the best in his future endeavors.

Proclaimed this 13th day of August 2024.

Shannon Reynolds, Mayor

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32952	08/07/2024	08/13/2024	3647 Agrishop, Inc	475.32	New weed trimmer; summer help ROW's replacement parts
	542 30 35 00	Small Tools & Equip - Street	101 000 542	City Street Fund	475.32 New weed trimmer; summer help ROW's replacement parts
32976	08/07/2024	08/13/2024	10562 Amazon Capital Services	53.96	Office Supplies - Central
	518 10 34 01	Office Supplies - Central	001 000 518	General Fund	53.96 Office Supplies - Central
32977	08/07/2024	08/13/2024	10562 Amazon Capital Services	106.03	Office Supplies - Central, Rec & Legislative
	511 60 31 00	Office & Oper Sup - Legisl	001 000 511	General Fund	55.47 Council Frame
	518 10 34 01	Office Supplies - Central	001 000 518	General Fund	20.92 Spiral Notebooks
	518 10 34 01	Office Supplies - Central	001 000 518	General Fund	9.24 Mechanical Pencils
	571 10 31 00	Office Supplies - Rec	001 000 571	General Fund	20.40 Thermal Laminating Pouches
		Total Amazon Capital Services		159.99	
32967	08/07/2024	08/13/2024	8355 Avila, Julia	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
32991	08/07/2024	08/13/2024	7197 Ayton, Andrew	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	78.00 Library Reimbursement - 1 Year
32872	07/26/2024	08/13/2024	7114 Caalim, Stacy	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	78.00 Library Reimbursement - 1 Year
32938	08/05/2024	08/13/2024	4288 Carnival Time	661.80	Fun Days Photo Booth
	573 90 49 01	Community Events	001 000 573	General Fund	661.80 Fun Days Photo Booth
32869	07/26/2024	08/13/2024	7088 Certified Laboratories	441.83	Latex Gloves (2) Cases
	535 50 31 01	Oper Supplies - Sewer Main	430 000 535	Sewer Fund (dep	441.83 Latex Gloves (2) Cases
32978	08/07/2024	08/13/2024	5774 Cheng, Shelae	78.00	Library Reimbursement - 1 Year (Shelae)
	572 21 49 00	Library Services	001 000 572	General Fund	78.00 Library Reimbursement - 1 Year (Shelae)
32948	08/05/2024	08/13/2024	7379 Chough, Kwang S.	150.00	Korean Interpreter (Case No. 24IN30118) - 07/31/24
	512 51 41 03	Prof Srvs - Interpreter - FMC	001 000 512	General Fund	150.00 Korean Interpreter (Case No. 24IN30118) - 07/31/24

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32867	07/26/2024	08/13/2024	4313 Chuckals Inc	82.34	Personnel Award Plaques for Employee Certificates
	518 11 31 00	Office & Oper Sup - Personr	001 000 518	82.34	Personnel Award Plaques for Employee Certificates
32985	08/07/2024	08/13/2024	4325 City Treasurer-Tacoma-SEWER	323,997.85	2nd Qtr 2024 - Sewer Treatment
	535 60 44 02	Sewage Treatment	430 000 535	323,997.85	2nd Qtr 2024 - Sewer Treatment
32962	08/07/2024	08/13/2024	8762 Cline, Richard	78.00	Library Reimbursement - 1 Year (Kassie)
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year (Kassie)
32879	07/26/2024	08/13/2024	10296 CodePros, LLC	12,727.99	Building Official/Inspection Services - April - June 2024
	524 20 41 01	Bldg Inspec/Plan Review	001 000 524	12,727.99	Building Official/Inspection Services - April - June 2024
32941	08/05/2024	08/13/2024	8188 Comcast Business Communications LLC	455.17	Internet Access Fee - August 2024
	518 81 42 00	Communication/Internet - I/	001 000 518	455.17	Internet Access Fee - August 2024
32981	08/07/2024	08/13/2024	8542 Consolidated Supply Co.	278.54	Driveway Meter Boxes (Qty 4)
	534 50 31 01	Oper Supplies - Water Main	425 000 534	278.54	Driveway Meter Boxes (Qty 4)
32998	08/08/2024	08/13/2024	10854 Contla, Claudia	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
32999	08/08/2024	08/13/2024	3573 Copiers Northwest Inc	39.20	Printer Usage 06/28/24 - 07/28/24
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521	39.20	Printer Usage 06/28/24 - 07/28/24
32942	08/05/2024	08/13/2024	10046 Cottrill, Dorothy	47.97	Reimbursement for Books Purchased for Community Center for Tot Story Time
	571 10 49 00	Miscellaneous - Rec	001 000 571	47.97	Reimbursement for Books Purchased for Community Center for Tot Story Time
32963	08/07/2024	08/13/2024	10839 Crane, Andrew	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
32940	08/05/2024	08/13/2024	3589 Databar Inc	3,735.87	Whittier Park Master Plan Mailers to Residents
	576 80 41 00	Prof Svcs - Parks	001 000 576	3,735.87	Whittier Park Master Plan Mailers to Residents
32968	08/07/2024	08/13/2024	3589 Databar Inc	1,492.80	Town Topics Newsletter - June 2024

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518 10 49 01	Town Topics/Citizen Commu	001 000 518	General Fund	1,492.80	Town Topics Newsletter - June 2024
	Total Databar Inc			5,228.67	
32873 07/26/2024	08/13/2024 1583		Davis, Donald	78.00	Library Reimbursement - 1 Year (Donald)
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year (Donald)
32882 07/26/2024	08/13/2024 3594		Dept Of Ecology	69,479.34	Principal & Interest Loan Payment #L1100018/#16 (BYSM)
591 35 78 02	Principal Loan Payment - Se	430 000 591	Sewer Fund (dep	49,670.98	Principal Loan Payment #L1100018/#16 (BYSM)
592 35 83 01	Interest Payment - Loan	430 000 591	Sewer Fund (dep	19,808.36	Interest Loan Payment #L1100018/#16 (BYSM)
32946 08/05/2024	08/13/2024 3596		Dept Of Health	1,173.00	Water System Sanitary Survey (6/21/24)
534 10 41 00	Prof Svcs - Water Admin	425 000 534	Water Fund (dep	1,173.00	Water System Sanitary Survey (6/21/24)
32951 08/07/2024	08/13/2024 3601		Dept Of Transportation	44.00	P#74 Regents W Grind & Overlay 06/01/2024-06/30/2024
595 10 63 06	Project Engineering - Street	101 000 594	City Street Fund	44.00	P#74 Regents W Grind & Overlay 06/01/2024-06/30/2024
32964 08/07/2024	08/13/2024 10263		Dunbar, Julieanna R	69.01	Gym Fees Reimbursement - May-July 2024
514 23 20 00	Personnel Benefits - Finance	001 000 514	General Fund	69.01	Gym Fees Reimbursement - May-July 2024
32876 07/26/2024	08/13/2024 366		Employment Security Dept, UI Tax Admin	126.49	Benefit Charge - Q2/2024
517 78 20 00	Unemployment Compensati	001 000 517	General Fund	126.49	Benefit Charge - Q2/2024
32997 08/08/2024	08/13/2024 10853		Figuracion, David	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year
32935 08/05/2024	08/13/2024 3638		Fircrest Golf Club	1,387.31	Land Rental for Water Tank on Golf Course Property - August 2024
591 34 70 00	Lease Payments - Water Adr	425 000 591	Water Fund (dep	1,387.31	Land Rental for Water Tank on Golf Course Property - August 2024
32878 07/26/2024	08/13/2024 10837		Garages Etc Inc	102,348.96	Project #79 - Fircrest Wellhouse #7 Repair
594 34 63 01	Other Improvements - Wate	426 000 594	Water Improvern	102,348.96	Project #79 - Fircrest Wellhouse #7 Repair
32972 08/07/2024	08/13/2024 9748		Geiger	896.46	Poopy Pet Bag Dispenser for Furry 4K (Qty 200)

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	573 90 49 01 Community Events		001 000 573 General Fund	896.46	Poopy Pet Bag Dispenser for Furry 4K (Qty 200)
32992	08/08/2024	08/13/2024	8046 Goncharova, Natalya	130.00	Russian Interpreting (2 hrs) - 08/07/2024
	512 51 41 03 Prof Svcs - Interpreter - FMC		001 000 512 General Fund	130.00	Russian Interpreting (2 hrs) - 08/07/2024
32987	08/07/2024	08/13/2024	6774 Greenleaf Landscaping 1 Inc	7,642.79	Monthly Landscape Service - August 2024
	518 30 41 01 Contract Maintenance		001 000 518 General Fund	3,442.18	Monthly Landscape Service - August 2024
	542 80 48 00 Street Tree Maintenance (co		101 000 542 City Street Fund	1,359.74	Monthly Landscape Service - August 2024
	542 80 49 03 Beautification Services (cont		101 000 542 City Street Fund	2,840.87	Monthly Landscape Service - August 2024
32928	08/02/2024	08/13/2024	10305 Gunderson Law Office PLLC	12,000.00	City of Fircrest - July 2024
	515 41 41 03 City Prosecutor		001 000 515 General Fund	12,000.00	City of Fircrest - July 2024
32966	08/07/2024	08/13/2024	3651 H D Fowler Co Inc	4,954.50	Ready Subscription for 1600 Metering Points (1/4/24-1/3/25)
	534 10 41 00 Prof Svcs - Water Admin		425 000 534 Water Fund (dep	4,954.50	Ready Subscription for 1600 Metering Points (1/4/24-1/3/25)
32891	07/30/2024	08/13/2024	10746 Hall, Kenneth	277.03	02-03350.1 - 1151 GARDEN CIRCLE
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (dep	-102.51	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (dep	-174.52	
32937	08/05/2024	08/13/2024	3692 Home Depot Credit Services	60.35	Fun Days Supplies
	573 90 49 01 Community Events		001 000 573 General Fund	60.35	Fun Days Supplies
32961	08/07/2024	08/13/2024	6599 Hoy, Victoria	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32945	08/05/2024	08/13/2024	4131 Humane Society - Tacoma	781.36	August 2024 Boarding Contract
	554 30 41 00 Animal Control		001 000 554 General Fund	781.36	August 2024 Boarding Contract
32922	08/02/2024	08/13/2024	9714 HydroApps	833.00	Annual Schedule Manager App for Pool Staff and Lifeguards - 2024
	576 20 41 00 Prof Svcs - Pool		001 000 576 General Fund	833.00	Annual Schedule Manager App for Pool Staff and Lifeguards - 2024
32947	08/05/2024	08/13/2024	5007 Kiwanis Club of Fircrest	267.00	Refund, Kiwanis Club of Fircrest, 8/27/24
	582 10 00 00 Deposit Refunds		001 000 580 General Fund	267.00	Refund, Kiwanis Club of Fircrest, 8/27/24

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32870	07/26/2024	08/13/2024	151 Knecht, Joann	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32965	08/07/2024	08/13/2024	3776 Lemay Mobile Shredding	144.00	Shredding 07/2024 - PW
	531 50 49 00	Miscellaneous - Storm	415 000 531 Storm Drain	48.00	Shredding 07/2024 - PW (Storm)
	534 10 49 00	Miscellaneous - Water Admi	425 000 534 Water Fund (dep	48.00	Shredding 07/2024 - PW (Water)
	535 10 49 00	Miscellaneous - Sewer Admi	430 000 535 Sewer Fund (dep	48.00	Shredding 07/2024 - PW (Sewer)
32989	08/07/2024	08/13/2024	10851 Little, Kenna	100.00	Furry 4K Sponsor Painting
	573 90 49 01	Community Events	001 000 573 General Fund	100.00	Furry 4K Sponsor Painting
32861	07/26/2024	08/13/2024	9834 Lloyd, Ethan	0.09	12-01520.3 - 4608 ALAMEDA AVE
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-0.09	
32908	08/01/2024	08/13/2024	10459 Locke Systems Inc.	4,954.50	IT Managed Services - August 2024 (for July Services)
	518 81 41 01	Prof Svcs - I/S	001 000 518 General Fund	4,954.50	IT Managed Services - August 2024 (for July Services)
32877	07/26/2024	08/13/2024	3791 Lowe's Company-#338954	70.08	Well #7 - Paint Supplies for Damaged Area
	534 50 31 01	Oper Supplies - Water Maini	425 000 534 Water Fund (dep	70.08	Well #7 - Paint Supplies for Damaged Area
32880	07/26/2024	08/13/2024	3791 Lowe's Company-#338954	29.19	Chlorine Tubing - Wells
	534 50 31 01	Oper Supplies - Water Maini	425 000 534 Water Fund (dep	29.19	Chlorine Tubing - Wells
32954	08/07/2024	08/13/2024	3791 Lowe's Company-#338954	171.83	(2) Ladders for Wells/Lifstation
	534 80 35 00	Small Tools & Equip - Water	425 000 534 Water Fund (dep	85.91	(2) Ladders for Wells/Lifstation
	535 80 35 00	Small Tools & Equip - Sewer	430 000 535 Sewer Fund (dep	85.92	(2) Ladders for Wells/Lifstation
Total Lowe's Company-#338954				271.10	
32929	08/05/2024	08/13/2024	6632 McClain, Steven	78.00	Library Reimbursement - 1 Year (Guida)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Guida)
32874	07/26/2024	08/13/2024	9627 Millard*, Ryan	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32943	08/05/2024	08/13/2024	10109 Mitchell, Elisabeth	78.00	Library Reimbursement - 1 Year (Elisabeth)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Elisabeth)

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32944	08/05/2024	08/13/2024	10109 Mitchell, Elisabeth	78.00	Library Reimbursement - 1 Year (David)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (David)
			Total Mitchell, Elisabeth	156.00	
32970	08/07/2024	08/13/2024	10847 Nguyen, James Trong	236.63	Vietnamese Interpreting (2 hrs) 24CR47612, 24IN47611
	512 51 41 03	Prof Srvs - Interpreter - FMC	001 000 512 General Fund	236.63	Vietnamese Interpreting (2 hrs) 24CR47612, 24IN47611
32984	08/07/2024	08/13/2024	10848 Occupational Health Centers, Of Washington, P.S.	1,441.00	Medical/Physical Assessment & Drug Screening - S Towe Employment
	518 11 41 00	Prof Svcs - Personnel	001 000 518 General Fund	1,441.00	Medical/Physical Assessment & Drug Screening - S Towe Employment
32936	08/05/2024	08/13/2024	3910 Office Depot	188.38	Office Supplies
	571 10 49 00	Miscellaneous - Rec	001 000 571 General Fund	188.38	Office Supplies
32960	08/07/2024	08/13/2024	3923 Orca Pacific Inc	845.30	Chlorine for Wells (180 gallons)
	534 80 31 03	Oper Supplies - Chlorine	425 000 534 Water Fund (dep	845.30	Chlorine for Wells (180 gallons)
32892	07/30/2024	08/13/2024	3958 PC Budget & Finance - Jail	3,477.90	Jail Services - June 2024
	523 60 40 01	Jail	001 000 523 General Fund	3,477.90	Jail Services - June 2024
32971	08/07/2024	08/13/2024	3960 PC Clerks & Finance Officers Assn	20.00	2024 Membership - A Burkhart
	513 10 49 02	Dues/Member/Subscriptions	001 000 513 General Fund	20.00	2024 Membership - A Burkhart
32980	08/07/2024	08/13/2024	3961 PCRCO, LLC dba LRI-HV	786.13	Dump Fees - Street Sweeping - July 2024
	531 50 47 01	Dumping Fees - Storm	415 000 531 Storm Drain	786.13	Dump Fees - Street Sweeping - July 2024
32982	08/07/2024	08/13/2024	10850 PROCOM LLC	50.00	Random V.A. Testing - S Marez
	518 11 41 02	Drug & Alcohol - Personnel	001 000 518 General Fund	50.00	Random V.A. Testing - S Marez
32890	07/26/2024	08/13/2024	8993 Pacific Office Automation - A/R	549.59	Canon Copier Lease Payments 6/01/24-07/01/24
	512 51 45 00	Oper Rentals - Copier - Cour	001 000 512 General Fund	9.58	Court 6/01/24-07/01/24
	518 10 45 00	Oper Rentals - Copier - Non	001 000 518 General Fund	18.66	City Hall 6/01/24-07/01/24
	531 50 45 00	Oper Rentals - Copier - Stori	415 000 531 Storm Drain	2.93	Storm 6/01/24-07/01/24

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534 10 45 02	Oper Rentals - Copier - Wat	425 000 534	Water Fund (dep	2.93	Water 6/01/24-07/01/24
535 10 45 00	Oper Rentals - Copier - Sew	430 000 535	Sewer Fund (dep	2.92	Sewer 6/01/24-07/01/24
542 30 45 00	Oper Rentals - Copier - Stret	101 000 542	City Street Fund	2.92	Street 6/01/24-07/01/24
571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	9.42	Rec 6/01/24-07/01/24
576 80 45 00	Oper Rentals - Copier - Park	001 000 576	General Fund	1.05	Parks 6/01/24-07/01/24
591 12 70 00	Lease Payments - Court	001 000 591	General Fund	94.84	Court 6/01/24-07/01/24
591 18 70 10	Lease Payments - Non-Dept	001 000 591	General Fund	184.78	City Hall 6/01/24-07/01/24
591 31 70 00	Lease Payments - Storm	415 000 591	Storm Drain	28.99	Storm 6/01/24-07/01/24
591 34 70 00	Lease Payments - Water Adr	425 000 591	Water Fund (dep	28.99	Water 6/01/24-07/01/24
591 35 70 00	Lease Payments - Sewer	430 000 591	Sewer Fund (dep	28.99	Sewer 6/01/24-07/01/24
591 71 70 00	Lease Payments - Recreation	001 000 591	General Fund	93.23	Rec 6/01/24-07/01/24
591 76 70 80	Lease Payments - Parks	001 000 591	General Fund	10.36	Parks 6/01/24-07/01/24
591 95 70 00	Lease Payments - Street	101 000 591	City Street Fund	29.00	Street 6/01/24-07/01/24
32918 08/02/2024	08/13/2024	8993	Pacific Office Automation - A/R	1,064.64	Copier Usage - 06/01/24-07/01/24
512 51 45 00	Oper Rentals - Copier - Cour	001 000 512	General Fund	29.14	Court 06/01/2024 - 07/01/24
518 10 45 00	Oper Rentals - Copier - Non	001 000 518	General Fund	899.53	City Hall 06/01/2024 - 07/01/24
531 50 45 00	Oper Rentals - Copier - Storm	415 000 531	Storm Drain	10.70	Storm 06/01/2024 - 07/01/24
534 10 45 02	Oper Rentals - Copier - Wat	425 000 534	Water Fund (dep	10.70	Water 06/01/2024 - 07/01/24
535 10 45 00	Oper Rentals - Copier - Sew	430 000 535	Sewer Fund (dep	10.70	Sewer 06/01/2024 - 07/01/24
542 30 45 00	Oper Rentals - Copier - Stret	101 000 542	City Street Fund	10.71	Street 06/01/2024 - 07/01/24
571 10 45 01	Oper Rentals - Copier - Rec	001 000 571	General Fund	83.83	Rec 06/01/2024 - 07/01/24
576 80 45 00	Oper Rentals - Copier - Park	001 000 576	General Fund	9.33	Parks 06/01/2024 - 07/01/24
Total Pacific Office Automation - A/R				1,614.23	
32983 08/07/2024	08/13/2024	3937	Pape & Sons Construction Inc	10,207.31	P#84 Water Meter Exchange Project- Work Through 7/31/24
594 34 63 01	Other Improvements - Wate	426 000 594	Water Improver	10,207.31	P#84 Water Meter Exchange Project- Work Through 7/31/24
32934 08/05/2024	08/13/2024	1429	Pasic, Brian	78.00	Library Reimbursement - 1 Year (Brian)
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year (Brian)
32916 08/02/2024	08/13/2024	3955	Petrocard Systems Inc	480.17	Gas/Fuel - 07/2024
548 65 31 11	Gas - Parks/Rec	501 000 548	Equipment Rent	208.77	Parks- 07/2024
548 65 31 12	Gas - Street	501 000 548	Equipment Rent	33.92	Street - 07/2024
548 65 31 13	Gas - Storm	501 000 548	Equipment Rent	33.92	Storm - 07/2024
548 65 31 14	Gas - Water/Sewer	501 000 548	Equipment Rent	203.56	W/S - 07/2024

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32921	08/02/2024	08/13/2024	10221 Petty Cash-ParksRec	101.25	Petty Cash Reimbursement - 08/13/24
	571 10 31 02 Senior Program Supplies		001 000 571 General Fund	101.25	Senior Morning Supplies
32875	07/26/2024	08/13/2024	1553 Porter, Ken	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
32883	07/26/2024	08/13/2024	3751 Psomas, DBA KPG Psomas	1,335.00	P#82 Electron Way & Contra Costa 5/31/24 - 6/27/24
	595 10 63 06 Project Engineering - Street		101 000 594 City Street Fund	1,335.00	P#82 Electron Way & Contra Costa 5/31/24 - 6/27/24
32884	07/26/2024	08/13/2024	3751 Psomas, DBA KPG Psomas	7,776.50	P#81 Claremont St Grind & Overlay - 5/31/24-6/27/24
	595 10 63 06 Project Engineering - Street		101 000 594 City Street Fund	7,776.50	P#81 Claremont St Grind & Overlay - 5/31/24-6/27/24
			Total Psomas, DBA KPG Psomas	9,111.50	
32949	08/05/2024	08/13/2024	3986 Puget Sound Energy, BOT-01H	1,256.28	Natural Gas - Pool/Bathhouse - July 2024
	576 20 47 00 Public Utility Services - Pool		001 000 576 General Fund	1,256.28	Natural Gas - Pool/Bathhouse - July 2024
32993	08/08/2024	08/13/2024	5710 Rainier Connect, Mashell Telecom	15.59	Internet Access Fee - City Hall - July/Aug 2024 - Final Bill
	518 81 42 00 Communication/Internet - I/		001 000 518 General Fund	15.59	Internet Access Fee - City Hall - July/Aug 2024 - Final Bill
32923	08/02/2024	08/13/2024	9360 RecDesk LLC	5,600.00	RecDesk Software Annual Subscription - 6/1/24 - 5/31/25
	571 10 41 01 Prof Svcs - Rec		001 000 571 General Fund	3,752.00	RecDesk Software Annual Subscription - 6/1/24 - 5/31/25
	576 20 41 00 Prof Svcs - Pool		001 000 576 General Fund	1,848.00	RecDesk Software Annual Subscription - 6/1/24 - 5/31/25
32862	07/26/2024	08/13/2024	1332 Redmon, William C.	56.66	02-00480.0 - 102 ELDORADO AVE
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-24.67	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (dep	-27.68	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (dep	-4.31	
32914	08/02/2024	08/13/2024	7820 Roberts, John H	94.99	Reimbursement for Work Shoes
	521 22 49 01 Uniforms/Clothing/Laundry		001 000 521 General Fund	94.99	Reimbursement for Work Shoes

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32917	08/02/2024	08/13/2024	7820 Roberts, John H	13.20	Reimbursement for Evidence Collection Supplies
	521 22 49 05	Reimbursable Programs	001 000 521 General Fund	13.20	Reimbursement for Evidence Collection Supplies
Total Roberts, John H				108.19	
32885	07/26/2024	08/13/2024	4035 Sarco Supply	275.38	Janitorial Supplies - Pool
	576 20 31 02	Janitorial Supplies - Pool	001 000 576 General Fund	275.38	Janitorial Supplies - Pool
32886	07/26/2024	08/13/2024	4035 Sarco Supply	65.99	Janitorial Supplies - Parks Structures
	576 80 31 01	Janitorial Supplies - Parks St	001 000 576 General Fund	65.99	Janitorial Supplies - Parks Structures
32887	07/26/2024	08/13/2024	4035 Sarco Supply	215.31	Janitorial Supplies - Rec Bldg
	571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571 General Fund	215.31	Janitorial Supplies - Rec Bldg
32888	07/26/2024	08/13/2024	4035 Sarco Supply	65.93	Operating Supplies - PW
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	65.93	Operating Supplies - PW
32889	07/26/2024	08/13/2024	4035 Sarco Supply	76.93	Operating Supplies - City Hall
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	76.93	Operating Supplies - City Hall
Total Sarco Supply				699.54	
32913	08/02/2024	08/13/2024	6088 Sentinel Pest Control Inc	225.34	Pest Control - PW - 07/2024
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	56.33	Pest Control - PW - 07/2024
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (dep	56.34	Pest Control - PW - 07/2024
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (dep	56.34	Pest Control - PW - 07/2024
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fund	56.33	Pest Control - PW - 07/2024
32986	08/07/2024	08/13/2024	6088 Sentinel Pest Control Inc	225.34	Pest Control - PW - 08/2024
	531 50 48 00	Rep & Maint - Storm	415 000 531 Storm Drain	56.34	Pest Control - PW - 08/2024
	534 50 48 01	Rep & Maint - Water Maint	425 000 534 Water Fund (dep	56.33	Pest Control - PW - 08/2024
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (dep	56.33	Pest Control - PW - 08/2024
	542 30 48 01	Rep & Maint - Street Maint	101 000 542 City Street Fund	56.34	Pest Control - PW - 08/2024
Total Sentinel Pest Control Inc				450.68	
32939	08/05/2024	08/13/2024	10107 Silva, Narriana, MAGIC in the PNW	500.00	Fun Days Performer - MAGIC in the PNW

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573 90 49 01	Community Events		001 000 573 General Fund	500.00	Fun Days Performer - MAGIC in the PNW
32865	07/26/2024	08/13/2024 7308	SiteCrafting Inc	897.00	Monthly Hosting - CityofFircrest.net - October - December 2023
518 81 41 02	Web Design & Maintenance		001 000 518 General Fund	897.00	Monthly Hosting - CityofFircrest.net - October - December 2023
32866	07/26/2024	08/13/2024 7308	SiteCrafting Inc	897.00	Monthly Hosting - CityofFircrest.net - January - March 2024
518 81 41 02	Web Design & Maintenance		001 000 518 General Fund	897.00	Monthly Hosting - CityofFircrest.net - January - March 2024
32910	08/02/2024	08/13/2024 7308	SiteCrafting Inc	897.00	Monthly Hosting - CityofFircrest.net - April-June 2024
518 81 41 02	Web Design & Maintenance		001 000 518 General Fund	897.00	Monthly Hosting - CityofFircrest.net - April-June 2024
Total SiteCrafting Inc				2,691.00	
32959	08/07/2024	08/13/2024 4707	Springbrook Holding Company LLC	385.00	Timesheet Program Implementation
514 23 41 00	Prof Svcs - Finance		001 000 514 General Fund	385.00	Timesheet Program Implementation
32871	07/26/2024	08/13/2024 4107	Summit Law Group	4,609.00	Legal Consulting - June 2024
515 41 41 02	Special Legal Counsel		001 000 515 General Fund	1,845.00	Legal Consulting - June 2024
531 50 41 02	Legal Services		415 000 531 Storm Drain	691.00	Legal Consulting PW - June 2024
534 10 41 02	Legal Services		425 000 534 Water Fund (dep	691.00	Legal Consulting PW - June 2024
535 10 41 02	Legal Services		430 000 535 Sewer Fund (dep	691.00	Legal Consulting PW - June 2024
542 30 41 02	Legal Services		101 000 542 City Street Fund	691.00	Legal Consulting PW - June 2024
32924	08/02/2024	08/13/2024 4110	Superior Linen Service	124.77	Linen Service 07/24/24 - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 07/24/24 - Rec Center
32925	08/02/2024	08/13/2024 4110	Superior Linen Service	124.77	Linen Service 07/10/24 - Rec Center
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 07/10/24 - Rec Center
32926	08/02/2024	08/13/2024 4110	Superior Linen Service	54.46	Linen Service 07/10/24 - Pool Party Room
576 20 49 02	Miscellaneous - Pool		001 000 576 General Fund	54.46	Linen Service 07/10/24 - Pool Party Room
32927	08/02/2024	08/13/2024 4110	Superior Linen Service	54.46	Linen Service 07/24/24 - Pool Party Room

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	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	54.46	Linen Service 07/24/24 - Pool Party Room
32930	08/05/2024	08/13/2024 4110	Superior Linen Service	81.41	Linen Service 07/12/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.41	Linen Service 07/12/24 - City Hall
32931	08/05/2024	08/13/2024 4110	Superior Linen Service	81.41	Linen Service 07/26/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.41	Linen Service 07/26/24 - City Hall
32932	08/05/2024	08/13/2024 4110	Superior Linen Service	49.12	Linen Service 07/12/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.12	Linen Service 07/12/24 - Public Works
32933	08/05/2024	08/13/2024 4110	Superior Linen Service	49.12	Linen Service 07/26/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.12	Linen Service 07/26/24 - Public Works
			Total Superior Linen Service	619.52	
32973	08/07/2024	08/13/2024 4328	Systems for Public Safety Inc	175.57	#BTS6572 - 2020 Ford Interceptor Utility - LOF; Lubricate & Check Chassis
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	175.57	#BTS6572 - 2020 Ford Interceptor Utility - LOF; Lubricate & Check Chassis
32974	08/07/2024	08/13/2024 4328	Systems for Public Safety Inc	175.57	#60942D - 2016 Ford Interceptor - LOF; Lubricate & Check Chassis
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	175.57	#60942D - 2016 Ford Interceptor - LOF; Lubricate & Check Chassis
32975	08/07/2024	08/13/2024 4328	Systems for Public Safety Inc	215.45	#60943D - 2016 Ford Interceptor - LOF; Lubricate & Check Chassis; Rotate Tires
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	215.45	#60943D - 2016 Ford Interceptor - LOF; Lubricate & Check Chassis; Rotate Tires
			Total Systems for Public Safety Inc	566.59	
32915	08/02/2024	08/13/2024 9888	T-Mobile (Cell Phone Bill)	1,160.60	City Cell Phones & Air Cards - 07/2024
	518 30 42 00	Communication - Fac/Equip	001 000 518 General Fund	90.72	Maint. Lead, 2 Workers 07/2024
	521 22 42 00	Communication - Police	001 000 521 General Fund	614.46	Police Officers, Chief and Air Cards 07/2024
	524 20 42 00	Communication- Building	001 000 524 General Fund	15.12	Community Development Dir. 07/2024

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531 50 42 00	Communication - Storm	415 000 531	Storm Drain	75.83	Public Works Crew, Director, PW Office Coord. 07/2024
534 10 42 00	Communication - Water Adr	425 000 534	Water Fund (dep	106.98	Public Works Crew, Director, PW Office Coord., PW Water Meter Collector 07/2024
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (dep	75.83	Public Works Crew, Director, PW Office Coord. 07/2024
542 30 42 00	Communication - Street Reg	101 000 542	City Street Fund	75.83	Public Works Crew, Director, PW Office Coord. 07/2024
558 60 42 00	Communication - Planning	001 000 558	General Fund	15.12	Community Development Dir. 07/2024
576 80 42 00	Communication - Parks	001 000 576	General Fund	90.71	P/R Director, Events, Maint. Worker 07/2024
32958 08/07/2024	08/13/2024 9888	T-Mobile (Cell Phone Bill)		29.95	City Hall Fax Line (6/21/2024-7/20/2024)
518 10 42 00	Communication - Non Dept	001 000 518	General Fund	29.95	City Hall Fax Line (6/21/2024-7/20/2024)
Total T-Mobile (Cell Phone Bill)				1,190.55	
32863 07/26/2024	08/13/2024 4133	Tacoma Rubber Stamp		27.84	Nameplate - N. Kolostyak
558 60 31 00	Office & Oper Sup - Plannin	001 000 558	General Fund	27.84	Nameplate - N. Kolostyak
32868 07/26/2024	08/13/2024 4133	Tacoma Rubber Stamp		22.88	Nameplate - A. Burkhart
511 60 31 00	Office & Oper Sup - Legisl	001 000 511	General Fund	22.88	Nameplate - A. Burkhart
Total Tacoma Rubber Stamp				50.72	
32990 08/07/2024	08/13/2024 4322	Tacoma, City of - POWER		3,143.00	Power - Various Locations - June & July 2024
534 80 47 01	Utility Services/Pumping	425 000 534	Water Fund (dep	2,601.95	PW, Well #6, 7 & 8, Weathervane Booster - 07/2024
535 80 47 01	Utility Services/Pumping	430 000 535	Sewer Fund (dep	478.71	Pumps/LS Power - 07/2024
542 30 47 03	Electricity/Traffic Lights	101 000 542	City Street Fund	20.83	Traffic Control - 07/2024
542 63 47 00	Electricity/Street Lights	101 000 542	City Street Fund	10.82	Street Lights - 07/2024
576 80 47 00	Public Utility Services - Parks	001 000 576	General Fund	30.69	Parks Power - 06/2024
33000 08/08/2024	08/13/2024 4139	Tapco Visa Card		2,412.36	Tapco Card Charges through 08/07/24
513 10 31 00	Office & Oper Sup - Admin	001 000 513	General Fund	660.60	Business Plus Account Licenses - 08/05-24-08/04/25 - P&B, PW
524 20 31 00	Office & Oper Sup - Building	001 000 524	General Fund	660.60	Business Plus Account Licenses - 08/05-24-08/04/25 - P&B, PW
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fund	660.60	Business Plus Account Licenses - 08/05-24-08/04/25 - P&B, PW

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573 90 49 01	Community Events		001 000 573 General Fund	430.56	Jotform Annual Membership Subscription - 07/26/24-07/26/25
32955 08/07/2024	08/13/2024	4151	Tools Plus Industries LLC	867.01	(20) Traffic Cones for Utility Departments
531 50 35 00	Small Tools & Equip - Storm		415 000 531 Storm Drain	216.76	Traffic Cones - Stormwater
534 80 35 00	Small Tools & Equip - Water		425 000 534 Water Fund (dep	216.75	Traffic Cones - Water
535 80 35 00	Small Tools & Equip - Sewer		430 000 535 Sewer Fund (dep	216.75	Traffic Cones - Sewer
542 30 35 00	Small Tools & Equip - Street		101 000 542 City Street Fund	216.75	Traffic Cones - Street
32957 08/07/2024	08/13/2024	5934	US Bank, City Hall Account	693.31	P-Card Charges thru 07/25/24
511 60 31 00	Office & Oper Sup - Legisl		001 000 511 General Fund	208.01	Council Frames (7)
513 10 49 02	Dues/Member/Subscriptions		001 000 513 General Fund	225.00	WMCA Subscription - A Burkhart; CMC Certification Application - A Burkart
518 10 42 01	Postage - Non Dept		001 000 518 General Fund	163.60	Postage - Passports
521 10 49 01	Meals - Other Than Travel/Ti		001 000 521 General Fund	20.70	Oral Board Refreshments - 07/16/24
558 60 41 00	Prof Svcs - Planning		001 000 558 General Fund	36.00	Pierce County Public Records for Planning
558 60 49 01	Reg & Tuition - Planning		001 000 558 General Fund	40.00	Land Use Case Law Update Webinar - M Newman
32911 08/02/2024	08/13/2024	8482	US Bank, Police Department Account	823.35	P-Card Charges thru 07/25/24
521 22 49 02	Reg & Tuition - Police		001 000 521 General Fund	279.00	Property & Evidence Mgmt. Webinar - J Roberts
521 22 49 03	Dues/Member/Subscriptions		001 000 521 General Fund	376.54	When I Work Annual Scheduling Plan
521 22 49 05	Reimbursable Programs		001 000 521 General Fund	167.81	NNO Supplies
32909 08/02/2024	08/13/2024	8483	US Bank, Public Works Dept Account	577.78	P-Card charges thru 07/26/24
518 30 48 01	Rep & Maint - Rec Bldg		001 000 518 General Fund	275.25	Repair Work for Basketball Hoop Controls
531 50 31 01	Office Supplies - Storm		415 000 531 Storm Drain	56.08	Misc. Office Supplies
534 10 31 00	Office Supplies - Water Adm		425 000 534 Water Fund (dep	56.13	Misc. Office Supplies
535 10 31 00	Office Supplies - Swr Admin		430 000 535 Sewer Fund (dep	56.11	Misc. Office Supplies
542 30 31 01	Office Supplies - Street Reg		101 000 542 City Street Fund	56.06	Misc. Office Supplies
594 34 63 01	Other Improvements - Wate		426 000 594 Water Improver	78.15	Postage for Mailing Failed AMI Meters to Kamstrup Water Meter LLC
32988 08/07/2024	08/13/2024	8484	US Bank, Recreation Dept Account	2,222.60	P-Card Charges thru 07/29/24
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	37.23	Senior Morning Supplies
571 10 31 03	Youth Supplies		001 000 571 General Fund	213.10	Summer Camp Supplies
571 10 41 00	Senior Trips		001 000 571 General Fund	119.65	Senior Trip - Vashon Island
573 90 49 01	Community Events		001 000 573 General Fund	1,660.01	Community Event Supplies
576 20 31 03	Oper Supplies - Pool		001 000 576 General Fund	192.61	Pool Training & Party Supplies

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32864	07/26/2024	08/13/2024 7239	Uline Shipping Supply Specialists	354.75	(2) Concrete Installation Kits; (2) Safety Bollards for Whittier Park & Rec Center
571 10 49 00	Miscellaneous - Rec	001 000 571	General Fund	177.37	Concrete Installation Kit & Safety Bollard - Rec Center
576 80 31 02	Oper Supplies - Parks	001 000 576	General Fund	177.38	Concrete Installation Kit & Safety Bollard - Whittier Park
32956	08/07/2024	08/13/2024 4178	University Place Refuse Inc	1,543.60	Dumping Fees 7/2024
531 50 47 01	Dumping Fees - Storm	415 000 531	Storm Drain	314.25	Dumping Fees - Storm 07/2024
534 80 47 02	Dumping Fees - Water	425 000 534	Water Fund (dep	305.03	Dumping Fees - Water 07/2024
535 80 47 02	Dumping Fees - Sewer	430 000 535	Sewer Fund (dep	305.03	Dumping Fees - Sewer 07/2024
542 30 47 01	Dumping Fees - Street	101 000 542	City Street Fund	314.25	Dumping Fees - Street 07/2024
576 80 47 01	Dumping Fees - Parks	001 000 576	General Fund	305.04	Dumping Fees - Parks 07/2024
32907	08/01/2024	08/13/2024 4179	Unum Life Insurance Company of America	56.90	Retired Benefits - August 2024
521 22 20 02	LEOFF I Long Term Care Prei	001 000 521	General Fund	56.90	Retired Benefits - August 2024
32969	08/07/2024	08/13/2024 4180	Utilities Underground	63.80	Locates 07/2024
534 10 49 00	Miscellaneous - Water Admi	425 000 534	Water Fund (dep	31.90	Locates 07/2024
535 10 49 00	Miscellaneous - Sewer Admi	430 000 535	Sewer Fund (dep	31.90	Locates 07/2024
32950	08/05/2024	08/13/2024 10191	Valentine, Charles	1,500.00	Concert in the Park Performer - 8/22/24 Harmonious Funk
573 90 49 01	Community Events	001 000 573	General Fund	1,500.00	Concert in the Park Performer - 8/22/24 Harmonious Funk
32920	08/02/2024	08/13/2024 3645	WEX BANK, Wright Express FSC	4,333.24	Gas/Fuel - July 2024
548 65 31 06	Gas - Facilities	501 000 548	Equipment Rent:	152.26	F&E 07/2024
548 65 31 08	Gas - Police	501 000 548	Equipment Rent:	2,575.22	Police 07/2024
548 65 31 11	Gas - Parks/Rec	501 000 548	Equipment Rent:	232.74	Parks 07/2024
548 65 31 12	Gas - Street	501 000 548	Equipment Rent:	1,111.83	Street 07/2024
548 65 31 14	Gas - Water/Sewer	501 000 548	Equipment Rent:	261.19	W/S 07/2024
32979	08/07/2024	08/13/2024 10849	Ward, Robin	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year
32881	07/26/2024	08/13/2024 4231	Water Mgmt Labs Inc	402.00	Coliform & Fluoride Testing - 6/26/2024
534 80 41 00	Water Testing	425 000 534	Water Fund (dep	402.00	Coliform & Fluoride Testing - 6/26/2024
32849	07/19/2024	08/13/2024 10677	Wax, Tiffany	79.90	03-00660.0 - 130 REGENTS BLVD

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343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-17.52	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-20.03	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-42.35	
32850 07/19/2024	08/13/2024 9801	Wheeler III, John		167.55	04-01310.0 - 981 ALTADENA DR
343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-47.60	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (de	-40.62	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (de	-79.33	
32912 08/02/2024	08/13/2024 4246	Whistle Workwear		59.55	Work Pants (1) - T Piercy
534 10 20 01	Contract Benefits - Wtr Adm	425 000 534	Water Fund (de	29.77	Work Pants (1) - T Piercy
535 10 20 01	Contract Benefits - Sewer Ac	430 000 535	Sewer Fund (de	29.78	Work Pants (1) - T Piercy
32953 08/07/2024	08/13/2024 4253	Windmill Gardens LLC		2,785.92	2024 Hanging Baskets (2nd Half Payment)
542 80 31 02	Oper Supplies - Flower Bask	101 000 542	City Street Fund	2,785.92	2024 Hanging Baskets (2nd Half Payment)
32919 08/02/2024	08/13/2024 10035	Zoom Video Communications		1,436.26	Monthly Phone Rental - 07/31/24-08/30/24
513 10 42 00	Communication - Admin	001 000 513	General Fund	84.04	Meeting Webinar & Recording - 07/31/24-08/30/24
518 10 42 00	Communication - Non Dept	001 000 518	General Fund	1,019.77	Monthly Phone Service - 07/31/24-08/30/24
591 18 70 10	Lease Payments - Non-Dept	001 000 591	General Fund	332.45	Monthly Phone Rental - 07/31/24-08/30/24

Report Total: 624,933.96

Fund

001 General Fund	75,614.22
101 City Street Fund	18,818.79
415 Storm Drain	2,433.13
425 Water Fund (department)	13,659.47
426 Water Improvement Fund	112,634.42
430 Sewer Fund (department)	396,393.93
501 Equipment Rental Fund	5,380.00

This report has been reviewed by:

REMARKS:

Signature & Title

Date

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

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

AGENDA MODIFICATIONS

There were none.

WHITTIER PARK MASTER PLAN PRESENTATION

Parks and Recreation Director Grover introduced AHBL representatives Craig Skipton and Sarah Singleton to the Council. The presentation included information on the project's public process, park development guides, community input, park layout options, and preferred park layout.

Council discussions included dog park requests, wetland impacts, drainage, the use of synthetic turf and associated issues, construction over the water table, observing conservative setbacks for fencing and its proximity to homes and vehicles, the potential for increased trail maintenance needs, and the possibility of one multipurpose field.

ADJOURNMENT

Councilmember Viafore MOVED to adjourn the meeting at 6:48 P.M., seconded by Councilmember Bufford.

The Motion Carried (5-0).

Shannon Reynolds, Mayor

Arlette Burkhart, City Clerk

CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Mayor Shannon Reynolds called the regular meeting to order at 7:01 P.M. and led the Pledge of Allegiance. Councilmembers David M. Viafore, Karen Mauer-Smith, Brett L. Wittner, Nikki Bufford, and Jim Andrews were present. Councilmember Hunter T. George attended the meeting virtually.

PRESIDING OFFICER’S REPORT**A. Motion: Planning Commission Appointment**

Councilmember Wittner MOVED 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; seconded by Councilmember Bufford. Mayor Reynolds invited councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

The Motion Carried (7-0).

City Clerk Burkhart swore in Andreas Schonger to the Fircrest Planning Commission.

B. Proclamation: National Night Out

Mayor Reynolds read the proclamation titled National Night Out into the record. **Councilmember Bufford MOVED to authorize the Mayor's signature on the proclamation proclaiming August 6, 2024, as National Night Out in the City of Fircrest; seconded by Councilmember Wittner.** Mayor Reynolds invited councilmember comments; none were provided. Mayor Reynolds invited public comment. Chief Schaub provided an overview of the efforts made towards the National Night Out event. There was a brief discussion on the Buffalo Soldiers.

The Motion Carried (7-0).**CITY MANAGER COMMENTS**

City Manager Masko reported on City Clerk Burkhart’s Certified Municipal Clerk designation. She also reported on the Recreation Office Assistant and Court Clerk positions. They have been filled with qualified internal staff, Dorothy Cottrill and Virigina Costanti-Eacrett. Lastly, City Manager Masko gave kudos to the Parks and Recreation staff for the Fircrest Fun Days event.

DEPARTMENT HEAD COMMENTS

- Parks and Recreation Director Grover reported on Dorothy Cottrill’s Recreation Office Assistant position offer and provided an overview of the Fircrest Fun Days. There was a brief discussion on the current pool capacity.

COUNCILMEMBER COMMENTS

- Councilmember Andrews commented on the upcoming Middle Housing Open House on July 30th, 2024, and requested information on notifications provided to residents. He also requested information on code enforcement for the doors in the public right-of-way on a property off Alameda Ave and sign code interpretation.
- Councilmember Bufford provided kudos to staff and volunteers for Fircrest Fun Days and provided recognition for their efforts.
- Councilmember George; no comment.

- Councilmember Wittner; no comment.
- Councilmember Mauer-Smith reported on the Fircrest Fun Days and stated it was a great event.
- Councilmember Viafore commented on the Fircrest Fun Days and requested the pool financial reports and the P-1 for Fircrest Fun Days by September 1st, 2024. He commented on the Wainwright tree issue, the treescape plan and the reasoning for allowed variance. Lastly, he commented on the sign code issue and would like to come to a resolution on its interpretation.
- Mayor Reynolds commented on Fircrest Fun Days and gave kudos. Mayor Reynolds commented on the sign code issue and asked to have a discussion at a future study session. There were no objections from the Council to discussing the sign code issue at a future study session.

PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA

Mayor Reynolds invited public comment. There were none.

COMMITTEE, COMMISSION, AND LIAISON REPORTS**A. Parks, Recreation, and Sustainability**

There was no report.

B. Police/Public Safety and Court

Councilmember Bufford commented on donations towards the National Night Out fireworks event.

C. Public Works

Councilmember Andrews provided kudos on the Public Works summer hires.

D. Pierce County Regional Council

Councilmember Reynolds reported on the Council's SSHAP and Pierce Transit update and said the Council plans to stand in recess in August.

E. Other Liaison Reports

There was no report.

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

Mayor Reynolds requested the City Clerk read the Consent Calendar:

- A. Approval of Check No. 221526 through 221589 in the amount of \$193,723.48
Approval of payroll electronic funds transfer in the amount of \$201,373.53
Approval of payroll electronic funds transfer in the amount of \$11,186.10
- B. Approval of the July 09, 2024, Regular Meeting minutes.

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

The Motion Carried (7-0).

PUBLIC HEARING

There was no public hearing scheduled.

UNFINISHED BUSINESS**NEW BUSINESS****A. Resolution No. 1917: RCO Grant Application Authorization: Fircrest Park Backstop Project**

Parks and Recreation Director Grover briefed the Council on the proposed resolution and highlighted that the resolution authorizes the City Manager and the Parks and Recreation Director to submit all required documents for the project grant application. **Councilmember Bufford MOVED to adopt Resolution No. 1917, 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; seconded by Councilmember Wittner.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment.

- Brian Rybolt, a 39-year Fircrest Resident, commented on the restoration cost of the Fircrest Park Backstop.

The Motion Carried (7-0).**B. Resolution No. 1918: So. Orchard St. Grind & Overlay Contract – Change Order #1**

City Manager Masko briefed the Council on the proposed resolution and highlighted the change order will add 15% contingency for the City of Tacoma per their request. **Councilmember Wittner MOVED to adopt Resolution No. 1918, 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; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comments. Discussions included the use of Fircrest Police Officers for traffic control on overtime, the project schedule, and notifications to NewCold Advanced Cold Storage and Port of Tacoma. Mayor Reynolds invited public comment; none were provided.

The Motion Carried (7-0).**C. Resolution No. 1919: Interlocal Agreement – So. Orchard Grind & Overlay Project**

City Manager Masko briefed the Council on the proposed resolution. **Councilmember Bufford MOVED to adopt Resolution No. 1919, authorizing the City Manager to execute an Interlocal Agreement with the City of Tacoma for the South Orchard Street Grind and Overlay Project; seconded by Councilmember Viafore.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

The Motion Carried (7-0).**CALL FOR FINAL COMMENTS**

Councilmember Andrews expressed concerns about the Middle Housing Open House and requested information on its advertisement and notification to residents.

EXECUTIVE SESSION

Councilmember Viafore requested to be excused from the Executive Session and left the meeting at 7:38 P.M.

At 7:38 P.M., Mayor Reynolds reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed fifteen (15) minutes, to review the performance of a public employee pursuant to RCW 42.30.110(g). Mayor Reynolds noted that City Manager Masko and substitute City Attorney Joanna Eide were invited to the Executive Session.

Councilmember George left the meeting at 7:49 P.M.

ADJOURNMENT

Councilmember Wittner MOVED to adjourn the meeting at 7:50 P.M., seconded by Councilmember Mauer-Smith.

The Motion Carried (5-0).

Shannon Reynolds, Mayor

Arlette Burkhart, City Clerk

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: **Setting Special Budget Meetings**

ITEM: **10C**

DATE: **August 13, 2024**

FROM: **Dawn Masko, City Manager**

RECOMMENDED MOTION: **Adoption on Consent Agenda – no separate motion is required.**

SUMMARY: City staff are requesting special budget meetings be scheduled on the following dates to review the proposed 2025 Annual Budget:

- Monday, October 7, 2024, at 6:00 PM
- Monday, October 14, 2024, at 6:00 PM
- Tuesday, October 29, 2024, at 6:00 PM

The sole purpose of the meetings is to review the preliminary 2025 Annual Budget.

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: South Orchard Street Grind and Overlay Project - KPG Psomas Contract Amendment

ITEM: 13A

DATE: August 13, 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 Professional Services Agreement with KPG Psomas for construction management services for the South Orchard Street Grind and Overlay Project.

PROPOSAL: The Council is being asked to authorize the City Manager to execute a contract amendment with KPG Psomas for construction management services for the South Orchard Street Grind and Overlay Project. These services include project management, construction observation, inspections, and contract administration during the project's construction.

FISCAL IMPACT: Construction management costs for this project are estimated at \$75,949.33, as identified in Exhibit B. The Transportation Improvement Board (TIB) grant awarded for this project will cover the cost of these services.

ADVANTAGES: It is in the City's best interest to have a representative on-site throughout the construction process. This helps mitigate risk and creates consistency in quality control and reporting. Another definite advantage is having someone on-site for material testing during all “nighttime” grinding and paving activities.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: This is a Transportation Improvement Board (TIB) grant-funded project. Funding for this project was awarded in December 2022. Over the past year and a half, numerous communications and meetings have been held to identify jurisdictional boundaries and maintenance responsibilities. Fircrest staff, along with engineering consultants, have met with City of Tacoma staff both on and off-site to emphasize the importance of collaboration in paving the entire intersection of South Orchard Street at Regents Blvd.

In June 2023, the City contracted with KPG Psomas for design and engineering services for this project. Following design completion and a competitive bid process, the City awarded the construction contract to Miles Resources LLC. Subsequently, an Interlocal Agreement was established with the City of Tacoma to outline jurisdictional responsibilities reimbursement terms. This amendment allows KPG Psomas to remain involved in the project, providing construction management services.

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

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE AN AMENDMENT TO THE
PROFESSIONAL SERVICES AGREEMENT WITH KPG PSOMAS
FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE
SOUTH ORCHARD STREET GRIND AND OVERLAY PROJECT.**

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, the City contracted with KPG Psomas for design and engineering services for the overlay project, and following design completion and a competitive bid process, the City awarded the project construction contract to Miles Resources LLC; and

WHEREAS, the City of Fircrest desires to amend the professional services agreement with KPG Psomas for construction management services for the South Orchard Street Grind and Overlay Project.

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

Section 1. The City Manager is hereby authorized and directed to execute an amendment to the professional services agreement with KPG Psomas for construction management services 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 13th day of August 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

**AMENDMENT #1
TO THE CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT
WITH KPG PSOMAS FOR CONSTRUCTION MANAGEMENT SERVICES
SOUTH ORCHARD STREET GRIND AND OVERLAY PROJECT**

This First Amendment is hereby made and entered into this 13th day of August 2024 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and KPG Psomas Inc., hereinafter referred to as “Consultant”, to be effective August 13, 2024.

WITNESSETH:

1. **Purpose**

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

The amendments are as follows:

2. Exhibit A-2 is hereby added to Exhibit A-1 - Scope of Work.
3. Exhibit B-1 – Cost Computations is hereby added to the Agreement.

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

CITY OF FIRCREST

KPG Psomas

By _____
Dawn Masko, City Manager

By _____

Approved as to Form:

By _____
Robert Zeinemann, City Attorney

Construction Management Services

Scope of Work

June 2024

City of Fircrest

S. ORCHARD ST. GRIND & OVERLAY PROJECT, PHASE 1

This work will provide construction management services for the construction contract to complete the South Orchard St. Grind & Overlay Project (hereinafter called Project). These services will include project management, construction observation, and contract administration during the construction of the project, as detailed below. KPG Psomas (Consultant) will provide to the City of Fircrest, Washington (City) construction management for the project. A detailed scope is:

I. INTRODUCTION

The following scope of services and associated costs are based upon the assumptions outlined below.

General Assumptions:

- The proposed project team will include one part-time resident engineer, and full-time construction observer during construction activities when unit price work is being performed. Services for materials testing, and other supporting tasks as deemed necessary will be provided by the City under separate contract. It is anticipated that full-time site observation will be required while the paving contractor is performing work on-site.
 - The level of service is based on project duration of approximately 6 Weeks, or **30 working days**.
 - It is anticipated that the client will review and execute the insurance, bonds, and the Construction Contract.
 - The design engineers from KPG Psomas will be available during construction to answer questions during construction and review RAMs, shop drawings, and answer RFIs.
 - Services will be performed in accordance with the Contract plans & special provisions, the WSDOT Construction Manual, and the Client engineering standards.
 - Client/Field Office: There are no provisions for a field office for this project. It is anticipated that our on-site construction inspector will have an office space at the City to complete paper work. All project files shall be kept at KPG Psomas.
-

II. SCOPE OF WORK

The objective and purpose of this Construction Management Services Agreement is for the Consultant to assist the City in successfully completing the construction of the proposed improvements.

TASK 1 – MANAGEMENT/COORDINATION/ADMINISTRATION

Provide overall project management, coordination with the client, monthly progress reports, and invoicing. This effort will include the following elements.

- 1.1 Organize and layout work for project staff. Prepare project instructions on contract administration procedures to be used during construction.
- 1.2 Review monthly expenditures and CM team scope activities. Prepare and submit project progress letters to the client along with invoices describing CM services provided each month. Prepare and submit reporting required by funding source.

Deliverables

- Two Monthly invoices

TASK 2 – DESIGN/SURVEY SUPPORT

- 2.1 Provide overall project design support, coordination with the Client, review submittals, respond to RFI's, and provide support to the Assistant City Engineer for field work directives, change orders, minor changes, etc.
- 2.2 Provide Survey necessary to reference eight (8) existing monuments. Work will include referencing, providing straddles, punching, and filing all necessary paperwork with the State.

Deliverables

- Submittal Review Comments
- Responses to RFI's, etc.
- Reference Eight Monuments

TASK 3 – PRECONSTRUCTION SERVICES

- 3.1 **Preconstruction Conference:** The Consultant's Engineer of Record and inspector will attend the preconstruction conference.

3.2 Construction Start-up:

- 3.2.1 Construction observer will conduct in field review of construction documents, complete Preconstruction photos.
- 3.2.2 Document Control Specialist will prepare Electronic Files, ROM, and Draft Pre-onstruction Agenda.

Deliverables

- Attendance at Pre-construction meeting
- Pre-construction Photos/Video
- Draft Pre-construction Agenda and meeting minutes
- ROM

TASK 4 – CONSTRUCTION MANAGEMENT

- 4.1 **Project Coordination:** Liaison with Contractor, City of Tacoma, City of Fircrest, Engineer and utilities to discuss project issues and status.
- 4.2 **Material Testing - Documentation:** Compiling, recording, and distribution of any testing reports.
- 4.3 **Weekly Meetings:** KPG Psomas Lead weekly meetings, including preparation of agenda, meeting minutes, and distribution of minutes to attendees. Outstanding issues to be tracked on a weekly basis.
- 4.4 **Monthly Pay Requests:** Prepare monthly requests for payment, review with the Client, Contractor, and approve as permitted. Utilize Client provided format for pay estimates, or Consultant format.
- 4.5 **Certified Payroll:** Certified payroll will not be verified unless required to validate force account work.
- 4.6 **Subcontractor Documentation:** Request to Sublets will be verified and logged. This includes verifying business licensing, reviewing insurance documentation, verifying client business licensing, Intent to Pay Prevailing Wage and Affidavit of Wages Paid.
- 4.7 **Project Closeout:** Transfer all project documents to the client for permanent storage. All documents and pictures will be provided electronically.
- 4.8 **Submittals:** The Consultant will coordinate review process for shop drawings, samples, traffic control plans, test reports, and other submittals from the Contractor for compliance with the contract documents. Key submittals to be transmitted to the City for their review and approval. Submittals shall be logged and tracked by the Consultant.
- 4.9 **Request for Information ("RFI"):** Consultant will review and respond to RFIs. RFIs shall be logged and tracked.
- 4.10 **Record of Materials ("ROM"):** The Consultant will prepare and maintain Record of Materials.
- 4.11 **Change Orders:** All change orders must be authorized by the Client prior to issuance to the Contractor. Develop change orders, provide technical assistance to negotiate change orders, and assist in resolution of disputes that may occur during the course of the project. Each change order will be executed and contain the following:

EXHIBIT A-2

- Change Order
- Independent Cost Estimate (not required)
- Time Impact Analysis (Not required)
- Contractor's Pricing
- Verbal Approval Memo
- Back up documentation

4.12 Field Work Directives: Prepare field work directives as necessary to keep the Contractor on schedule.

4.13 Minor Change Orders: Assist City in developing minor change orders. Each minor change order will be executed and contain the following:

- Independent Cost Estimate (not required)
- Back up documentation

4.14 Force Account: Assist City in tracking Contractor force account labor, equipment, and materials. All force account calculations will be verified by the City.

Deliverables

- Submittal log
- RFI Log
- Completed Record of Material for Material Certification
- Change Order(s)
- Change Management Log
- RFI Log
- Record of Material
- Minor Change Order(s)
- Force Account Records
- Coordination with City of Tacoma

Assumptions

- It is assumed that upon Physical Completion of this project the Consultant's obligation of this scope shall be met and all documentation for the project shall be turned over to the City of Fircrest.
- Night inspection may be needed.

TASK 5 – CONSTRUCTION OBSERVATION

5.1 The Consultant shall provide the services of one inspector during Contract work, and other tasks necessary to monitor the progress of the work. Construction staff shall oversee all work required under the project construction contract plans and specifications on the project site as defined by the City, and will observe the technical progress of the construction, including providing day-to-day contact with the Prime Contractor and the Client.

Field observation staff will perform the following duties as a matter of their daily activities:

- i. Observe technical conduct of the construction, including providing day-to-day contact with Contractor, Client, and other stakeholders, and monitor for adherence to the Contract Documents. The Consultant's personnel will act in accordance with Sections 1-05.1 and 1-05.2 of the Standard Specifications.
- ii. Observe material, workmanship, and construction areas for compliance with the Contract Documents and applicable codes and notify Contractor of noncompliance. Advise the Client of any non-conforming work observed during site visits.
- iii. Document all material delivered to the job site in accordance with Contract Documents.
- iv. Prepare daily inspection reports, recording the Contractor's operations as actually observed by the Consultant; includes quantities of work placed that day, Contractor's equipment and crews, and other pertinent information.
- v. Interpret Contract Documents in coordination with Client and the Contractor.
- vi. Resolve questions which may arise as to the quality and acceptability of material furnished, work performed, and rate of progress of work performed by the Contractor.
- vii. Attend and actively participate in regular weekly construction meetings held at PSC.
- viii. Take periodic digital photographs during the course of construction, and record locations.
- ix. Punch list. Upon substantial completion of work, coordinate with the Client and affected agencies to prepare a 'punch list' of items to be completed or corrected. Coordinate final inspection with the Client and those agencies.

5.2 Material Testing: Coordinate with the Contractor and the Material testing firm which will be provided by a sub consultant.

Assumptions:

- Consultant will provide observation services for the days/hours that the Contractor's personnel are on-site.
 - Assumption is client's Contractor shall work normal 40-hour work weeks.

EXHIBIT A-2

- The Consultant's monitoring of the Contractor's activities is to ascertain whether or not they are performing the work in accordance with the Contract Documents; in case of noncompliance, Consultant will reject non-conforming work, and pursue the other remedies in the interests of the Client, as detailed in the Contract Documents. The Consultant cannot guarantee the Contractor's performance, and it is understood that Consultant shall assume no responsibility for: proper construction means, methods, techniques; project site safety, safety precautions or programs; or for the failure of any other entity to perform its work in accordance with laws, contracts, regulations, or client's expectations.
- Record Drawing will not be required.

Deliverables

- Daily Construction Reports with project photos – submitted on a weekly basis.
- Punch List

TASK 6 – Project Closeout

- Upon substantial completion of work, coordinate with the Client and City of Tacoma to perform a project inspection and develop a comprehensive list of deficiencies or 'punch list' of items to be completed. A punch list will be prepared by the Consultant.
- Confirm that Affidavits of Wages Paid have been filed for prime and subs.
- Issue final contract voucher.
- Deliver files to City of Fircrest and Tacoma.

ADDITIONAL SERVICES

Additional services requested by the Client, will be performed only when authorized by the Client. At the time these services are required, the Consultant shall provide a detailed scope of work and an estimate of costs. The Consultant shall not proceed with the work until the client has authorized the work and issued a notice to proceed.

EXHIBIT B**PRIME CONSULTANT COST COMPUTATIONS****Client:**

City of Fircrest

Project Name:

South Orchard St. Grind & Overlay Project

KPG Psomas Inc. Project Number:

9FIR010100

30 working days + 1 week startup and 1 weeks closeout

Date:

5/30/2024

Task No.	Task Description	Labor Hour Estimate								Hours	Total Hours and Labor Cost Computations by Task
		Principal	Project Engineer I	Survey Crew II (W/Equip)	Construction Manager	Senior Resident Engineer	Construction Observer III	Document Control Specialist II	Senior Admin		
		290	166	270	196	188	142	135	139		
Task 1 - Management/ Coordination / Administration											
1.1	Project Management and Administrative Services	8			3				5	16	\$ 3,603.00
1.2	Prepare, review and submit monthly expenditures				2					2	\$ 392.00
Task Total		8	0	0	5	0	0	0	5	18	\$ 3,995.00
Task 2 - Design Support											
2.1	Project support (RFI's, CO's, Minor Changes)	4	8							12	\$ 2,488.00
2.2	Survey Support to Reference Monuments			32						32	\$ 8,640.00
Task Total		4	8	32	0	0	0	0	0	44	\$ 11,128.00
Task3 - Administrative Services up to Contractor Notice to Proceed (NTP)											
3.1	Preconstruction Conference	4	6				6			16	\$ 3,008.00
3.2	Construction Start-up 3.2.1		1				8			9	\$ 1,302.00
3.3	Construction Start-up 3.2.2		2					16		18	\$ 2,492.00
Task Total		4	9	0	0	0	14	16	0	43	\$ 6,802.00
Task 4 - Construction Management (CM) and Administrative Services. NTP to Project Closeout.											
4.1	Construction Management Office Support (6 weeks)	6				54		96		156	\$ 24,852.00
Task Total		6	0	0	0	54	0	96	0	156	\$ 24,852.00
Task 5 - Provide Field Inspection											
5.1	Construction Inspection 8.5 hrs/day for 30 days + 5days @ 4Hrs/day						275			275	\$ 39,050.00
Task Total		0	0	0	0	0	275	0	0	275	\$ 39,050.00
Task 6 - Project Closeout											
6.1	Project Closeout	8	10			8		28		54	\$ 9,264.00
Task Total		8	10	0	0	8	0	28	0	54	\$ 9,264.00
Total Labor Hours and Fee		8,700	4,482	8,640	980	11,656	41,038	18,900	695	590	\$ 95,091.00
Subconsultants											
										Materials Testing	\$ 6,800.00
										Subtotal	\$ 6,800.00
										Administrative Charge (5%)	\$ 340.00
										Total Subconsultant Expense	\$ 7,140.00
Reimbursable Direct Non-Salary Costs											
										Mileage at current IRS rate	\$ 90.00
										Total Reimbursable Expense	\$ 90.00
										Total Estimated Budget	\$ 102,321.00
Total daily cost (excludes Task 3, Task 6 and Expense) = \$ 79,115.00											
Cost per day based on total working days = 30 \$ 2,637.17											
Construction Services cost allocated to City of Tacoma based on working days = 10 \$ 26,371.67											
Construction Services cost allocated to City of Fircrest = \$ 75,949.33											

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Letter of Understanding - City Manager Employment Agreement

ITEM: 13B

DATE: August 13, 2024

FROM: Shannon Reynolds, Mayor

RECOMMENDED MOTION: I move to authorize the Mayor to execute a Letter of Understanding to the City Manager's Employment Agreement to voluntarily extend the time period for conducting the City Manager's annual performance evaluation and salary review.

PROPOSAL: The Council is being asked to authorize the Mayor to execute a Letter of Understanding (LOU) with the City Manager to voluntarily extend the time period for conducting the City Manager's annual performance evaluation and six-month and annual salary reviews.

FISCAL IMPACT: None.

ADVANTAGES: The LOU will ensure that all parties are in agreement regarding the extension of the timeframe to complete the City Manager's annual performance evaluation and salary review.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: On April 25, 2023, the City of Fircrest entered into an Employment Agreement (Agreement) with City Manager Dawn Masko, effective June 16, 2023. As part of the Agreement, the City committed to conducting an annual performance review with a written evaluation and a progress report review after the first six months of service. The Agreement also stipulates that the City Manager's salary should be re-evaluated by the City Council at the six-month review and then annually on or around the employment anniversary date.

Due to various scheduling conflicts and other City business demands, the City Manager's annual review has not yet taken place as prescribed by the Agreement. While the six-month review did occur, no salary review was conducted at that time, contrary to the Agreement. By entering into the Letter of Understanding (LOU), the parties agree to postpone the annual review to a date not later than October 1, 2024. The parties also agree to a continuation of the six-month salary review.

ATTACHMENTS: [Letter of Understanding](#)

LETTER OF UNDERSTANDING
to the
CITY MANAGER EMPLOYMENT AGREEMENT
by and between
THE CITY OF FIRCREST, WASHINGTON
and
DAWN MASKO, CITY MANAGER

August 13, 2024

RE: City Manager Employment Agreement – Annual Performance Evaluation

This Letter of Understanding (“LOU”) is made and entered into by and between the City of Fircrest (“City”) and Dawn Masko, City Manager (“City Manager”), collectively referred to herein as the “Parties,” and is intended to address the annual performance and salary review of the City Manager.

The City and City Manager entered into an Employment Agreement (“Agreement”) on April 25, 2023, wherein the City and the City Manager agreed to the City Manager’s indefinite term of employment with the City beginning June 16, 2023, as well as other material employment terms.

As part of the terms of the Agreement, the City and City Manager agreed that the City would conduct a performance review of the City Manager at least annually with a written evaluation and a progress report review conducted after the first six months of service with the City. The Agreement further provides that the City Manager and the City Council shall hold quarterly discussions to review the City Manager’s performance. Agreement, Section 7.

The Agreement also directs that the City Council shall re-evaluate the City Manager’s salary at the six-month review and thereafter on an annual basis on or about the anniversary date of employment. At that initial review and subsequent annual reviews, the City Council is to determine whether an increase in addition to COLA increases is appropriate. Such an increase must take into consideration performance, prevailing compensation for other comparable City Managers in the Puget Sound Region, and other factors the City Council deems appropriate in its sole discretion. Any salary adjustment will become effective January 1 of the following year. (Agreement, Section 5.)

For a variety of scheduling and other reasons related to the demands of City business, the City Manager’s annual review as prescribed by the Agreement has not yet occurred to date. The initial six-month review took place, though no salary adjustment was made at that time. Through this LOU, the Parties hereby mutually agree to a continuation of the time period set forth in Section 7 of the Agreement (Performance Review) to conduct the City Manager’s annual review on a date not later than October 1, 2024. The Parties further mutually agree to a continuation of the time period set forth in Section 5 of the Agreement (Salary) to conduct the City Manager’s six-month salary review. The City Manager voluntarily consents to and does not object to this delay.

The Parties agree that future annual performance and salary reviews shall take place on or about the City Manager's employment anniversary date of June 16.

All other terms and conditions not addressed in this LOU shall remain in full force and effect as provided in the Agreement.

IN WITNESS WHEREOF, the Parties have caused this LOU amending the City Manager Employment Agreement to be signed and executed the day and year above first written.

CITY OF FIRCREST

By: _____
Shannon Reynolds, Mayor

ATTEST:

CITY MANAGER

Arlette Burkhardt, City Clerk

By: _____
Dawn Masko

Approved as to form:

_____, City Attorney

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: 2024 Budget Amendment #2 Ordinance – 1st Reading
ITEM: 13C
DATE: August 13, 2024
FROM: Dawn Masko, City Manager
Julie Dunbar, Interim Finance Director

RECOMMENDED MOTION: None. Introduction of proposed Ordinance only.

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

FISCAL IMPACT: The proposed budget adjustment for all funds:

- Increases revenues by \$206,368, resulting in a revised estimate of \$18,582,882.
- Increases expenditures by \$287,822, resulting in a revised estimate of \$20,102,520.
- Decreases ending fund balance by \$81,454, resulting in a revised estimate of \$16,838,926.

The proposed budget adjustment for the General Fund:

- Decreases beginning fund balance by \$350, resulting in a revised estimate of \$5,259,047.
- Increases revenues by \$97,853, resulting in a revised estimate of \$7,600,618.
- Increases expenditures by \$199,162, resulting in a revised estimate of \$8,114,545.
- Decreases ending fund balance by \$101,659, resulting in a revised estimate of \$4,745,120.

Exhibit A-1 provides a summary by fund of the proposed budget adjustments.

Exhibit A-2 provides details regarding specific budget line-item changes being recommended for adjustment. Highlights include:

Citywide:

- Adjust appropriations for position vacancies during 2024 as well as to reflect the most current employee salary and associated benefits information.

General Fund:

- Correct fund balance to reflect the use of ARPA funds for HVAC repair.
- Correct fund balance to reflect bank fee charged to incorrect fund in 2023.
- Recognize \$50,000 for Middle Housing grant funding and associated expenditures.
- Recognize \$120,000 for Climate Planning grant funding and associated expenditures.
- Adjust City Assistance from State, utility taxes, development permits, recreation fees, and interest earnings to align with updated projections.
- Increase appropriation for Springbrook, Box, Zoom, JotForm, and wireless access point licenses.
- Reflect increased costs of Pierce County radio infrastructure system access fees.
- Increase appropriation for Code Pros for inspection and plan review services.
- Add appropriation for Axon body-worn camera leases.
- Add appropriation for the purchase of steel drag mats for baseball fields.

Other Funds:

- Increase Interfund ERR appropriation in Street Fund (101) for repair of the 2017 Silverado.
- Correct fund balance in Park Bond Capital Fund (301) due to incorrectly charged bank fee.
- Increase the appropriation in the Park Bond Capital Fund (301) for the final payment to Kassel following the closeout of the Community Center project.
- Carryforward Fircrest Park Ballfield Project appropriation in the Park Bond Capital Fund (301).
- Increase appropriation for NPDES public outreach in Storm Fund (415).
- Adjust the fund balances in the Water Fund (425) and Water Capital Fund (426) to reflect the 2023 correction for capital expenditures charged to the Water Fund.
- Recognize insurance reimbursement for Wellhouse #7 repair in Water Capital Fund (426).
- Increase appropriations in the ERR Fund (501) for the repair of the 2017 Silverado and the purchase of a computer for the new Accountant.

The fiscal impact of this proposal results in increases in expenditures with corresponding increases in revenue or corresponding decreases in fund balance. The above adjustments will result in an Amended 2024 Budget by Fund as follows:

	<u>2024 REVENUES, EXPENDITURES & BALANCES BY FUND</u>			
<u>FUND</u>	<u>ADOPTED</u>	<u>BA #1</u>	<u>BA #2</u>	<u>AMENDED</u>
General	\$12,050,485	\$711,677	\$97,503	\$12,859,665
Street	2,315,346	1,052,045	-	3,367,391
Police Investigation	13,551	382	-	13,933
Cumulative Reserve	2,750,000	-	-	2,750,000
Park Bond Debt Service	602,303	699	-	603,002
Park Bond Capital	1,615,655	78,635	350	1,694,640
REET	3,161,372	28,900	-	3,190,272
Storm	1,046,742	53,461	-	1,100,203
Storm Capital	823,178	(225,458)	-	597,720
Water	1,342,337	(11,937)	131,242	1,461,642
Water Capital	564,578	172,398	(28,893)	708,083
Sewer	3,939,150	553,187	-	4,492,337
Sewer Capital	1,489,792	144,543	-	1,634,335
ERR	2,499,013	(36,956)	6,166	2,468,223
Total	\$34,213,502	\$2,521,576	\$206,368	\$36,941,446

ADVANTAGE: The City of Fircrest adopts an annual budget at the fund level. The proposed amendment adjusts estimated revenues and expenditures to address unforeseen changes and ensures that the City stays within legally authorized budget limits.

DISADVANTAGES: None identified.

ALTERNATIVES: Approve the budget ordinance with modifications or not amend the budget, which does not allow for an accurate depiction of City revenues, expenditures, and fund balances.

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

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

ATTACHMENTS: [Ordinance](#)
[Budget Amendment Exhibit A-1](#)
[Budget Amendment Exhibit A-2](#)

**CITY OF FIRCREST
ORDINANCE NO. _____**

**AN ORDINANCE OF THE CITY OF FIRCREST, WASHINGTON,
AMENDING ORDINANCE NO. 1723 TO AUTHORIZE ADDITIONAL
EXPENDITURES OF FUNDS FOR MATTERS NOT FORESEEN AT
THE TIME OF FILING THE 2024 ANNUAL BUDGET, PROVIDING
SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.**

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

WHEREAS, the City of Fircrest amended its 2024 Budget pursuant to Ordinance No. 1723 on April 9, 2024; and

WHEREAS, the City of Fircrest adopts an annual budget at the fund level and is prohibited from over-expending its budget as set forth in Ordinance No. 1723; and

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

WHEREAS, the City Council, after due consideration, has deemed that certain revenue and expenditure revisions to the 2024 Budget are now necessary and in the best interest of the City of Fircrest.

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

Section 1. Budget Amendment. The 2024 Revised Budget, as set forth in Ordinance No. 1723, is hereby amended as follows:

<u>2024 REVENUES, EXPENDITURES & BALANCES BY FUND</u>				
<u>FUND</u>	<u>ORIGINAL</u>	<u>BA #1</u>	<u>BA #2</u>	<u>AMENDED</u>
General	\$12,050,485	\$711,677	\$97,503	\$12,859,665
Street	2,315,346	1,052,045	-	3,367,391
Police Investigation	13,551	382	-	13,933
Cumulative Reserve	2,750,000	-	-	2,750,000
Park Bond Debt Service	602,303	699	-	603,002
Park Bond Capital	1,615,655	78,635	350	1,694,640
REET	3,161,372	28,900	-	3,190,272
Storm	1,046,742	53,461	-	1,100,203
Storm Capital	823,178	(225,458)	-	597,720
Water	1,342,337	(11,937)	131,242	1,461,642
Water Capital	564,578	172,398	(28,893)	708,083
Sewer	3,939,150	553,187	-	4,492,337
Sewer Capital	1,489,792	144,543	-	1,634,335
ERR	2,499,013	(36,956)	6,166	2,468,223
Total	\$34,213,502	\$2,521,576	\$206,368	\$36,941,446

Section 2. Non-Emergency. The revenues and expenditures set forth in Section 1 above are not one of the emergencies specifically enumerated in RCW 35A.33.080.

Section 3. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

Section 4. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this ordinance.

Section 5. Effective Date. This ordinance shall take effect five days after its passage, approval, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON, at a regular meeting thereof this 27th day of August 2024.

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

Publication Date:

Effective Date:

CITY OF FIRCREST
2024 BUDGET AMENDMENT #2
Exhibit A-1

FUND	BEGINNING BALANCE	Adjustment	REVISED BEGINNING BALANCE	REVENUES AND OTHER SOURCES			EXPENDITURES AND OTHER USES			ENDING BALANCE	Adjustment	REVISED ENDING BALANCE
				Current Budget	Adjustment	Revised Budget	Current Budget	Adjustment	Revised Budget			
Operating												
001 General Fund	\$ 5,259,397	\$ (350)	\$ 5,259,047	\$ 7,502,765	\$ 97,853	\$ 7,600,618	\$ 7,915,383	\$ 199,162	\$ 8,114,545	\$ 4,846,779	\$ (101,659)	\$ 4,745,120
Special Revenue												
101 City Street	400,828	-	400,828	2,966,563	-	2,966,563	3,022,663	8,450	3,031,113	344,728	(8,450)	336,278
105 Police Investigation	13,333	-	13,333	600	-	600	13,933	-	13,933	-	-	-
150 Cumulative Reserve	1,979,506	-	1,979,506	770,494	-	770,494	-	-	-	2,750,000	-	2,750,000
Subtotal Special Revenue Funds	2,393,667	-	2,393,667	3,737,657	-	3,737,657	3,036,596	8,450	3,045,046	3,094,728	(8,450)	3,086,278
Debt Service												
201 Park Bond Debt Service	149,461	-	149,461	453,541	-	453,541	439,750	-	439,750	163,252	-	163,252
Subtotal Debt Service Funds	149,461	-	149,461	453,541	-	453,541	439,750	-	439,750	163,252	-	163,252
Total Operating Funds	\$ 7,802,525	\$ (350)	\$ 7,802,175	\$ 11,693,963	\$ 97,853	\$ 11,791,816	\$ 11,391,729	\$ 207,612	\$ 11,599,341	\$ 8,104,759	\$ (110,109)	\$ 7,994,650
Capital Improvement												
301 Park Bond Capital	1,401,290	350	1,401,640	293,000	-	293,000	974,347	58,180	1,032,527	719,943	(57,830)	662,113
310 REET	2,774,457	-	2,774,457	415,815	-	415,815	481,851	-	481,851	2,708,421	-	2,708,421
Subtotal Capital Improvement Funds	4,175,747	350	4,176,097	708,815	-	708,815	1,456,198	58,180	1,514,378	3,428,364	(57,830)	3,370,534
Enterprise												
415 Storm Drain Operating	446,703	-	446,703	653,500	-	653,500	551,193	600	551,793	549,010	(600)	548,410
416 Storm Capital Improvement	515,820	-	515,820	81,900	-	81,900	116,250	-	116,250	481,470	-	481,470
425 Water Operating	107,450	131,242	238,692	1,222,950	-	1,222,950	1,211,846	3,590	1,215,436	118,554	127,652	246,206
426 Water Capital Improvement	486,386	(131,242)	355,144	250,590	102,349	352,939	459,375	-	459,375	277,601	(28,893)	248,708
430 Sewer Operating	1,477,553	-	1,477,553	3,014,784	-	3,014,784	3,361,092	-	3,361,092	1,131,245	-	1,131,245
432 Sewer Capital Improvement	1,400,335	-	1,400,335	234,000	-	234,000	912,260	210	912,470	722,075	(210)	721,865
Subtotal Enterprise Funds	4,434,247	-	4,434,247	5,457,724	102,349	5,560,073	6,612,016	4,400	6,616,416	3,279,955	97,949	3,377,904
Internal Service												
501 Equipment Replacement	1,946,045	-	1,946,045	516,012	6,166	522,178	354,755	17,630	372,385	2,107,302	(11,464)	2,095,838
Subtotal Internal Service Funds	1,946,045	-	1,946,045	516,012	6,166	522,178	354,755	17,630	372,385	2,107,302	(11,464)	2,095,838
Total Budget	\$ 18,358,564	\$ -	\$ 18,358,564	\$ 18,376,514	\$ 206,368	\$ 18,582,882	\$ 19,814,698	\$ 287,822	\$ 20,102,520	\$ 16,920,380	\$ (81,454)	\$ 16,838,926

CITY OF FIRCREST
2024 BUDGET AMENDMENT #2
Exhibit A-2

REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES		
Account	Description	Amount	Account	Description	Amount
General Fund (001)			General Fund (001)		
308-31-00-01	Beginning Fund Balance - Restricted - ARPA	\$ (16,839)	512-51-45-00	Copier Expenses - Court	\$ 100
308-91-00-01	Beginning Fund Balance - Unassigned - General	16,489	513-10-10-00	Salaries & Wages - Administration	(10,000)
316-43-00-00	Gas Utility Tax	(13,500)	513-10-11-00	Overtime - Administration	2,100
316-46-00-00	Television Cable Tax	(12,000)	513-10-20-00	Personnel Benefits - Administration	(3,000)
316-47-00-00	Telephone Tax	5,000	513-10-35-00	Small Tools & Equipment - Admin - Scanner & Printer	500
321-91-00-02	Water Franchise Fee	500	513-10-42-00	Communications - Zoom Licenses	825
322-10-00-00	Building Permits	4,500	514-23-10-00	Salaries & Wages - Finance	(15,000)
322-10-00-01	Mechanical Permits	(1,300)	514-23-11-00	Overtime - Finance	4,000
322-10-00-02	Plumbing Permits	(500)	514-23-41-00	Prof Svcs - Timesheet Pgm & Springbrook Licenses	3,500
322-10-00-03	Grading Permits	285	514-23-41-00	Professional Services - Finance Consultant Services	15,000
334-01-20-00	State Grant - Administrative of the Courts (AOC)	1,064	514-23-49-02	Printing - Budget Document & AP Checks	250
334-01-21-00	State Grant - AOC - Blake Decision	1,624	514-40-41-01	Election Costs/Voter Maintenance	2,200
334-04-20-01	State Grant - Dept of Commerce - Middle Housing	50,000	518-10-45-00	Copier Expenses - City Hall	2,000
334-04-20-02	State Grant - Dept of Commerce - Climate Planning	120,000	518-11-31-00	Operating Supplies - JotForm Subscription	205
336-00-98-00	City Assistance	(40,000)	518-11-41-00	Legal Services - Personnel	2,500
336-06-51-00	DUI - Cities	(500)	518-11-49-01	OMWBE Fees & SHRM Dues - City Clerk	625
336-06-94-00	Liquor Excise Tax	(2,800)	518-30-10-00	Salaries & Wages - Facilities	(6,700)
336-06-95-00	Liquor Board Profits	(10,925)	518-30-11-00	Overtime - Facilities (down a Maint Worker)	6,700
336-09-95-01	Liquor Board Profits - Public Safety	10,925	518-81-49-01	Software Licenses - Wireless Access Point Licenses	7,353
345-81-00-01	Planning Permits	(13,000)	521-22-10-00	Salaries & Wages - Police	(30,000)
345-83-00-00	Plan Check Fees	(5,000)	521-22-11-00	Police - Overtime	16,000
347-30-00-10	Participation Fees - Adult	(2,000)	521-22-13-00	Police - Emphasis Patrol	(8,000)
356-50-00-00	Investigative Fund Assessment	(500)	521-22-41-01	PC Radio Infrastructure (DEM) User Agreement	24,405
361-40-00-01	Sales Tax Interest	(500)	521-22-41-05	South Sound 911 - RMS & IT Support Svcs	2,400
361-40-00-03	Property Tax Interest	1,300	521-22-43-00	Police Sergeant Leadership Training	1,750
361-40-00-06	Fircrest Municipal Court Interest	1,800	521-22-49-03	Police - Outstanding Prior Year PC Chiefs Dues	205
362-40-00-03	Recreation Equipment Rental Fees	(1,800)	524-20-10-00	Salaries & Wages - Building	(4,000)
367-00-00-10	Donations - Fireworks	680	524-20-20-00	Personnel Benefits - Building	(7,000)
369-91-00-01	Miscellaneous Revenue	4,500	524-20-41-01	Building Inspections - Code Pros	11,000
			558-60-41-00	Professional Services - Middle Housing Grant	170,000
			558-60-48-99	Interfund ERR - Repair & Maintenance - Planning	166
			571-10-45-01	Copier Expenses - Parks & Recreation	400
			591-21-70-22	Lease Payments - Police - Body Cameras	5,325

CITY OF FIRCREST
2024 BUDGET AMENDMENT #2
Exhibit A-2

REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES		
Account	Description	Amount	Account	Description	Amount
			594-76-64-00	Steel Drag Mats for Baseball Fields	2,033
			513-10-31-00	Operating Supplies - Box.com Licenses - Admin	660
			524-20-31-00	Operating Supplies - Box.com Licenses - Building	660
			508-91-00-01	Ending Fund Balance - Unassigned	(84,820)
			508-31-00-01	Ending Fund Balance - Restricted - ARPA	(16,839)
Total General Fund Adjustment		\$ 97,503	Total General Fund Adjustment		\$ 97,503
Street Fund (101)			Street Fund (101)		
308-91-01-01	Beginning Fund Balance - Unassigned	\$ -	542-30-10-00	Salaries & Wages - Streets	\$ 1,600
			542-30-20-00	Personnel Benefits	850
			542-30-48-99	Interfund ERR - Repair & Maintenance	6,000
			508-91-01-01	Ending Fund Balance - Unassigned	(8,450)
Total Street Fund Adjustment		\$ -	Total Street Fund Adjustment		\$ -
Park Bond Capital Fund (301)			Park Bond Capital Fund (301)		
308-31-03-01	Beginning Fund Balance - Restricted	\$ 350	594-76-62-03	Community Center - final balance due	\$ 10,000
			594-76-63-03	Fircrest Park Ballfield Improvement Project - carryfwd	48,180
			508-31-03-01	Ending Fund Balance - Restricted	(57,830)
Total Park Bond Capital Fund Adjustment		\$ 350	Total Park Bond Capital Fund Adjustment		\$ 350
Storm Operating Fund (415)			Storm Operating Fund (415)		
308-51-04-15	Beginning Fund Balance - Assigned	\$ -	531-50-31-02	Operating Supplies	\$ (1,400)
			531-50-31-03	NPDES Public Outreach	3,000
			531-50-35-00	Small Tools & Equipment	(1,000)
			508-51-04-15	Ending Fund Balance - Assigned	(600)
Total Storm Operating Fund Adjustment		\$ -	Total Storm Operating Fund Adjustment		\$ -
Water Operating Fund (425)			Water Operating Fund (425)		
308-51-04-25	Beginning Fund Balance - Assigned	\$ 131,242	534-10-49-03	Evergreen Rural Water Fees	\$ 740
			534-50-20-00	Personnel Benefits	1,100
			534-80-31-03	Operating Supplies - Chlorine	1,700
			534-80-47-03	Public Utility Services - Meter	50
			508-51-04-25	Ending Fund Balance - Assigned	127,652
Total Water Operating Fund Adjustment		\$ 131,242	Total Water Operating Fund Adjustment		\$ 131,242

CITY OF FIRCREST
2024 BUDGET AMENDMENT #2
Exhibit A-2

REVENUES & OTHER SOURCES			EXPENDITURES & OTHER USES		
Account	Description	Amount	Account	Description	Amount
Water Capital Improvement Fund (426)			Water Capital Improvement Fund (426)		
308-51-04-26	Beginning Fund Balance - Assigned	\$ (131,242)	508-51-04-26	Ending Fund Balance - Assigned	\$ (28,893)
398-10-04-26	Insurance Reimbursement - Wellhouse #7 Repair	102,349			
Total Water Capital Fund Adjustment		\$ (28,893)	Total Water Capital Fund Adjustment		\$ (28,893)
Sewer Operating Fund (430)			Sewer Operating Fund (430)		
308-51-04-30	Beginning Fund Balance - Assigned	\$ -	535-10-10-00	Salaries & Wages - Sewer Admin	\$ (44,540)
			535-10-20-00	Personnel Benefits - Sewer Admin	(11,200)
			535-50-10-00	Salaries & Wages - Sewer Maintenance	44,540
			535-50-20-00	Personnel Benefits - Sewer Maintenance	11,200
			508-51-04-30	Ending Fund Balance - Assigned	-
Total Sewer Operating Fund Adjustment		\$ -	Total Sewer Operating Fund Adjustment		\$ -
Sewer Capital Improvement Fund (432)			Sewer Capital Improvement Fund (432)		
308-51-04-32	Beginning Fund Balance - Assigned	\$ -	535-10-48-00	Repair & Maintenance	\$ 160
			535-80-47-04	Public Utility Services - Meter	50
			508-51-04-32	Ending Fund Balance - Assigned	(210)
Total Sewer Capital Fund Adjustment		\$ -	Total Sewer Capital Fund Adjustment		\$ -
Equipment Replacement Fund (501)			Equipment Replacement Fund (501)		
308-51-05-01	Beginning Fund Balance - Assigned	\$ -	548-65-10-00	Salaries & Wages	\$ 7,700
348-30-08-00	General Fund - O&M Contributions	166	548-65-20-00	Personnel Benefits	2,560
348-30-09-00	Street Fund - O&M Contributions	6,000	548-65-48-10	Operations & Maintenance - Planning	166
			548-65-48-12	Repair - 2017 Silverado Transmission	6,000
			594-48-64-04	Capital Outlay - Finance	1,100
			594-48-64-12	ERR Capital - Streets	73
			594-48-64-13	ERR Capital - Storm	31
			508-50-05-01	Ending Fund Balance - Assigned	(11,464)
Total Equipment Replacement Fund Adjustment		\$ 6,166	Total Equipment Replacement Fund Adjustment		\$ 6,166
GRAND TOTAL - REVENUE ADJUSTMENTS		\$ 206,368	GRAND TOTAL - EXPENDITURE ADJUSTMENTS		\$ 206,368

FIRCREST CITY COUNCIL AGENDA SUMMARY

NEW BUSINESS: Finance Consultant Professional Services Agreement

ITEM: 13D

DATE: August 13, 2024

FROM: Dawn Masko, City Manager

RECOMMENDED MOTION: I move to adopt Resolution No. ____, authorizing the City Manager to execute a Professional Services Agreement with Colleen Corcoran for financial consulting services.

PROPOSAL: The Council is being asked to authorize the City Manager to execute a professional services agreement with Colleen Corcoran for financial consulting services.

FISCAL IMPACT: The cost of services is not to exceed \$15,000. Because of staff vacancies, the Finance Department budget has sufficient salary savings to pay for this consulting contract.

ADVANTAGES: This agreement will provide financial services to assist with finance and budget-related projects.

DISADVANTAGES: None.

ALTERNATIVES: None.

BACKGROUND: As the City recruits a new Finance Director, the Finance Department is currently short-staffed, with Accountant Julie Dunbar serving as the Interim Finance Director. We are in the midst of preparing the 2025 budget, and the 2024 annual audit is approaching quickly. Additionally, we are gearing up for successor contract negotiations with the Teamsters. Given these pressing demands, experienced finance support is essential.

To address this need, we propose a professional services agreement with Colleen Corcoran. This will enable her to assist with critical budget and finance-related projects on a limited basis that our current resources cannot handle. Specific tasks could include updating the Equipment Replacement Reserve program and preparing components of the preliminary budget document, among other important projects. Ms. Corcoran's years of government finance experience provide her with the required knowledge to provide financial consulting services and support to the City.

ATTACHMENTS: [Resolution](#)
[Professional Services Agreement](#)

**CITY OF FIRCREST
RESOLUTION NO. ____**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
FIRCREST, WASHINGTON, AUTHORIZING THE CITY
MANAGER TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH COLLEEN CORCORAN FOR FINANCIAL
CONSULTING SERVICES.**

WHEREAS, the City of Fircrest has identified a need for financial consulting services;
and

WHEREAS, Colleen Corcoran has the required experience and expertise to provide such
services; and

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

Section 1. The City Manager is hereby authorized and directed to execute a professional
services agreement with Colleen Corcoran to provide financial consulting services for the
City of Fircrest.

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

APPROVED:

Shannon Reynolds, Mayor

ATTEST:

Arlette Burkhardt, City Clerk

APPROVED AS TO FORM:

Robert Zeinemann, City Attorney

**CITY OF FIRCREST
PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT, hereinafter referred to as "Agreement," is entered into this 25th day of June 2024 by and between the **City of Fircrest**, a political subdivision of the State of Washington, and hereinafter referred to as the "City" and **Colleen Corcoran**, hereinafter referred to as "Consultant," collectively "Parties," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

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

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

NOW, THEREFORE, the Parties hereby agree as follows:

1. **PROJECT DESIGNATION.** The Consultant is retained by the City to perform financial consulting services.
2. **SCOPE OF SERVICES.** The Consultant agrees to perform financial consulting services, including mutually agreed-upon finance and budget-related projects, in a good and professional manner. The City will provide the Consultant with the appropriate level of resources and information to perform such duties. The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment, or other relationship with the City.
3. **TERMS OF AGREEMENT.** Notwithstanding the date of execution hereof, this Agreement shall be in full force and effect for a period commencing September 1, 2024, and ending December 31, 2024, and may be renewed yearly thereafter. Either party may terminate this Agreement upon fourteen (14) day's written notice to the other party.
4. **PAYMENT.** Upon receipt of an invoice from the Consultant, the City may make monthly progress payments for work completed. Each invoice shall itemize the work performed. Consultant shall be compensated at One Hundred and Twenty-Five Dollars (\$125) per hour with a total payment amount not to exceed Fifteen Thousand Dollars and 0/100 (\$15,000) without written modification of this Agreement signed by City.
5. **ASSIGNMENT.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the City.
6. **COMPLIANCE WITH CITY POLICY.** The Consultant shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as the provisions of this agreement to the extent not inconsistent herewith.
7. **COMPLIANCE WITH LAWS.** The Consultant shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. Per Fircrest Municipal Code 5.04.020, the Consultant agrees to obtain a City of Fircrest business license prior to performing any work pursuant to this Agreement.

8. **CONFIDENTIALITY OF INFORMATION.** All information and data furnished to the Consultant by the City, and all other documents to which the Consultant's employees have access during the term of the Agreement, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.
9. **CONSULTANT'S REPRESENTATIONS.** The Consultant hereby represents that it has all necessary licenses and certifications to perform the services provided herein and is qualified to perform such services.
10. **EXTRA WORK AND CHANGE ORDERS.** The Parties may agree to modify the scope of services and may agree to the performance of additional services for additional compensation, provided any such modification shall only be allowed by prior authorization in writing as a modification to this Agreement. Such modification shall be attached hereto and made a part hereof.
11. **FORCE MAJEURE.** The Consultant shall not be liable for failure to perform when its performance is hindered or prevented by an occurrence beyond the reasonable control of the Consultant.
12. **HOLD HARMLESS, DEFENSE, AND INDEMNITY.** With the exception of the sole negligence of the City, its employees, or elected officials, the Consultant shall protect, defend, indemnify, and hold harmless the City of Fircrest, its employees, officials, directors, officers, volunteers, and Councilmembers from any and all claims, demands, damages, injuries, lawsuits, liabilities, losses, liens, actions, expenses and costs to or by any person or entity arising out of all work, injuries, or property damage pursuant to this Agreement, buildings, parking, grounds, or other property of any kind, or resulting from the acts, errors or omissions of Consultant in the performance of this Agreement. This Agreement includes both Personal Injury, Bodily Injury, Death, or Property Damage, as well as other loss or damage. This indemnification shall extend to and include attorneys' fees and the cost of establishing the right of indemnification hereunder in favor of the City.

The Consultant specifically assumes potential liability for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Consultant recognizes that this waiver was the subject of mutual negotiation. This indemnification and provisions of this section shall survive the expiration or termination of this Agreement.

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

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

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

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

14. **INTEGRATED AGREEMENT.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the Parties, written or oral. This Agreement may be amended only by written instrument signed by both City and Consultant.
15. **NON-DISCRIMINATION.** The Consultant shall not discriminate against any person, customer, employee, applicant for employment, subcontractor, supplier, materialman, firm, partnership, or organization because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, or the presence of any sensory, mental, or physical disability, except for a bona fide occupational qualification. Any person, firm, partnership, or organization contracting with, or doing business with, the City shall be in conformity with the City's policy on non-discrimination. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.
16. **NON-WAIVER.** A waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provisions.
17. **OWNERSHIP, FORM, AND USE OF DOCUMENTS.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City, whether the project for which they are made is executed or not. Except as otherwise stated, the Consultant shall provide the City with all final documents, reports, or studies in printed and electronic form. Unless otherwise directed in writing by City, all final documents, reports, or studies shall be provided to City in both a PDF and Word format. Where applicable, all Complete Plan Set Drawings shall include all Specifications and shall be submitted to the City in the most updated version of AutoCAD in an unrestricted format and in accordance with the City Code. Consultant shall not be responsible for any use or modifications of said documents, drawings, specifications, or other materials by City or its representatives for any purpose other than the project specified in this Agreement.
18. **PERFORMANCE AND STANDARDS.** The Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and coordination of all plans, designs, drawings, and specifications prepared under this Agreement. The Consultant shall, without additional compensation, correct or reverse any errors or omissions in such work. The City reserves the right to withhold a part or all of a monthly payment if, in the judgment of the City, the Consultant has not performed or has unsatisfactorily performed any of the work set forth in this Agreement, provided that the City shall promptly notify the Consultant in writing of the specific items of non-performance or unsatisfactory performance. Any such payments withheld shall reasonably relate to the estimated value of the work not performed.
19. **PREVAILING WAGES.** Prevailing wages are not required for this Agreement.

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

The Consultant acknowledges that all records created or used by the Consultant in the performance of this Agreement may be subject to the Public Records Act, RCW 42.46. Except as otherwise authorized by the City, the Consultant shall retain such records for a period of seven (7) years after receipt of the final payment under this Agreement or termination of this Agreement. "Record" includes but is not limited to all written and electronic documents, photographs, drawings, and maps.

- 21. SAFETY REQUIREMENT.** All work performed under the terms of this Agreement shall be performed in a manner that provides maximum safety to the public and City employees.

- 22. SEVERABILITY.** Each provision of this Agreement is intended to be severable. If any provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement, which remains in full force and effect.

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

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

- 25. TERMINATION.** If the Consultant violates any of the covenants undertaken herein or any of the duties imposed upon it by the Agreement, the City may immediately terminate this Agreement with cause. Alternatively, either Party may terminate this Agreement without cause upon fourteen (14) days written notice, served to the other Party by certified mail. The Consultant shall be compensated by the City for all work performed to the date of termination. In the event of termination, all finished and unfinished work prepared by the Consultant pursuant to this Agreement shall be provided to the City.

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

- 27. NOTICES.** Except for routine, operational communications, which may be delivered personally or transmitted by electronic mail, all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid to the signatory Parties duly authorized to execute the Agreement.

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

CITY OF FIRCREST

By: _____
Dawn Masko, City Manager

APPROVED AS TO FORM:

By: _____
Robert Zeinemann, City Attorney

CONSULTANT

By: _____

Printed Name: _____

Title: _____

ATTEST:

By: _____
Arlette Burkhardt, Acting City Clerk