

**FIRCREST CITY COUNCIL  
REGULAR MEETING AGENDA**

**TUESDAY, OCTOBER 22, 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. Officer Castaneda Swearing-In Ceremony
  - B. [Tacoma Public Utilities Rates Adjustment Presentation](#) 2
- 5. CITY MANAGER COMMENTS**
- 6. DEPARTMENT HEAD COMMENTS**
  - A. [End-of-Season Community Pool Report](#) 25
- 7. COUNCILMEMBER COMMENTS**
- 8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA** (If you would like to make a public comment, you may speak at the appropriate time using the raise your hand feature or by pressing \*9 on your phone.)
- 9. COMMITTEE, COMMISSION & LIAISON REPORTS**
  - A. Parks, Recreation, and Sustainability
  - B. Police/Public Safety and Court
  - C. Public Works
  - D. Pierce County Regional Council
  - E. Other Liaison Reports
- 10. CONSENT CALENDAR**
  - A. Approval of [vouchers](#)/payroll checks 31
  - B. Approval of Minutes: [September 30, 2024, Special Meeting](#) 44  
[October 07, 2024, Special Meeting](#) 46  
[October 08, 2024, Regular Meeting](#) 47
- 11. PUBLIC HEARING**
  - A. [To receive comments on the 2025 Revenue Sources](#) 51
  - B. [To receive comments on the 2025 Preliminary Budget](#) 72
- 12. UNFINISHED BUSINESS**
- 13. NEW BUSINESS**
  - A. [Resolution: Kenyon Disend, PLLC Contract Amendment](#) 80
  - B. [Memorandum of Understanding – Fircrest Police Schedule](#) 85
- 14. CALL FOR FINAL COMMENTS**
- 15. EXECUTIVE SESSION**

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

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

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*Serving our customers*

# TPU Proposed Rate Adjustments

## Fircrest City Council

### October 22, 2024

### Rosa McLeod, Regional Relations Manager

# Tacoma Public Utilities Overview

Our mission:

*We deliver clean, reliable services essential to quality of life.*

Who we are:



# Tacoma Public Utilities Overview

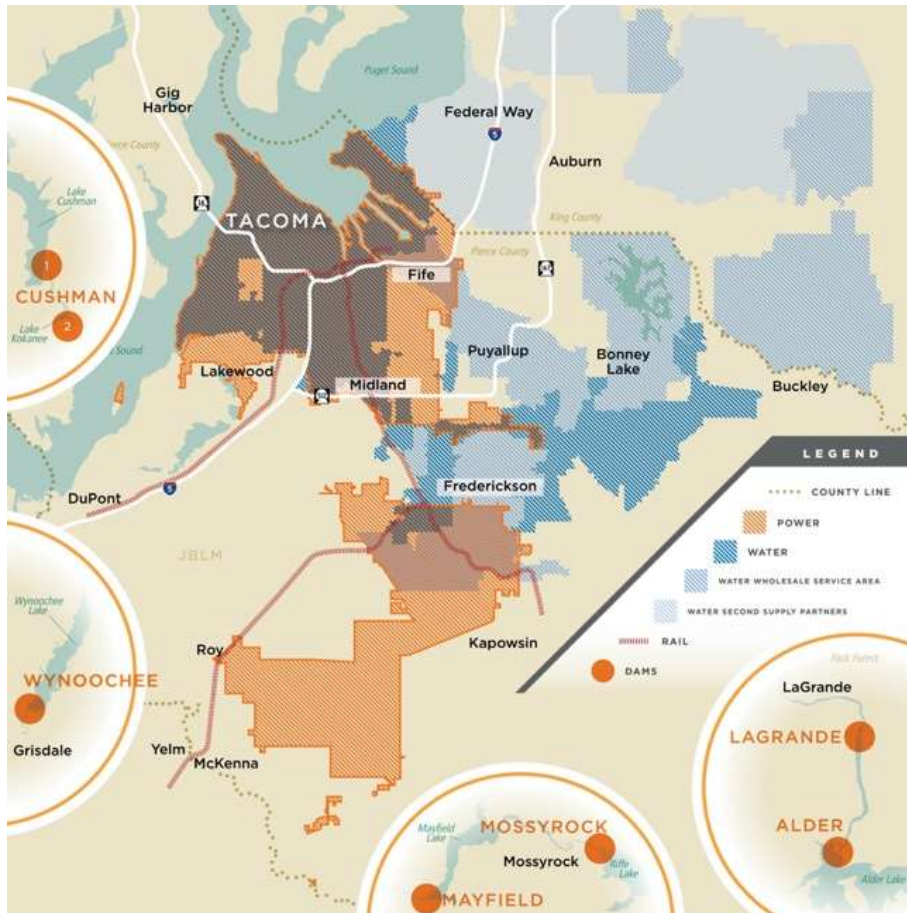


## About us:

- Public, not-for-profit, cost-of-service organization; we don't pay investors
- Serving the Tacoma/Pierce County community since 1893
- Govern by a 5-member Public Utility Board
- Jackie Flowers, Director of Public Utilities



# Tacoma Public Utilities Service Area



- 180 square miles of Power & Water service
- Power provides nearly carbon free electric service in Pierce county
- Water provides clean, reliable water throughout Pierce and South King counties
- Tacoma Rail provides short line rail services since 1914

TPU is committed to achieving equity in our...

- Service delivery: Equitable service delivery
- Workforce: Our workforce reflects the community we serve.
- Community and Stakeholder Engagement: Purposeful community outreach and engagement.

# Our Service Portfolio



- Tacoma Power is one the cleanest utilities in the world, our portfolio is nearly carbon free
- We have an ample, sustainable water supply
- We manage our power supplies so we can meet customers' needs for decades to come
- We are stewards of our environment by protecting lands, fish and wildlife

# Rate Principles



- We are committed to gradual, consistent, stable, and predictable rate changes over the long term to avoid sudden or large changes.
- We bill customers only for the costs required to serve each customer.



## Why adjust rates?

- Increased costs from inflation
- Supply chain shortages
- Critical infrastructure

# Managing cost and affordability



- State and federal grants
- Refinancing bonds and loans
- Recycling and selling equipment, property
- Increasing sales of power and water to other utilities
- Implementing new, more efficient processes

# Managing cost and affordability



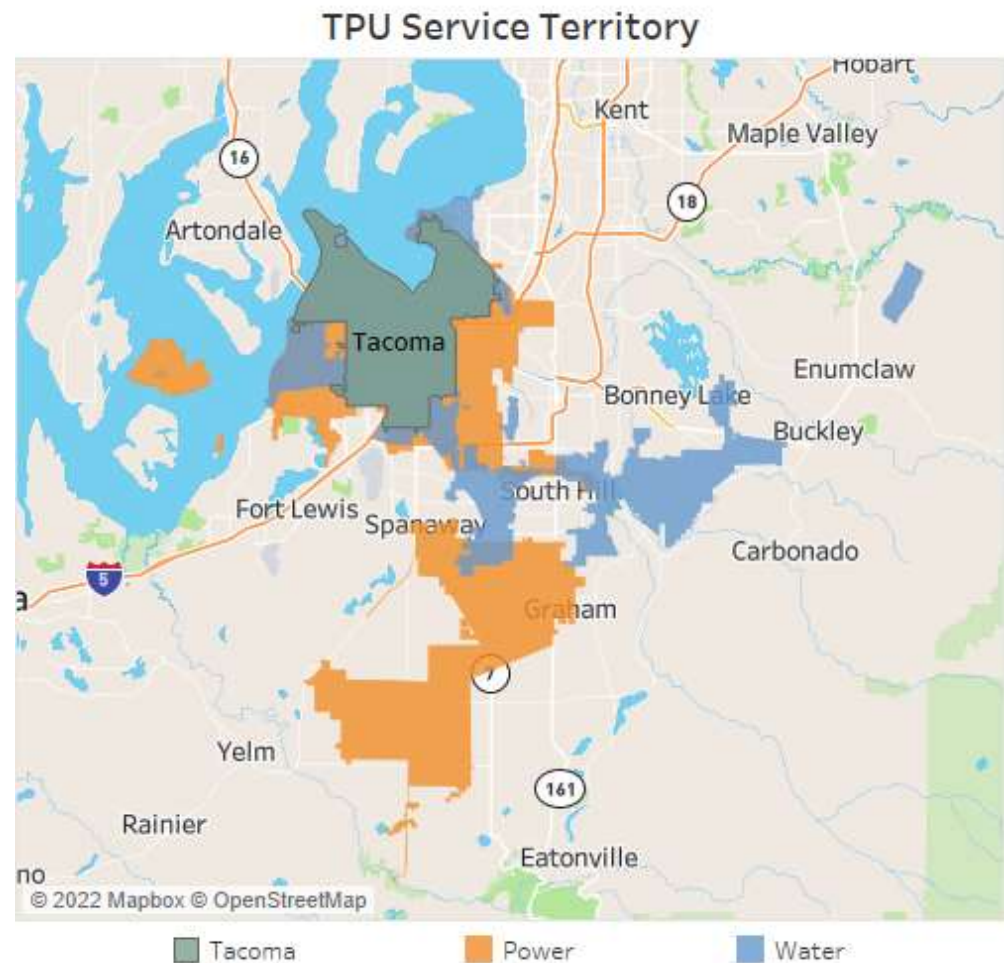
**About 29% of our customers can qualify for our financial assistance programs**

**Households under 60% of Area Median Income**

**29% TPU Service Territory**

**30% Inside Tacoma**

**27% Outside Tacoma**



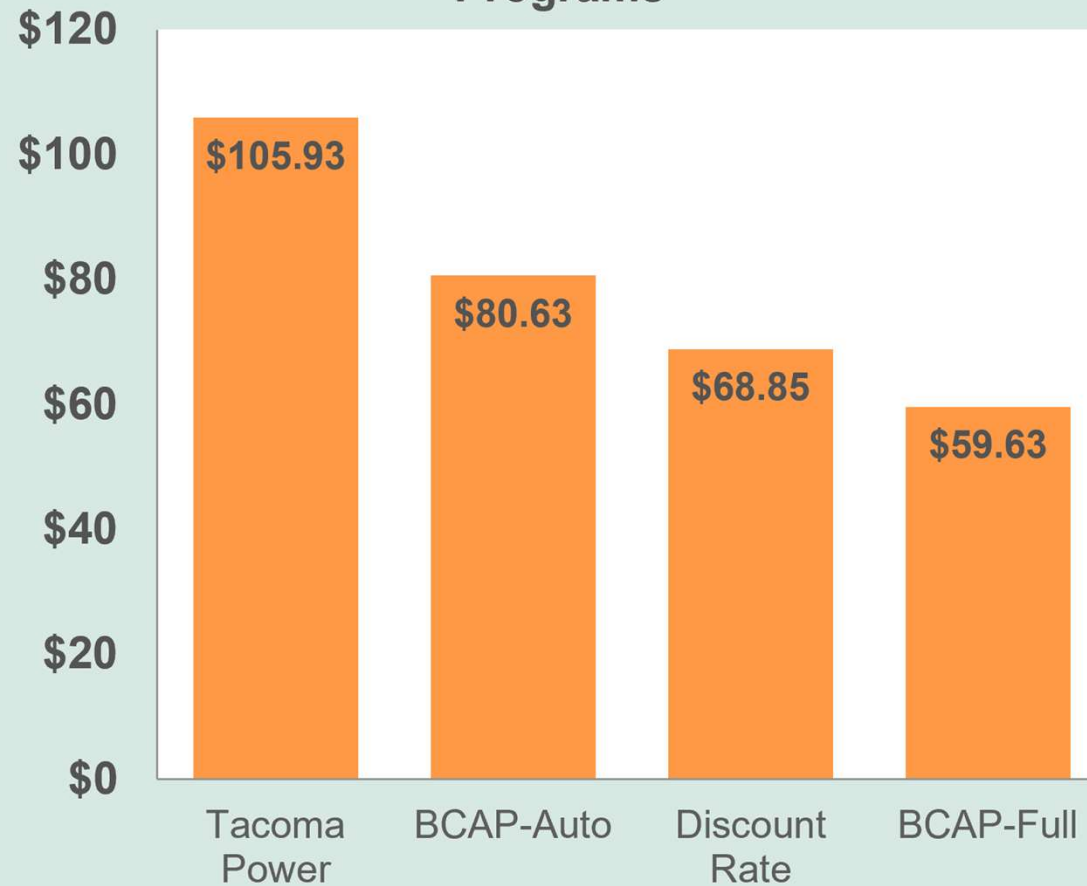
## Power Rate Adjustments

- **Residential Customers**
  - **6.5% average increase in 2025; \$6.72 average monthly increase**
  - **6.5% average increase in 2026; \$7.09 average monthly increase**

# Tacoma Power average monthly bill



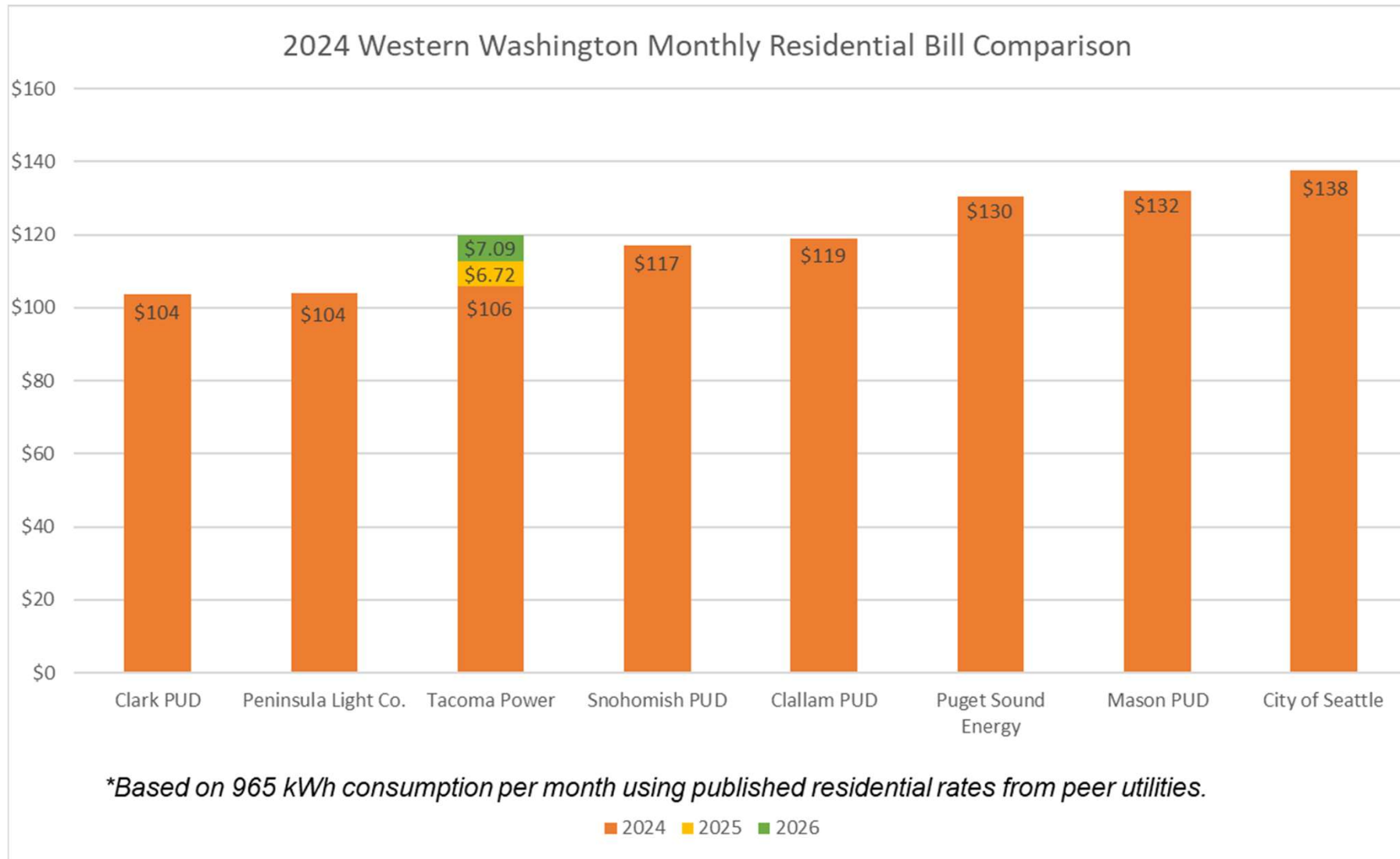
2024 Comparison of Average Monthly Bills with and without TPU Customer Assistance Programs



*\* Average monthly bill comparison based on residential rates at 965 kWh consumption.*



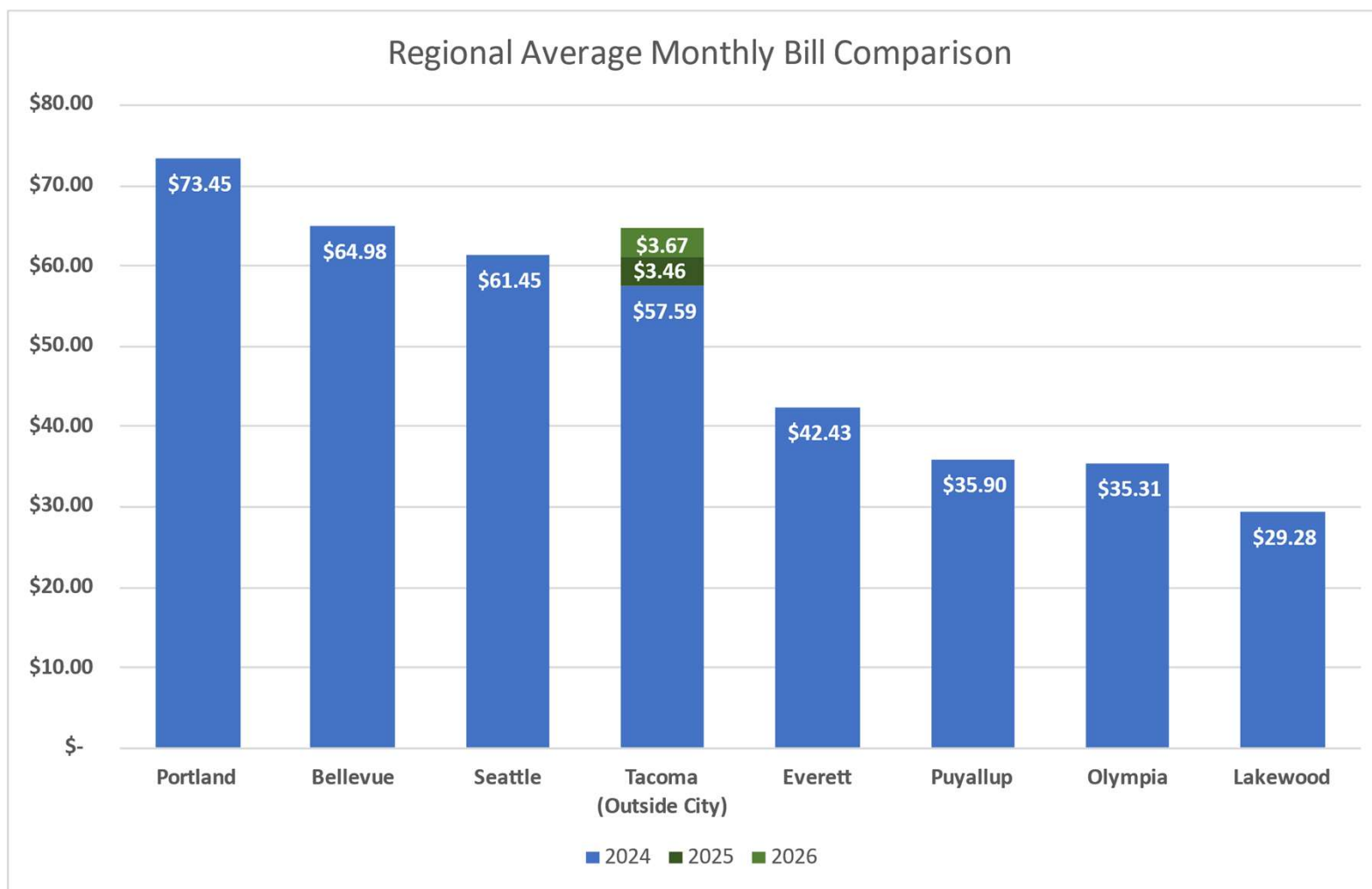
# Tacoma Power rate comparison



## Water Rate Adjustments

- **Residential Customers**
  - **6.3% average increase in 2025; \$3.46 average monthly increase**
  - **6.3% average increase in 2026; \$3.67 average monthly increase**

# Tacoma Water rate comparison



# BCAP credits



2024 BCAP Credit Amounts	Automatic Credit	Achievable Credit	Monthly Total	Annual Total
Electricity	\$ 25.30	\$ 21.00	\$ 46.30	\$ 555.60
Drinking Water	\$ 7.00	\$ 5.00	\$ 12.00	\$ 144.00
Wastewater	\$ 7.00	\$ 7.00	\$ 14.00	\$ 168.00
Stormwater	\$ 3.00	\$ 3.00	\$ 6.00	\$ 72.00
Solid Waste	\$ 8.00	\$ 6.00	\$ 14.00	\$ 168.00
<b>TOTAL*</b>	<b>\$ 50.30</b>	<b>\$ 42.00</b>	<b>\$ 92.30</b>	<b>\$ 1,107.60</b>

# How to lower your costs



- Conservation — lowers your cost and good for the environment, visit: [MyTPU.org/Rebates](https://MyTPU.org/Rebates)
- Zero-interest and deferred loans - support for energy efficient home improvement projects
- Payment assistance – programs available for income qualifying customers, including seniors and people living with a disability visit: [MyTPU.org/Assistance](https://MyTPU.org/Assistance)



*Want to learn more or get involved?*



## Visit our website: [MyTPU.org/Rates](https://mytpu.org/rates)

- Review information about our rates
- Attend public meetings and provide comments or submit written public comments
- Subscribe to rates email notification
- [Public Utility Board - Tacoma Public Utilities \(mytpu.org\)](https://mytpu.org)

# Contact



Rosa McLeod  
Regional Relations Manager  
[RMcLeod@cityoftacoma.org](mailto:RMcLeod@cityoftacoma.org)  
C: 253-778-3785

# Tacoma Public Utilities Budget and Rates Process for 2021-2022

We presented our 2021-2022 budgets for approval to the Public Utility Board and Tacoma City Council in fall of 2020. Our proposals include rate adjustments for Tacoma Power and Tacoma Water.

The Tacoma City Council reviewed rate proposals for Environmental Services (Wastewater, Solid Waste, and Surface Water) after receiving recommendations from the Environmental Services Commission.



## Power projected commercial rate adjustment

- Small General Business (B rate) Annual increase of 1.5% in 2021 and 2.0% in 2022
- Average monthly increase of \$2.21 in 2021 and \$2.99 in 2022.
- General Business (G rate) Annual increase of 1.5% in 2021 and 2.0% in 2022
- Average monthly increase of \$51.69 in 2021 and \$69.59 in 2022.



## Drinking water projected commercial rate adjustment

- Commercial Overall 1.5% in 2021; 2.0% in 2022
- Fixed charge is 1.5% in 2021; 2.0% in 2022
- CCF (variable) rate is 1.5% in 2021; 2.0% in 2022
- Average monthly increase for customers inside the City of Tacoma of \$4.63 in 2021 and \$5.96 in 2022.
- Average monthly increase for customers outside the City of Tacoma of \$5.35 in 2021 and \$7.15 in 2022.
- Large Volume Commercial overall 1.5% in 2021; 2.0% in 2022
- Fixed charge is 1.5% in 2021; 2.0% in 2022
- CCF (variable) rate is 1.5% in 2021; 2.0% in 2022
- Average monthly increase for customers inside the City of Tacoma of \$286.04 in 2021 and \$383.06 in 2022.
- Average monthly increase for customers outside the City of Tacoma of \$350.66 in 2021 and \$457.08 in 2022.

“Monthly dollar impacts are more likely to deviate from average dollar impacts for commercial customers due to diverse usage levels.”



## Surface water projected commercial rate

- 2021 – approximate 1.1% increase
- 2022 – approximate 1.2% increase



## Wastewater projected commercial rate adjustment

- 2021 – approximate 2% increase
- 2022 – approximate 3% increase



## Solid waste projected commercial rate adjustment

### 20 gallon – 300 gallon containers

- 2021 – approximate 0-5% increase
- 2022 – approximate 0-5% increase

### Front load containers

- 2021 – approximate 0-1% increase
- 2022 – approximate 0-2% increase

### Drop off boxes

- 2021 – approximate 0-5% increase
- 2022 – approximate 0-5% increase

### Front load compactor containers

- 2021 – approximate 0-1% increase
- 2022 – approximate 0-2% increase

### Drop off box compactor containers

- 2021 – approximate 5% increase
- 2022 – approximate 2-5%

### Commercial recycling

- 2021 – approximate 2-5% increase
- 2022 – approximate 2-5% increase

***These rates are preliminary and are subject to change.***



# Drivers for rate adjustments

We make decisions for the long-term benefit of the communities we serve. Managing our finances wisely now will ensure safe, reliable service for our customers and help us avoid large rate increases in the future.

As a not-for-profit, publicly owned utility, we want to ensure you get the most value and quality service you expect from us. Our rates cover the cost to provide you with safe, reliable services, maintain utility infrastructure, protect natural resources near our facilities, and invest in system improvements that make your services better. The rate adjustments in our budget projections will help cover inflation in our operating and capital expenses, revenue shortfalls, and increases in payment assistance for customers due to COVID-19.

## These examples show factors and projects that help determine rates for each service.

### Tacoma Power

- Renewal and replacement of existing infrastructure
- Technology projects and grid modernization
- Regulatory compliance to manage fish and analyze impacts of potential seismic activity
- Enhancement of cyber security measures
- Policy guidance on implementing small rate increases over time to avoid rate spikes (gradualism)

### Tacoma Water

- Renewal and replacement of existing water infrastructure
- Technology projects
- Enhancement of cyber security measures
- Policy guidance on implementing small rate increases over time to avoid rate spikes (gradualism)

### Environmental Services

- Policy guidance on implementing small rate increases over time to avoid rate spikes (gradualism)
- Renewal and replacement of existing wastewater and surface water infrastructure
- Regulatory compliance to ensure water quality standards are met and maintained

## How we address equity when planning rates

We commit to achieving equity in our budgets by ensuring:

- We provide equitable delivery of services to residents and visitors
- Our workforce reflects the community we serve.
- We engage in purposeful community outreach.

## How we manage costs and affordability

We know rates affect you. That is why we work hard to keep our costs low, which keeps rates more affordable for everyone in our community.

- Asset and project management – consideration of the right time for a capital project
- Workforce planning and development – review of open and unfilled positions, prioritization of critical hires
- Payment assistance programs – work to expand eligibility and increase available funds

## Services/tools we provide for our business customers

- Complete list of utility resources for business customers - **MyTPU.org/Biz**
- Conservation — lowers your cost and good for the environment - **MyTPU.org/BizRebates**
- Zero-interest loans — support for efficient building improvement projects - **MyTPU.org/ZeroInterest**
- Payment assistance is available if you qualify - **MyTPU.org/Assistance**
- MyAccount for commercial accounts - **MyTPU.org/MyAccount**
- Business Solutions Office - **253-502-8606** or **BusinessSolutions@cityoftacoma.org**
- Property Manager tool
- Quarterly Business Email Newsletter

## How the business community can get involved

- Read the budget proposals we post online.
- Attend our virtual public meetings and outreach events.
- Submit your comments through our online form.
- Subscribe to our email newsletter for businesses

Visit **MyTPU.org/BizRates** for details.



# Tacoma Public Utilities

## Budget and Rates for 2021-2022

We presented our 2021-2022 budgets for approval to the Public Utility Board and Tacoma City Council the fall of 2020. Our proposals include rate adjustments for Tacoma Power and Tacoma Water.

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### Power residential rate adjustment projections

System-average increases: 1.5% in 2021; 2% in 2022

Average residential increases: 1.5% in 2021, 2% in 2022

- \$1.37 average monthly increase in 2021
- \$1.88 average monthly increase in 2022



### Drinking water rate adjustment projections

System-average increases: 1.5% in 2021; 2% in 2022

Average residential increases: 1.5% in 2021, 2% in 2022

- \$0.61 average monthly increase in 2021 (Inside the City of Tacoma)
- \$0.82 average monthly increase in 2022 (Inside the City of Tacoma)
- \$0.74 average monthly increase in 2021 (Outside the City of Tacoma)
- \$0.99 average monthly increase in 2022 (Outside the City of Tacoma)



### Surface water residential rate adjustment projections

System-average increases: 1.5% in 2021; 2% in 2022

Average residential increases: 1.5% in 2021, 2% in 2022

- \$0.42 preliminary average monthly increase in 2021
- \$0.56 preliminary average monthly increase in 2022



### Wastewater residential rate adjustment projections

System-average increases: 1.2% in 2021; 2% in 2022

Average residential increases: 1.5% in 2021, 1.5% in 2022

- \$0.47 average monthly increase in 2021
- \$0.77 average monthly increase in 2022

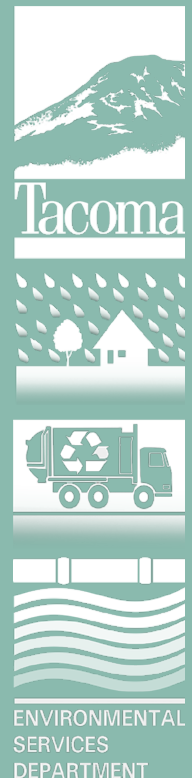


### Solid waste residential rate adjustment projections

System-average increases: 1.5% in 2021; 2% in 2022

Average residential increases: 1.5% in 2021, 2% in 2022

- \$0.62 average monthly increase in 2021
- \$0.93 average monthly increase in 2022





# Drivers for rate adjustments

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## Ways you can manage your bills

- Budget Billing can help you manage your monthly budget. **MyTPU.org/BudgetBilling**
- Payment options provide several options including prepay for power service. **MyTPU.org/WaystoPay**
- Power and water conservation can lower your costs and are good for the environment. **MyTPU.org/Rebates**
- Payment assistance is available if you qualify. **MyTPU.org/Assistance**
- Zero-interest loans can support your energy efficient home improvement projects. **MyTPU.org/ZeroInterest**
- Sewer conservation loans can help with private side sewer repair. **CityofTacoma.org/SideSewer**

## How you can get involved

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## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** Edwards Family Aquatic Center 2024 End-of-Season Report

**ITEM:** 6A

**DATE:** October 22, 2024

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

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**RECOMMENDED MOTION:** No action. Discussion only.

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**BACKGROUND:** The 2024 season began on a strong note, with the Fircrest community eager to return to the pool. However, we encountered cooler weather patterns compared to the previous few years. It's well-known that weather directly impacts pool attendance; cooler, wetter conditions typically lead to lower turnout. Additionally, Metro Parks Tacoma's pools operated 50% more days this year than in the past two years, which may have further contributed to the decline in attendance compared to 2023.

Despite these challenges, the pool's diverse program offerings catered to a wide range of preferences, and our responsible financial management ensured a commendable cost recovery rate. Visitor numbers remained strong, and enhancements such as water aerobics, extended lap swimming, and adult swim lessons significantly improved the overall pool experience. This year once again marked continued growth and improved accessibility for the pool, reinforcing its role as a valuable community resource.

**ATTACHMENTS:** [Edwards Family Aquatic Center 2024 End-of-Season Report](#)

**MEMO:** Edwards Family Aquatic Center 2024 End of Season Report

**DATE:** October 15, 2024

**TO:** Dawn Masko, City Manager

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

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#### Fircrest Pool Summary Report for 2024

In 2024, the Fircrest Pool generated \$258,432 in revenue. While this figure reflects a decrease from the \$281,712 collected in 2023, it continues to underscore our commitment to meeting the community's needs.

The pool's revenue sources included a diverse array of programs, such as Open Swim & Lap Swim General Admission, Season Passes, Punch Cards, Swim Lessons, Swim Team, and Pool & Party Room Rentals. These offerings catered to the varied preferences of our community members.

On the expenditure side, the pool incurred costs totaling \$346,282.71 as of October 15, 2024, spanning categories such as Salaries and Wages, Personnel Benefits, Supplies, Chemicals, Utilities, and Excise Taxes. It is important to note that utility services and pool chemicals will continue to incur minimal expenses through the end of the year.

While expenditures exceeded revenue by \$87,850, this still represents a commendable 74.63% cost recovery rate. With the anticipated UPAC rental revenue of \$10,000, the cost recovery rate is expected rise to 77.52%, reflecting our ongoing financial management efforts.

Visitor statistics remained strong, with a total of 21,536 visits from General Admission, Season Pass holders, and Punch Pass users. Additionally, Resident Family Season Passes—totaling 721—continued to be a popular and cost-effective choice for the Fircrest community.

## **2024 Pool Revenues**

Pool revenue includes pool fees collected from the following programs:

- Open Swim & Lap Swim General Admission = \$132,576
- Season Passes = \$35,840
- Punch Cards = \$12,330
- Swim Lessons = \$54,792
- Swim Team = \$6,550
- Pool & Party Room Rentals = \$16,344
  - (UPAC Rental is not factored into this: Expecting an additional \$10,000)

Total 2024 Pool Revenue = **\$258,432**

## **2024 Pool Expenditures**

Pool expenditures include expensed from the following budgeted lines:

- Salaries and Wages + Casual Seasonal = \$216,990.28
- Personnel Benefits = \$39,674.02
- Supplies = \$10,594.60
- Chemicals = \$18,648.91
- Rep. & Maint./Prof. Svs. = \$5,008.82
- Swim Team & Misc. = \$3,330
- Utilities = \$33,185.71
- Excise Taxes = \$18,850.07

Total 2024 Pool Expenditures as of 10/15/2024 = **\$346,282.71**

(Utility Services and Pool Chemicals will continue to incur minimal expenses through the end of 2024.)

**Revenue Less Expenditures = (-\$87,850)**

**Cost Recovery Rate = 74.63% %**

**Cost Recovery Rate with UPAC Rental Revenue = 77.52%**

Note: In the Pacific Northwest, the average cost recovery for outdoor pools tends to hover around 50-70%. Some municipalities report even lower recovery rates due to the region's shorter swim season and higher operational costs (like maintenance and staffing). Well-managed pools with robust programming, rentals, or special events might push recovery higher, but very few outdoor public pools achieve full cost recovery.

## **Visits, Season Passes, & Punch Passes**

Resident Family Season Passes = 721

- Primary Pass Holders = 284 (1<sup>st</sup> pass is \$70.00)
- Secondary Pass Holders = 437 (additional passes are \$40.00)
- 4042 Fircrest Resident Season Pass Visits to Pool
- Average of 40 season pass holder visits to the pool daily.

10 Visit Punch Passes = 250 - 354

- 158 Resident Punch Passes Sold x \$45
- 196 Non-Resident Punch Passes Sold x \$90
- 1,328 punches used out of a 3,540 available

General Admission (Does not include visits by Season Pass or Punch Card Holders)

Fees: Resident \$5.00 – Non-Resident \$10.00

- Resident Lap Swim = 67 Visits (Does not include season pass or punch pass visits)
- Non-Resident Lap Swim = 211 Visits (Does not include punch pass visits)
- Afternoon Open Swim Resident = 2,339 Visits
- Afternoon Open Swim Non-Resident = 8,149 Visits
- Night Swim Resident = 1,510 Visits
- Night Swim Non-Resident = 3,890 Visits
- Resident 3,916 / Non-Resident 12,250

Total GA, Punch Pass, & Season Pass Visits

General Admission = 16166

Punch Pass = 1328

Season Pass = 4042

Total = 21536

### **Lessons and Swim Team**

Swim Lessons – 949 Individual Lessons Registrations

Swim Team – 66 Individual Registrations

- Resident = 32
- Non-Resident = 34



**City of Fircrest Parks & Recreation  
Edwards Family Aquatic Center  
2024 End-of-Season Report**

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Total 2024 Pool Revenue = **\$258,432**

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- Personnel Benefits = \$39,674.02
- Supplies = \$10,594.60
- Chemicals = \$18,648.91
- Repairs & Maintenance/Professional Services = \$5,008.82
- Swim Team & Miscellaneous = \$3,330
- Utilities = \$33,185.71
- Excise Taxes = \$18,850.07

Total 2024 Pool Expenditures as of 10/15/2024 = **\$346,282.71**

*(Utility Services and Pool Chemicals will continue to incur minimal expenses through the end of 2024.)*

Revenue Less Expenditures = (-\$87,850)

Cost Recovery Rate = 74.63%

Cost Recovery Rate with UPAC Rental Revenue = 77.52%

Note: In the Pacific Northwest, the average cost recovery for outdoor pools tends to hover around 50-70%. Some municipalities report even lower recovery rates due to the region's shorter swim season and higher operational costs (like maintenance and staffing). Well-managed pools with robust programming, rentals, or special events might push recovery higher, but very few outdoor public pools achieve full-cost recovery.

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- Resident 3,916 / Non-Resident 12,250

Total GA, Punch Pass, & Season Pass Visits

General Admission = 16,166

Punch Pass = 1,328

Season Pass = 4,042

Total = 21,536

### **Lessons and Swim Team**

Swim Lessons – 949 Individual Lessons Registrations

Swim Team – 66 Individual Registrations

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# ACCOUNTS PAYABLE

City Of Fircrest

Time: 10:29:11 Date: 10/18/2024

As Of: 10/22/2024

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
33491	10/18/2024	10/22/2024	4337 AT&T Mobility II, LLC	7,192.17	Overpayment of Water Tank Rent for the Period of September 2018 - September 2024 - FA # 10092536
	534 10 49 00	Miscellaneous - Water Admi	425 000 534	7,192.17	Overpayment of Water Tank Rent for the Period of September 2018 - September 2024 - FA # 10092536
33454	10/14/2024	10/22/2024	4298 AWC Employee Benefit Trust	775.14	11/2024 Retired Medical
	521 22 20 01	LEOFF I Medical Premiums	001 000 521	775.14	11/2024 Retired Medical
33473	10/16/2024	10/22/2024	7725 Alpha Pyrotechnics Inc.	7,000.00	2024 NNO - Fireworks Display
	521 22 49 05	Reimbursable Programs	001 000 521	7,000.00	2024 NNO - Fireworks Display
33455	10/15/2024	10/22/2024	10562 Amazon Capital Services	40.71	Emergency Keychain Whistles (49ct); 32GB Attache 3 US Flash Drive (10pk)
	513 10 49 00	Miscellaneous - Admin	001 000 513	10.99	Emergency Keychain Whistles (49ct)
	518 10 34 01	Office Supplies - Central	001 000 518	29.72	32GB Attache 3 US Flash Drive (10pk)
33477	10/17/2024	10/22/2024	10562 Amazon Capital Services	105.54	8-Tab Binder Dividers (Qty 2 - 48 sets)
	513 10 31 00	Office & Oper Sup - Admin	001 000 513	52.77	8-Tab Binder Dividers (48 sets)
	518 10 34 01	Office Supplies - Central	001 000 518	52.77	8-Tab Binder Dividers (48 sets)
Total Amazon Capital Services				146.25	
33387	10/08/2024	10/22/2024	10648 Andrews Technology HMS, Inc.	200.00	Time & Attendance Program-Supervisor Module: Coverage Dates 8/1/2024 - 12/31/2024
	514 23 41 00	Prof Svcs - Finance	001 000 514	200.00	Time & Attendance Program-Supervisor Module: Coverage Dates 8/1/2024 - 12/31/2024
33470	10/16/2024	10/22/2024	9614 Arneson, Michael	18.67	Soda for 2023 Sleigh Ride Pizza Party
	521 22 49 07	Community Outreach	001 000 521	18.67	Soda for 2023 Sleigh Ride Pizza Party
33417	10/09/2024	10/22/2024	2921 Bader, Stephen	78.00	Library Reimbursement - 1 Year (Judy)
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year (Judy)
33426	10/11/2024	10/22/2024	6542 Beal, Louisa	78.00	Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	78.00	Library Reimbursement - 1 Year
33393	10/09/2024	10/22/2024	6044 Beaty, Jessica	22.64	01-02010.5 - 233 FARALLONE AVE

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343 10 00 00	Storm Drain Revenues	415 000 340	Storm Drain	-4.96	
343 40 00 00	Sale Of Water	425 000 340	Water Fund (dep	-5.68	
343 50 00 00	Sewer Revenues	430 000 340	Sewer Fund (dep	-12.00	
33471	10/16/2024	10/22/2024	8837 Byrd, Selena R	40.90	2024 CSJI Workshop - Reimbursement for Parking
521 22 49 05	Reimbursable Programs	001 000 521	General Fund	40.90	2024 CSJI Workshop - Reimbursement for Parking
33443	10/14/2024	10/22/2024	3572 CED	336.64	20 Photocells for Street Lights
542 63 31 00	Oper Supplies - St Light	101 000 542	City Street Fund	336.64	20 Photocells for Street Lights
33397	10/09/2024	10/22/2024	10229 Casey Civil	480.40	P#68 44th St. Lift Station Professional Svcs. thru September 2024
594 35 63 03	Project Engineering - Sewer	432 000 594	Sewer Improver	480.40	P#68 44th St. Lift Station Professional Svcs. thru September 2024
33478	10/17/2024	10/22/2024	5805 CenturyLink (Lumen LD)	10.73	Long Distance Access & Usage 10/2024
518 10 42 00	Communication - Non Dept	001 000 518	General Fund	10.73	Long Distance Access & Usage 10/2024
33465	10/16/2024	10/22/2024	3994 CenturyLink	504.51	Telecommunications - October 2024
518 10 42 00	Communication - Non Dept	001 000 518	General Fund	130.31	City Hall Alarm & Fax (2) - 10/2024
521 22 42 00	Communication - Police	001 000 521	General Fund	265.76	Police BA/Modem & Fax - 10/2024
531 50 42 00	Communication - Storm	415 000 531	Storm Drain	10.86	PW Alarm - 10/2024
534 10 42 00	Communication - Water Adr	425 000 534	Water Fund (dep	10.86	PW Alarm - 10/2024
534 10 42 00	Communication - Water Adr	425 000 534	Water Fund (dep	32.50	PW DSL/Telemetry - 10/2024
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (dep	10.86	PW Alarm - 10/2024
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (dep	32.50	PW DSL/Telemetry - 10/2024
542 30 42 00	Communication - Street Reg	101 000 542	City Street Fund	10.86	PW Alarm - 10/2024
33418	10/11/2024	10/22/2024	4324 City Treasurer-Tacoma	69,221.50	Fire/EMS - 11/2024
522 20 40 00	Tacoma Contract - Fire	001 000 522	General Fund	21,886.75	Fire - 11/2024
522 20 41 00	Tacoma Contract - EMS	001 000 522	General Fund	47,334.75	EMS - 11/2024
33437	10/11/2024	10/22/2024	10909 Clement, Jason	75.00	Security Deposit Refund, Clement, 06/15/24
582 10 00 00	Deposit Refunds	001 000 580	General Fund	75.00	Security Deposit Refund, Clement, 06/15/24
33452	10/14/2024	10/22/2024	10909 Clement, Jason	75.00	Security Deposit Refund, Clement, 06/15/24
582 10 00 00	Deposit Refunds	001 000 580	General Fund	75.00	Security Deposit Refund, Clement, 06/15/24

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			Total Clement, Jason	150.00	
33433	10/11/2024	10/22/2024 3573	Copiers Northwest Inc	25.59	Printer Usage 08/28/24-09/28/24
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	25.59	Printer Usage 08/28/24-09/28/24
33442	10/14/2024	10/22/2024 3573	Copiers Northwest Inc	10.90	Copier Usage 09/01/24-09/30/24
	521 22 45 00 Oper Rentals - Copier - Polic		001 000 521 General Fund	10.90	Copier Usage 09/01/24-09/30/24
			Total Copiers Northwest Inc	36.49	
33420	10/11/2024	10/22/2024 10905	Corcoran, Colleen	9,875.00	Consultant Services - September 2024
	514 23 41 00 Prof Svcs - Finance		001 000 514 General Fund	9,875.00	Consultant Services - September 2024
33390	10/08/2024	10/22/2024 1235	Costello, Tim	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
33474	10/16/2024	10/22/2024 10913	David Evans and Associates, Inc.	24,248.44	P#74 Regents Blvd. Grind & Overlay - Professional Services 09/01/24-09/28/24
	595 10 63 06 Project Engineering - Street		101 000 594 City Street Fund	24,248.44	P#74 Regents Blvd. Grind & Overlay - Professional Services 09/01/24-09/28/24
33453	10/14/2024	10/22/2024 340	Davis, Jeffrey P	30.00	Service Connections & Water Meter Conference - J Davis - Meal Reimbursement
	534 10 43 00 Travel - Water Admin		425 000 534 Water Fund (dep	30.00	Service Connections & Water Meter Conference - J Davis - Meal Reimbursement
33429	10/11/2024	10/22/2024 10906	Davis, Mason	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
33392	10/09/2024	10/22/2024 10690	De Guzman, Jason	36.77	01-02310.3 - 536 FARALLONE AVE
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-8.06	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (dep	-9.22	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (dep	-19.49	
33490	10/18/2024	10/22/2024 4310	Dept Of Revenue-EXCISE TAX	1,140.54	September 2024 Excise Taxes
	518 20 43 01 Excise Tax - Time/Temp Ren		001 000 518 General Fund	2.70	September 2024 Excise Taxes
	531 50 44 00 Excise Tax - Storm		415 000 531 Storm Drain	23.14	September 2024 Excise Taxes
	534 10 44 00 Excise Tax - Water		425 000 534 Water Fund (dep	35.53	September 2024 Excise Taxes

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534 10 44 00	Excise Tax - Water		425 000 534 Water Fund (dep	67.44	September 2024 Excise Taxes
535 10 44 00	Excise Tax - Sewer		430 000 535 Sewer Fund (dep	51.13	September 2024 Excise Taxes
571 20 43 00	Excise Tax - Participation Fee		001 000 571 General Fund	49.80	September 2024 Excise Taxes
576 20 43 00	Excise Tax - Pool Revenue		001 000 576 General Fund	901.17	September 2024 Excise Taxes
589 30 00 00	Retail Sales Tax		655 000 580 Agency Fund/Bd	9.63	September 2024 Excise Taxes
33459	10/15/2024	10/22/2024	40	Dillon, Sharon	39.00 Library Reimbursement 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	39.00	Library Reimbursement 1 Year
33438	10/11/2024	10/22/2024	9254	Doyle Printing Company	46.24 Business Cards - S Lee (Qty 500)
518 10 31 00	Office & Oper Sup - Non De		001 000 518 General Fund	46.24	Business Cards - S Lee (Qty 500)
33411	10/09/2024	10/22/2024	3627	Evergreen Rural Water of Washington	100.00 ERWOW Cross Connection Control Registration - B Wakefield (11/19/24)
534 10 49 02	Reg & Tuition - Water Admi		425 000 534 Water Fund (dep	100.00	ERWOW Cross Connection Control Registration - B Wakefield (11/19/24)
33412	10/09/2024	10/22/2024	3627	Evergreen Rural Water of Washington	100.00 ERWOW Corrosion Control & Flushing Programs Registration - B Wakefield (11/19/24)
534 10 49 02	Reg & Tuition - Water Admi		425 000 534 Water Fund (dep	100.00	ERWOW Corrosion Control & Flushing Programs Registration - B Wakefield (11/19/24)
33413	10/09/2024	10/22/2024	3627	Evergreen Rural Water of Washington	100.00 ERWOW Alternative Disinfection Registration - B Wakefield (11/20/24)
534 10 49 02	Reg & Tuition - Water Admi		425 000 534 Water Fund (dep	100.00	ERWOW Alternative Disinfection Registration - B Wakefield (11/20/24)
33414	10/09/2024	10/22/2024	3627	Evergreen Rural Water of Washington	100.00 ERWOW Centrifugal Pump Overview Registration - B Wakefield (11/20/24)
534 10 49 02	Reg & Tuition - Water Admi		425 000 534 Water Fund (dep	100.00	ERWOW Centrifugal Pump Overview Registration - B Wakefield (11/20/24)
33415	10/09/2024	10/22/2024	3627	Evergreen Rural Water of Washington	100.00 ERWOW Chemical Feed Systems Registration - B Wakefield (11/21/24)
534 10 49 02	Reg & Tuition - Water Admi		425 000 534 Water Fund (dep	100.00	ERWOW Chemical Feed Systems Registration - B Wakefield (11/21/24)
33416	10/09/2024	10/22/2024	3627	Evergreen Rural Water of Washington	100.00 ERWOW Water/Wastewater Safety Registration - B Wakefield (11/21/24)

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534 10 49 02	Reg & Tuition - Water Admi		425 000 534 Water Fund (dep	100.00	ERWOW Water/Wastewater Safety Registration - B Wakefield (11/21/24)
Total Evergreen Rural Water of Washington				600.00	
33467 10/16/2024	10/22/2024	4858	Ewing Irrigation Products Inc	12.01	Irrigation Repair Parts
576 80 31 02	Oper Supplies - Parks		001 000 576 General Fund	12.01	Irrigation Repair Parts
33449 10/14/2024	10/22/2024	4318	Fircrest City of - Interfund (Treasur	8,838.14	October 2024 Interfund
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	801.23	October 2024 Interfund
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	94.15	October 2024 Interfund
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	6.40	October 2024 Interfund
534 10 47 00	Utility Services/Building - Wi		425 000 534 Water Fund (dep	282.46	October 2024 Interfund
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (dep	552.08	October 2024 Interfund
534 80 47 03	Public Utility Services - Mete		425 000 534 Water Fund (dep	6.39	October 2024 Interfund
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (dep	282.47	October 2024 Interfund
535 80 47 04	Public Utility Services - Mete		430 000 535 Sewer Fund (dep	6.40	October 2024 Interfund
542 30 47 02	Electricity & Gas/Bldg - Stret		101 000 542 City Street Fund	94.15	October 2024 Interfund
542 30 47 02	Electricity & Gas/Bldg - Stret		101 000 542 City Street Fund	6.40	October 2024 Interfund
542 80 47 00	Public Utility Services - St Be		101 000 542 City Street Fund	443.10	October 2024 Interfund
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	34.50	October 2024 Interfund
571 10 47 00	Public Utility Services - Rec		001 000 571 General Fund	307.55	October 2024 Interfund
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	762.50	October 2024 Interfund
576 80 47 00	Public Utility Services - Parks		001 000 576 General Fund	5,158.36	October 2024 Interfund
33446 10/14/2024	10/22/2024	10618	First Responder Outfitters, Inc.	16.55	Uniform Alterations - S Towe
521 22 49 01	Uniforms/Clothing/Laundry		001 000 521 General Fund	16.55	Uniform Alterations - S Towe
33436 10/11/2024	10/22/2024	10908	Fowler, Kelsey	75.00	Security Deposit Refund, Fowler, 6/15/24
582 10 00 00	Deposit Refunds		001 000 580 General Fund	75.00	Security Deposit Refund, Fowler, 6/15/24
33434 10/11/2024	10/22/2024	10479	Fraser, Duncan	75.00	Security Deposit Refund, Fraser, 02/17/24
582 10 00 00	Deposit Refunds		001 000 580 General Fund	75.00	Security Deposit Refund, Fraser, 02/17/24
33388 10/08/2024	10/22/2024	1590	Fuchs, Peggy	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
33480 10/17/2024	10/22/2024	10226	Grabber, Sara	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year



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33400	10/09/2024	10/22/2024	3666 Grainger Inc, Dept 826129041	482.47	Air Filters - Rec, PW, CH, PSB
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	203.79	Air Filters - Rec
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	78.74	Air Filters - PSB
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	53.53	Air Filters - PW
	518 30 31 04	Oper Supplies - CH	001 000 518 General Fund	146.41	Air Filters - CH
33401	10/09/2024	10/22/2024	3666 Grainger Inc, Dept 826129041	124.39	Air Filters - PSB
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	124.39	Air Filters - PSB
Total Grainger Inc, Dept 826129041				606.86	
33445	10/14/2024	10/22/2024	6774 Greenleaf Landscaping 1 Inc	9,909.00	Replace 6 Kwanzan Cherry Trees on Regents Blvd
	595 32 63 01	Street Improvements	101 000 542 City Street Fund	9,909.00	Replace 6 Kwanzan Cherry Trees on Regents Blvd
33435	10/11/2024	10/22/2024	10907 Guilford, Yesenia	100.00	Security Deposit Refund, Guilford, 02/16/24
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	100.00	Security Deposit Refund, Guilford, 02/16/24
33389	10/08/2024	10/22/2024	10305 Gunderson Law Office PLLC	12,000.00	City of Fircrest - September 2024
	515 41 41 03	City Prosecutor	001 000 515 General Fund	12,000.00	City of Fircrest - September 2024
33424	10/11/2024	10/22/2024	9273 Hanberg, Sean	78.00	Library Reimbursement - 1 Year (Kathleen)
	572 21 49 00	Library Services	001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Kathleen)
33378	10/08/2024	10/22/2024	10292 Howitt, Ted	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
33394	10/09/2024	10/22/2024	2968 Keith, Derek	258.76	07-00036.1 - 1431 CHERRY AVE
	343 10 00 00	Storm Drain Revenues	415 000 340 Storm Drain	-71.61	
	343 40 00 00	Sale Of Water	425 000 340 Water Fund (dep	-76.28	
	343 50 00 00	Sewer Revenues	430 000 340 Sewer Fund (dep	-110.87	
33382	10/08/2024	10/22/2024	9817 Kenyon Disend	7,300.50	Attorney Services - September 2024
	515 41 41 01	City Attorney	001 000 515 General Fund	6,553.50	Attorney Services - September 2024
	515 41 41 02	Special Legal Counsel	001 000 515 General Fund	255.00	Attorney Services - September 2024
	518 11 41 03	Legal Services - Personnel	001 000 518 General Fund	309.00	Attorney Services - September 2024 - Personnel Issues
	535 10 41 02	Legal Services	430 000 535 Sewer Fund (dep	183.00	Attorney Services - September 2024
33383	10/08/2024	10/22/2024	9817 Kenyon Disend	4,955.50	Attorney Services - September 2024

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	535 10 41 02 Legal Services		430 000 535 Sewer Fund (dep	4,955.50	Attorney Services - September 2024
33384	10/08/2024	10/22/2024	9817 Kenyon Disend	212.00	Attorney Services - September 2024 - Personnel
	518 11 41 03 Legal Services - Personnel		001 000 518 General Fund	212.00	Attorney Services - September 2024 - Personnel
			Total Kenyon Disend	12,468.00	
33425	10/11/2024	10/22/2024	7337 Larsen, Roman A	78.00	Library Reimbursement - 1 Year (Nicole)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Nicole)
33462	10/15/2024	10/22/2024	10264 Larson, Shari	1,094.80	Gentle Yoga & Chair Yoga Classes (09/01/24-09/30/24)
	571 10 49 04 Instructor Fees		001 000 571 General Fund	1,094.80	Gentle Yoga & Chair Yoga Classes (09/01/24-09/30/24)
33439	10/11/2024	10/22/2024	10910 Martinsons, Andria	100.00	Security Deposit Refund, Martinsons, 8/17/24
	582 10 00 00 Deposit Refunds		001 000 580 General Fund	100.00	Security Deposit Refund, Martinsons, 8/17/24
33481	10/17/2024	10/22/2024	10447 Masko, Dawn	1,456.93	ICMA Annual Conference - Lodging, Transportation & Meal Reimbursement - 09/21/24-09/25/24
	513 10 43 00 Travel - Admin		001 000 513 General Fund	1,456.93	ICMA Annual Conference - Lodging, Transportation & Meal Reimbursement - 09/21/24-09/25/24
33402	10/09/2024	10/22/2024	6369 McLendon Hardware Inc (Tacoma)	14.33	Water Seal for Floor Drain
	518 30 31 02 Oper Supplies - PSB Bldg		001 000 518 General Fund	14.33	Water Seal for Floor Drain
33450	10/14/2024	10/22/2024	6369 McLendon Hardware Inc (Tacoma)	132.29	#62852D 2017 Chevy Silverado Pickup - Wiper Blades
	548 65 48 12 O & M - Street		501 000 548 Equipment Rent	132.29	#62852D 2017 Chevy Silverado Pickup - Wiper Blades
			Total McLendon Hardware Inc (Tacoma)	146.62	
33427	10/11/2024	10/22/2024	1952 Morasch, Lynn	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
33444	10/14/2024	10/22/2024	5766 Multicare Cntr of Occupational Medicine	250.00	DOT Exams - 09/23/24 - Piercy
	534 10 20 01 Contract Benefits - Wtr Adm		425 000 534 Water Fund (dep	125.00	DOT Exams - 09/23/24 - Piercy

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535 10 20 01 Contract Benefits - Sewer Ac	430 000 535 Sewer Fund (dep			125.00	DOT Exams - 09/23/24 - Piercy
33464 10/16/2024 10/22/2024 10000	Onxley, Paula			78.00	Library Reimbursement - 1 Year (Paula)
572 21 49 00 Library Services	001 000 572 General Fund			78.00	Library Reimbursement - 1 Year (Paula)
33468 10/16/2024 10/22/2024 3923	Orca Pacific Inc			1,343.80	Hypochlorite Solution Sodium Hypochlorite 8 (200 Gal); Muriatic Acid-Hydrochloric Acid (30 Gal)
576 20 31 01 Oper Supplies - Pool Chemic	001 000 576 General Fund			1,343.80	Hypochlorite Solution Sodium Hypochlorite 8 (200 Gal); Muriatic Acid-Hydrochloric Acid (30 Gal)
33432 10/11/2024 10/22/2024 3958	PC Budget & Finance - Jail			2,895.87	Jail Services - September 2024
523 60 40 01 Jail	001 000 523 General Fund			2,895.87	Jail Services - September 2024
33396 10/09/2024 10/22/2024 3937	Pape & Sons Construction Inc			8,166.44	P#84 Water Meter Exchange Project - Work Through 9/30/24 - ARPA
594 34 63 01 Other Improvements - Wate	426 000 594 Water Improver			8,166.44	P#84 Water Meter Exchange Project - Work Through 9/30/24 - ARPA
33399 10/09/2024 10/22/2024 3937	Pape & Sons Construction Inc			17,966.85	P#68 44th Street Lift Station Project - Work Through 7/31/24
594 35 63 01 Other Improvements - Sewe	432 000 594 Sewer Improver			17,966.85	P#68 44th Street Lift Station Project - Work Through 7/31/24
Total Pape & Sons Construction Inc				26,133.29	
33482 10/17/2024 10/22/2024 3955	Petrocard Systems Inc			438.91	Gas/Fuel - 10/2024
548 65 31 11 Gas - Parks/Rec	501 000 548 Equipment Rent:			135.88	Parks- 10/2024
548 65 31 12 Gas - Street	501 000 548 Equipment Rent:			40.94	Street - 10/2024
548 65 31 13 Gas - Storm	501 000 548 Equipment Rent:			29.38	Storm - 10/2024
548 65 31 14 Gas - Water/Sewer	501 000 548 Equipment Rent:			232.71	W/S - 10/2024
33422 10/11/2024 10/22/2024 10221	Petty Cash-ParksRec			78.50	Petty Cash Reimbursement 10/22/24
571 10 31 02 Senior Program Supplies	001 000 571 General Fund			78.50	Senior Morning Supplies
33398 10/09/2024 10/22/2024 3751	Psomas, DBA KPG Psomas			70,141.50	P#77 Orchard St. Overlay 07/26/24-09/26/24
595 32 63 01 Street Improvements	101 000 542 City Street Fund			70,141.50	P#77 Orchard St. Overlay 07/26/24-09/26/24
33421 10/11/2024 10/22/2024 3986	Puget Sound Energy, BOT-01H			43.91	Natural Gas - City Hall - September 2024
518 30 47 00 Public Utility Services - City I	001 000 518 General Fund			43.91	Natural Gas - City Hall - September 2024

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33479	10/17/2024	10/22/2024	3986	Puget Sound Energy, BOT-01H	74.11 Natural Gas - PW - September 2024
	531 50 47 02	Public Utility Services - Bldg	415 000 531	Storm Drain	18.53 Natural Gas - PW - September 2024
	534 10 47 00	Utility Services/Building - W	425 000 534	Water Fund (dep	18.53 Natural Gas - PW - September 2024
	535 10 47 00	Utility Services/Building - Se	430 000 535	Sewer Fund (dep	18.53 Natural Gas - PW - September 2024
	542 30 47 02	Electricity & Gas/Bldg - Stree	101 000 542	City Street Fund	18.52 Natural Gas - PW - September 2024
Total Puget Sound Energy, BOT-01H				118.02	
33458	10/15/2024	10/22/2024	4683	Puyallup, City of	1,654.80 Jail Services - September 2024
	523 60 40 01	Jail	001 000 523	General Fund	1,654.80 Jail Services - September 2024
33456	10/15/2024	10/22/2024	6823	Robblee's Total Security Inc	17.87 Office Key for New Officer (#FC14)
	521 22 49 00	Miscellaneous - Police	001 000 521	General Fund	17.87 Office Key for New Officer (#FC14)
33472	10/16/2024	10/22/2024	337	Roberts, Christopher	25.00 Sept 2024 Gym Reimbursement Fees
	521 22 49 05	Reimbursable Programs	001 000 521	General Fund	25.00 Sept 2024 Gym Reimbursement Fees
33461	10/15/2024	10/22/2024	10398	Rubke, Patricia	262.50 Barre Classes (Beginning Barre, Barre HIIT, Barre) 09/01/24-09/30/24
	571 10 49 04	Instructor Fees	001 000 571	General Fund	262.50 Barre Classes (Beginning Barre, Barre HIIT, Barre) 09/01/24-09/30/24
33379	10/08/2024	10/22/2024	8403	Schmidtke, Judy A	78.00 Library Reimbursement - 1 Year
	572 21 49 00	Library Services	001 000 572	General Fund	78.00 Library Reimbursement - 1 Year
33469	10/16/2024	10/22/2024	8403	Schmidtke, Judy A	42.88 Reimbursement for Haunted Trails Supplies - Yellow Spray Paint
	573 90 49 01	Community Events	001 000 573	General Fund	42.88 Reimbursement for Haunted Trails Supplies - Yellow Spray Paint
Total Schmidtke, Judy A				120.88	
33428	10/11/2024	10/22/2024	6088	Sentinel Pest Control Inc	225.34 Pest Control - PW - 10/2024
	531 50 48 00	Rep & Maint - Storm	415 000 531	Storm Drain	56.34 Pest Control - PW - 10/2024
	534 50 48 01	Rep & Maint - Water Maint	425 000 534	Water Fund (dep	56.33 Pest Control - PW - 10/2024
	535 50 48 00	Rep & Maint - Sewer Maint	430 000 535	Sewer Fund (dep	56.33 Pest Control - PW - 10/2024
	542 30 48 01	Rep & Maint - Street Maint	101 000 542	City Street Fund	56.34 Pest Control - PW - 10/2024

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33423	10/11/2024	10/22/2024	10691	Severinsen, Marianne	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
33440	10/11/2024	10/22/2024	2040	Springer, Robert	250.00 Security Deposit Refund, Springer, 9/21/24
	582 10 00 00	Deposit Refunds	001 000 580	General Fund	250.00 Security Deposit Refund, Springer, 9/21/24
33385	10/08/2024	10/22/2024	4084	Staples Business Advantage	98.80 Office Supplies - Central & Finance
	514 23 31 00	Office & Oper Sup - Finance	001 000 514	General Fund	13.41 Gel Pens (Qty 24)
	514 23 35 00	Small Tools & Equip - Financ	001 000 514	General Fund	19.98 Wall Clock
	518 10 34 01	Office Supplies - Central	001 000 518	General Fund	65.41 File Folder Labels (Qty 1500); Lined Post-its (Qty 20 pads); Pop-up notes (Qty 12 pads); 2.0 Type A Flash Drive (Qty 10)
33391	10/08/2024	10/22/2024	4084	Staples Business Advantage	11.88 Earphones - N Kolostyak
	524 20 35 00	Small Tools & Equip - Buildi	001 000 524	General Fund	5.94 Earphones - N Kolostyak
	558 60 35 00	Small Tools & Equip - Planni	001 000 558	General Fund	5.94 Earphones - N Kolostyak
33431	10/11/2024	10/22/2024	4084	Staples Business Advantage	118.05 Office Supplies - Court
	512 51 31 00	Office & Oper Sup - Court	001 000 512	General Fund	118.05 Office Supplies - Court
		Total Staples Business Advantage		228.73	
33403	10/09/2024	10/22/2024	4110	Superior Linen Service	49.12 Linen Service 09/20/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	49.12 Linen Service 09/20/24 - Public Works
33404	10/09/2024	10/22/2024	4110	Superior Linen Service	49.12 Linen Service 09/06/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518	General Fund	49.12 Linen Service 09/06/24 - Public Works
33405	10/09/2024	10/22/2024	4110	Superior Linen Service	81.41 Linen Service 09/20/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	81.41 Linen Service 09/20/24 - City Hall
33406	10/09/2024	10/22/2024	4110	Superior Linen Service	81.41 Linen Service 09/06/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	81.41 Linen Service 09/06/24 - City Hall
33407	10/09/2024	10/22/2024	4110	Superior Linen Service	124.77 Linen Service 09/18/24 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	124.77 Linen Service 09/18/24 - Rec Center
33408	10/09/2024	10/22/2024	4110	Superior Linen Service	124.77 Linen Service 09/04/24 - Rec Center

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	518 30 48 01 Rep & Maint - Rec Bldg		001 000 518 General Fund	124.77	Linen Service 09/04/24 - Rec Center
33409	10/09/2024	10/22/2024	4110 Superior Linen Service	54.46	Linen Service 09/18/24 - Pool Party Room
	576 20 49 02 Miscellaneous - Pool		001 000 576 General Fund	54.46	Linen Service 09/18/24 - Pool Party Room
33410	10/09/2024	10/22/2024	4110 Superior Linen Service	54.46	Linen Service 09/04/24 - Pool Party Room
	576 20 49 02 Miscellaneous - Pool		001 000 576 General Fund	54.46	Linen Service 09/04/24 - Pool Party Room
			Total Superior Linen Service	619.52	
33380	10/08/2024	10/22/2024	4328 Systems for Public Safety Inc	941.58	#68055D - 2019 Ford Interceptor - 30K Mile Service- LOF, Lubricate and check chassis, Check all fluids and tire pressures
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent:	941.58	#68055D - 2019 Ford Interceptor - 30K Mile Service- LOF, Lubricate and check chassis, Check all fluids and tire pressures
33381	10/08/2024	10/22/2024	4328 Systems for Public Safety Inc	412.25	#71535D - 2021 Ford Interceptor Utility - Install Newer Tires from Strip out in Service Vehicle
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent:	412.25	#71535D - 2021 Ford Interceptor Utility - Install Newer Tires from Strip out in Service Vehicle
33386	10/08/2024	10/22/2024	4328 Systems for Public Safety Inc	2,116.67	#71536D - 2021 Ford Interceptor - Remove all Emergency Equipment for Surplus, Remove all Graphics & Striping
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent:	2,116.67	#71536D - 2021 Ford Interceptor - Remove all Emergency Equipment for Surplus, Remove all Graphics & Striping
33457	10/15/2024	10/22/2024	4328 Systems for Public Safety Inc	531.78	#2745 - 2007 Honda Motorcycle ST1300 - Remove all Emergency Equipment and Lighting
	548 65 48 08 O & M - Police		501 000 548 Equipment Rent:	531.78	#2745 - 2007 Honda Motorcycle ST1300 - Remove all Emergency Equipment and Lighting
			Total Systems for Public Safety Inc	4,002.28	
33441	10/11/2024	10/22/2024	4120 Tacoma Daily Index	132.00	September 2024 Publications
	511 60 41 01 Advertising - Legisl		001 000 511 General Fund	94.87	Ordinance Passed Notice

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	521 10 41 01 Advertising - Civil Svc		001 000 521 General Fund	37.13	Civil Service - Special Meeting Notice 09/13/24
33447	10/14/2024	10/22/2024	4120 Tacoma Daily Index	60.00	Public Hearing - 2024 Draft Comp Plan
	558 60 41 01 Advertising - Planning		001 000 558 General Fund	60.00	Public Hearing - 2024 Draft Comp Plan
33448	10/14/2024	10/22/2024	4120 Tacoma Daily Index	48.75	Public Hearing - 2024 Draft Comp Plan
	511 60 41 01 Advertising - Legislat		001 000 511 General Fund	48.75	Public Hearing - 2024 Draft Comp Plan
			Total Tacoma Daily Index	240.75	
33466	10/16/2024	10/22/2024	4121 Tacoma Diesel & Equip Inc	2,795.54	PSB Generator - Block Heater Hose Repair, Oil Change, Fuel Filter and Battery Replacement
	518 30 48 04 Rep & Maint - PSB		001 000 518 General Fund	2,795.54	PSB Generator - Block Heater Hose Repair, Oil Change, Fuel Filter and Battery Replacement
33475	10/16/2024	10/22/2024	4322 Tacoma, City of - POWER	11,653.61	Power - Various Locations - 09/2024
	518 30 47 00 Public Utility Services - City I		001 000 518 General Fund	732.96	City Hall Power - 09/2024
	531 50 47 02 Public Utility Services - Bldg		415 000 531 Storm Drain	70.60	PW Power - 09/2024
	534 10 47 00 Utility Services/Building - Wi		425 000 534 Water Fund (de	70.60	PW Power - 09/2024
	534 80 47 01 Utility Services/Pumping		425 000 534 Water Fund (de	4,836.38	PW, Well #4, #8, #9, Golf Course - 09/2024
	535 10 47 00 Utility Services/Building - Se		430 000 535 Sewer Fund (de	70.60	PW Power - 09/2024
	535 80 47 01 Utility Services/Pumping		430 000 535 Sewer Fund (de	1,010.28	Pumps/LS Power - 09/2024
	542 30 47 02 Electricity & Gas/Bldg - Stre		101 000 542 City Street Fund	70.61	PW Power - 09/2024
	542 30 47 03 Electricity/Traffic Lights		101 000 542 City Street Fund	43.69	Traffic Control - 09/2024
	542 63 47 00 Electricity/Street Lights		101 000 542 City Street Fund	1,375.04	Street Lights - 09/2024
	548 65 47 00 Utility Services/Building - Sh		501 000 548 Equipment Rent	39.53	F&E Garage Power - 09/2024
	571 10 47 00 Public Utility Services - Rec		001 000 571 General Fund	1,212.89	Rec Center Power - 09/2024
	576 20 47 00 Public Utility Services - Pool		001 000 576 General Fund	1,179.15	Pool Power - 09/2024
	576 80 47 00 Public Utility Services - Parks		001 000 576 General Fund	941.28	Parks Power - 09/2024
33395	10/09/2024	10/22/2024	2296 Tobiason, Roland	285.77	05-00110.0 - 1010 PARADISE LANE
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-75.32	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-86.02	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-124.43	
33460	10/15/2024	10/22/2024	10212 Triple Impact Coaching LLC	1,851.50	Wednesday Workout Clinics (K-4th, 5-8th) - 9/11/24-10/2/24
	571 10 49 04 Instructor Fees		001 000 571 General Fund	1,851.50	Wednesday Workout Clinics (K-4th, 5-8th) - 9/11/24-10/2/24

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33476	10/17/2024	10/22/2024	8484 US Bank, Recreation Dept Account	601.15	P-Card Charges thru 10/10/24
571	10 31 02	Senior Program Supplies	001 000 571 General Fund	58.50	Senior Morning Supplies
571	10 31 03	Youth Supplies	001 000 571 General Fund	54.18	Slime Saturday Supplies
571	10 49 03	Dues/Member/Subscriptions:	001 000 571 General Fund	172.00	WRPA Membership (3/17/23-3/17/24) R Brown
573	90 49 01	Community Events	001 000 573 General Fund	220.07	Haunted Trails & Medallion Madness Supplies
594	76 62 03	Buildings & Structures - PBC	301 000 594 Park Bond Capit:	96.40	P#64 10/2024 Container Rental
33430	10/11/2024	10/22/2024	4180 Utilities Underground	51.70	Locates 09/2024
534	10 49 00	Miscellaneous - Water Admi	425 000 534 Water Fund (dep	25.85	Locates 09/2024
535	10 49 00	Miscellaneous - Sewer Admi	430 000 535 Sewer Fund (dep	25.85	Locates 09/2024
33419	10/11/2024	10/22/2024	10040 WECl	1,230.92	Alameda L/S Pump #2 Repair - Parts, Labor and Travel
535	50 48 00	Rep & Maint - Sewer Maint	430 000 535 Sewer Fund (dep	1,230.92	Alameda L/S Pump #2 Repair - Parts, Labor and Travel
33463	10/15/2024	10/22/2024	4256 Winning Seasons	154.14	Kickball Champion Shirts (10)
571	10 31 05	Program Supplies - Adults	001 000 571 General Fund	154.14	Kickball Champion Shirts (10)
33451	10/14/2024	10/22/2024	10911 Yee-Ishigamori	200.00	Security Deposit Refund, Yee-Ishigamori, 8/17/24
582	10 00 00	Deposit Refunds	001 000 580 General Fund	200.00	Security Deposit Refund, Yee-Ishigamori, 8/17/24

Report Total: 298,000.59

## Fund

001 General Fund	136,993.62
101 City Street Fund	106,754.29
301 Park Bond Capital Fund	96.40
415 Storm Drain	439.97
425 Water Fund (department)	14,119.32
426 Water Improvement Fund	8,166.44
430 Sewer Fund (department)	8,326.16
432 Sewer Improvement Fund	18,447.25
501 Equipment Rental Fund	4,647.51
655 Agency Fund/Bdg Permit	9.63

This report has been reviewed by:

REMARKS:

Signature & Title

Date



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

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

**AGENDA MODIFICATIONS**

There were none.

**PRELIMINARY 2025 BUDGET – 1<sup>st</sup> BUDGET WORKSHOP**

City Manager Masko presented the Preliminary 2025 Budget General Fund overview. City Manager Masko highlighted that the preliminary budget reflects a 3.6 percent cost of living adjustment increase for all employees based on the Consumer Price Index (CPI). The 2025 requested personnel changes include moving one part-time CSO I to full-time, promoting the Recreation Coordinator to Recreation Supervisor, and increasing hours for the IT Coordinator.

City Manager Masko highlighted the General Fund revenue changes, stating that property tax, retail sales tax, and other tax revenues increased. The parks and recreation, pool, and facility rental fee analysis is completed, and staff will present the proposed fee schedules for discussion at a future budget workshop. Lastly, the decrease in investment interest is based on the current market projections.

Ms. Masko highlighted major general fund expenditure changes. Finance changes include a decrease in professional services due to the finance consultant and Laserfische contracts. Non-departmental changes include the elimination of a transfer out of ARPA funds to Water Capital. Police changes include insurance reallocation and ARPA-funded police capital equipment. There is an increase in Fire and Emergency Management Systems of 3.6 percent due to an increase in CPI. Park changes include a decrease due to the Whittier Park Improvements ARPA funding.

Discussions included the City Hall column repair, budget workshop schedule, expected sales tax revenue, and comparative data.

City Manager Masko stated that there are no major changes to the legislative, administration, and personnel budgets. City department directors provided a brief overview of their 2024 goals and accomplishments and goals for 2025.

- Court Administrator Olivarez reported on the enterprise case management system, Ruston court, records management, legislative updates, and continuing education. There was a brief discussion of the photo enforcement program.
- Parks and Recreation Director Grover reported on recreation programming, a potential partnership with the City of University Place, resident pool season passes, community events, and volunteers. Lastly, he reported on the Fircrest Park Athletic Field Improvement project and the Whittier Park Master Plan.

- Public Works Director Bemis reported on the City’s alarm system upgrades, the Fircrest Park Maintenance Facility, and the Time and Temperature sign. There was a brief discussion on the Time and Temperature sign replacement budget.
- Interim Finance Director Dunbar reported on proactive City investments, the electronic timesheet program, updating financial policies, and staff training. There was a brief discussion on library reimbursement data. She highlighted the accomplishments of the information systems division, including the Council Chambers AV system upgrade and assisting the Municipal Court with the new enterprise justice system. There was a brief discussion of the additional hours for the IT coordinator position. Council requested memos for all the proposed personnel changes. Interim Finance Director Dunbar provided a brief overview of the Tacoma Fire contract, jail services, physical environment, health and wellness, and non-departmental budgets.
- Police Chief Schaub reported on professional development training, traffic enforcement, the Lexipol policy update, the Fircrest Civil Service Rules update, participation in community events, vehicle replacements, police equipment, and upcoming labor negotiations.
- Community Development Director Newman reported on streamlining permit applications, cross-departmental training, code enforcement, the comprehensive plan update, and legislative mandate research.

City Manager Masko stated that the next budget workshop will include information on ARPA funds, Public Works utility divisions, and proposed rate increases. Councilmember George reported on the proposed Masko Park enhancements.

#### **ADJOURNMENT**

**Councilmember Mauer-Smith MOVED to adjourn the meeting at 7:58 P.M., seconded by Councilmember George.**

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

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Shannon Reynolds, Mayor

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Arlette Burkhart, City Clerk

**CALL TO ORDER**

City Clerk Burkhart called the special meeting to order at 6:04 P.M. Mayor Shannon Reynolds and Councilmember Brett L. Wittner were present. Councilmembers David M. Viafore, Karen Mauer-Smith, Hunter T. George, Nikki Bufford, and Jim Andrews were absent.

Due to a lack of quorum, the meeting was canceled and adjourned to the next special meeting scheduled on October 14, 2024, at 6:00 P.M at Fircrest City Hall.

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Shannon Reynolds, Mayor

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Arlette Burkhart, City Clerk

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

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

**PRESIDING OFFICER’S REPORT**

Mayor Reynolds invoked Fircrest City Council Rule 20. Order of Business and requested to move Agenda Item 13A. Pierce Transit Presentation under Presiding Officer’s report. There were no objections from the Council.

**A. Pierce Transit Presentation**

Pierce Transit Senior Planner Anna Petersen provided an overview of Pierce Transit Destination 2045 Long Range Plan and highlighted long-term goals and objectives. Pierce Transit’s survey results indicated the need for new bus routes and services, frequency and scheduling improvements, transit service to certain areas, better regional integration, environmental and economic considerations, and improved infrastructure. Ms. Petersen highlighted several service expansion scenarios and provided the new Long Range Plan timeline. Mayor Reynolds invited Councilmember comments. There was a brief discussion on the impact analysis of the potential repeal of Washington State Initiative 2117. Mayor Reynolds invited public comment; none were provided.

**CITY MANAGER COMMENTS**

City Manager Masko reported on scheduling new Council photos, budget preparations, upcoming contract renewals, and the Teamsters negotiations. Mrs. Masko also reported on the Hanover Company’s purchase and sale agreement negotiations. Lastly, Mrs. Masko wished Passport Specialist Laura Thompson well in her retirement and reported on the interim plan for passport operations.

**DEPARTMENT HEAD COMMENTS**

There were no Department Head comments.

**COUNCILMEMBER COMMENTS**

There were no Council comments.

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

Mayor Reynolds invited public comment. There were none.

**COMMITTEE, COMMISSION, AND LIAISON REPORTS****A. Administration**

There was no report.

**B. Built Environment, Planning, and Building**

There was no report.

**C. Finance, Information Technology, and Facilities**

Councilmember Mauer-Smith provided the Finance report, which included staff cross-training and preparations for the 2023 annual financial audit.

The Information Technology report included the network diagramming project.

The Facilities report included a construction progress update for the Fircrest Park Maintenance Facility. Councilmember Mauer-Smith reported on the temporary fencing, the upcoming power disconnection, and the site demolition. Lastly, she reported on the completion of the pool winterization, facility HVAC servicing, and the Public Safety building plumbing repair.

**D. Other Liaison Reports**

There were no other reports.

**CONSENT CALENDAR**

Mayor Reynolds requested the City Clerk read the Consent Calendar:

- A. Approval of Check No. 221867 through 221925 in the amount of \$655,898.73  
Approval of Check No. 14412 through No. 14413 in the amount of \$9,313.93  
Approval of Check No. 14414 through No. 14421 in the amount of \$69,681.68  
Approval of the payroll electronic funds transfer in the amount of \$161,954.29
- B. Approval of the September 16, 2024, Regular Meeting minutes  
Approval of the September 24, 2024, Regular Meeting minutes

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

**The Motion Carried (5-0).**

**PUBLIC HEARING**

At 7:29 P.M., Mayor Reynolds opened the public hearing. Community Development Director Newman briefed the Council on the City's draft 2024 Comprehensive Plan Update, stating the public hearing was to receive comments on the City's draft 2024 Comprehensive Plan Update. Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public testimony.

- Ben Ferguson, a Fircrest resident and Planning Commissioner expressed his support.
- Brian Rybolt, a Fircrest resident, commented on the Washington House Bill 1110 and expressed concern about the 26 survey results.

Mayor Reynolds closed the public hearing at 7:34 P.M.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS****A. Pierce Transit Presentation**

This agenda item was moved to the Presiding Officer's report.

**B. Whittier Park Master Plan Presentation**

Parks and Recreation Director Grover presented the preferred Whittier Park Master Plan concept to the Council and provided a detailed overview. There was a brief discussion on the comparative data for park space in Pierce County and where Fircrest ranked.

**C. Resolution No. 1927: Pierce Transit Board Appointment - Final Ballot**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the Pierce Transit Board Composition Review process added Gig Harbor to University Place and Fircrest's shared seat. **Councilmember Wittner MOVED to adopt Resolution No. 1927, casting the City of Fircrest's vote for Mayor Shannon Reynolds to serve as a member of the Board of Commissioners for Pierce Transit to represent the cities of University Place, Fircrest, and Gig Harbor and fill a three-year term ending by November 2027; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comments. Discussions included intergovernmental relationships, Gig Harbor's underrepresentation, hosting informational meetings, and potentially allowing Gig Harbor to serve the next term. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (5-0).****D. Resolution No. 1928: ILA w/Steilacoom for Command Duty Services**

Police Chief Schaub briefed the Council on the proposed resolution and highlighted the agreement would allow the Town of Steilacoom and the City of Fircrest to share command staff during periods of absence or unavailability. **Councilmember Wittner MOVED to adopt Resolution No. 1928, authorizing the City Manager to execute an Interlocal Cooperation Agreement with the Town of Steilacoom for Command Duty Services; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comments. Council discussion included further in-depth discussion on liability issues, financial impacts, legal review, city police coverage, the ability to decline assistance language in the contract, up-to-date training, and keeping the Council informed. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (4-1), with Councilmember Andrews dissenting.****D. Resolution No. 1929: Steilacoom Holiday Sleigh Agreement**

City Manager Masko briefed the Council on the proposed resolution and highlighted that the agreement would allow the City to use the Town of Steilacoom's motorized Holiday Sleigh. **Councilmember Wittner MOVED to adopt Resolution No. 1929, authorizing the City Manager to execute an Equipment Use and Hold Harmless Agreement between the Town of Steilacoom and the City of Fircrest for the use of the motorized Holiday Sleigh; seconded by Councilmember Mauer-Smith.** Mayor Reynolds invited Councilmember comments; none were provided. Mayor Reynolds invited public comment; none were provided.

**The Motion Carried (5-0).**

**CALL FOR FINAL COMMENTS**

Police Chief Schaub reported that the City extended a conditional job offer to a police officer candidate.

**EXECUTIVE SESSION**

At 8:08 P.M., Mayor Reynolds reported that the Council would take a five-minute recess and convene into Executive Session, not to exceed thirty (30) minutes, to review the performance of a public employee pursuant to RCW 42.30.110(g).

**ADJOURNMENT**

Councilmember Andrews left the meeting at 8:22 P.M.

**Councilmember Mauer-Smith MOVED to adjourn the meeting at 8:23 P.M., seconded by Councilmember Wittner.**

**The Motion Carried (4-0).**

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Shannon Reynolds, Mayor

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Arlette Burkhart, City Clerk

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Public Hearing – 2025 Preliminary Revenues

**ITEM:** 11A

**DATE:** October 22, 2024

**FROM:** Dawn Masko, City Manager

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**RECOMMENDED MOTION:** None. Public Hearing Only.

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**PROPOSAL:** The purpose of the Public Hearing is to receive public input on the 2025 Preliminary Revenues.

**FISCAL IMPACT:**

Fund	Fund Name	Revenue
001	General Fund	\$12,131,831
101	Street Fund	918,714
105	Police Investigation Fund	500
150	Cumulative Reserve Fund	2,750,000
201	Park Bond Debt Service Fund	638,878
301	Park Bond Capital Fund	941,763
310	Real Estate Excise Tax Fund	3,114,071
415	Storm Drain Fund	1,201,230
416	Storm Drain Capital Fund	616,670
425	Water Fund	1,518,359
426	Water Capital Fund	384,258
430	Sewer Fund	4,120,595
432	Sewer Capital Fund	955,070
501	Equipment Replacement Fund	2,552,129
	<b>TOTAL</b>	<b>\$31,844,068</b>

**ADVANTAGES:** Allows citizens to comment on the 2025 Preliminary Revenues.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**BACKGROUND:** The 2025 Preliminary Budget was presented to the City Council on September 24, 2024. Budget workshops were held on September 30th, October 14th, and October 21st. An additional budget workshop is scheduled for October 29th. A public hearing on proposed revenue sources is required in connection with the budget process. The Ad Valorem Tax Levy ordinance is scheduled for consideration at the November 12, 2024, Council meeting. Per Washington state law, the City Council must adopt the 2025 Budget no later than December 31, 2024.

**ATTACHMENTS:** [2025 Revenue Sources](#)

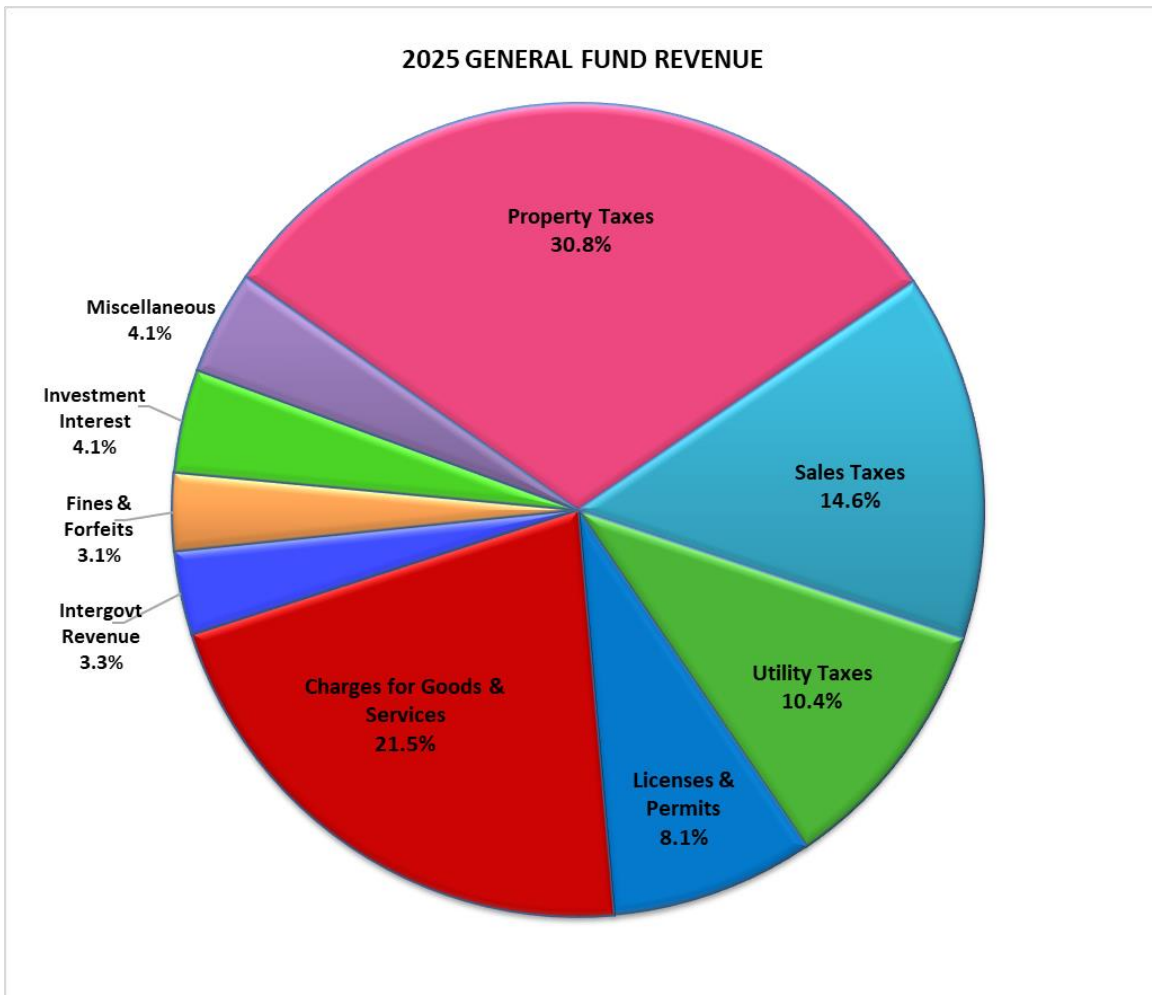


## GENERAL FUND REVENUE

BARS	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
308-51-00-01	Assigned BFB - Light	528,647	502,126	475,243	424,035
308-51-00-02	Assigned BFB - 44th Alameda	618,529	568,395	555,550	531,850
308-31-00-01	Restricted BFB - ARPA	473,948	800,393	335,369	-
308-91-00-01	Reserved for Cash Flow	1,400,000	1,400,000	1,925,000	1,925,000
308-91-00-01	Unassigned BFB - General	1,739,401	2,290,833	1,967,885	1,711,425
	<b>Total Fund Balance</b>	<b>4,760,526</b>	<b>5,561,746</b>	<b>5,259,047</b>	<b>4,592,310</b>
311-10-00-00	General Property Taxes	1,632,421	1,701,027	1,717,295	1,743,556
311-10-01-00	EMS Taxes	555,560	562,711	568,017	576,688
313-11-00-00	Retail Sales & Use Tax	775,647	745,911	785,000	825,000
313-17-00-00	Zoo Tax	96,323	95,462	95,000	100,000
313-71-00-00	Local Criminal Justice Tax	172,801	168,999	175,000	176,715
316-40-00-00	Water Utility Tax	84,170	90,968	89,600	95,056
316-41-00-00	Sewer Utility Tax	165,447	169,612	167,015	173,700
316-42-00-01	Storm Drain Utility Tax	30,401	31,460	31,584	31,900
316-43-00-00	Gas Utility Tax	122,015	128,662	136,500	130,000
316-45-00-00	Garbage/Solid Waste Tax	132,958	138,405	147,000	149,800
316-46-00-00	Television Cable Tax	150,139	144,881	138,000	138,000
316-47-00-00	Telephone/Telegraph Tax	58,681	71,130	65,000	65,000
	<b>Total Taxes</b>	<b>3,976,561</b>	<b>4,049,227</b>	<b>4,115,011</b>	<b>4,205,415</b>
321-91-00-01	Non-Comp Charge/Electric	228,446	398,090	330,000	343,200
321-91-00-02	Franchise Fee Water	7,277	9,030	8,000	9,000
321-91-00-03	Franchise Fee Cable TV	124,993	120,240	125,000	125,000
321-99-00-00	Business Licenses & Permits	58,739	56,452	62,000	65,000
322-10-00-00	Building Permit	36,248	23,890	45,500	54,300
322-10-00-01	Mechanical Permit	9,273	6,269	6,700	6,700
322-10-00-02	Plumbing Permit	5,250	3,292	4,500	4,500
322-10-00-03	Excavate/Clear/Grading Permits	-	-	285	285
322-10-00-05	Sign Permit	600	730	500	500
322-10-00-06	Investigation Fee	1,661	1,297	1,000	1,000
322-10-00-07	Fire Protection Permit	450	-	500	500
322-90-00-00	Other Licenses & Permits (Alarm)	175	300	500	300
	<b>Total Licenses &amp; Permits</b>	<b>473,112</b>	<b>619,590</b>	<b>584,485</b>	<b>610,285</b>
332-92-10-00	ARPA Grant	504,920	-	-	-
333-20-60-00	Reimb - St of WA (Fed Pass-thru)	7,443	10,307	11,900	8,000
334-00-30-00	State Grant from Secretary of State	12,352	-	-	-
334-01-20-00	State Grant from AOC	-	1,555	1,064	1,064
334-01-21-00	AOC State Grant - Blake Decision	-	4,939	1,624	1,624
334-04-20-00	WA Dept of Commerce - Comp Plan	-	62,500	62,500	-
334-04-20-02	WA Commerce - Middle Housing	-	-	50,000	-
334-04-20-03	WA Commerce - Climate Planning	-	-	120,000	-
336-00-98-00	City Assistance	139,076	100,676	110,000	112,200
336-06-21-00	CJ Population	2,473	2,609	2,750	2,890

BARS	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
336-06-26-00	CJ Special Programs	8,768	19,210	9,770	10,120
336-06-42-00	Marijuana Excise Tax	11,653	11,478	13,000	14,000
336-06-51-00	DUI-Cities	824	499	500	800
336-06-94-00	Liquor Excise Tax	50,870	50,588	49,510	47,430
336-06-95-00	Liquor Board Profits	44,642	44,132	54,625	44,355
336-06-95-01	Liquor Board Profits - Public Safety	11,160	11,033	11,000	8,930
	<b>Total Intergovernmental Revenues</b>	<b>794,180</b>	<b>319,526</b>	<b>498,243</b>	<b>251,413</b>
341-43-00-00	Interdepartmental Service Charge	755,019	755,612	768,164	824,968
341-49-00-00	Ruston Court Contract	242,000	254,100	265,535	275,095
341-99-00-00	Passport Fees	52,290	50,260	54,000	70,000
342-40-00-00	Special Inspection Fees	200	-	-	-
345-81-00-01	Planning Permit	26,054	30,170	13,000	5,000
345-81-00-02	Site Development Permit	1,654	3,450	3,000	3,000
345-83-00-00	Plan Checking	16,890	22,351	20,000	15,000
347-30-00-00	Swimming Pool Fees	165,709	192,479	185,000	185,000
347-30-00-02	Swim Team Fees	7,025	6,025	7,000	7,000
347-30-00-04	Recreation Fees	30,448	43,056	74,160	70,000
347-30-00-10	Participation Fees - Adult	1,630	7,863	5,000	5,000
347-60-00-09	Instructor Based Revenue	36,008	57,606	45,000	52,000
347-60-00-10	Swimming Instruction Fees	47,532	55,245	55,000	55,000
347-60-00-11	Instructor Based Revenue - Pool	-	-	500	-
347-60-00-12	Participation Fees - Youth	44,630	47,545	45,000	50,500
	<b>Total Charges for Goods &amp; Services</b>	<b>1,427,089</b>	<b>1,525,761</b>	<b>1,540,359</b>	<b>1,617,563</b>
353-10-00-01	Municipal Court	178,929	153,215	200,000	230,000
356-50-00-00	Investigative Fund Assessments	1,565	1,762	1,500	1,200
356-50-04-00	DUI Invest Fund Assessments	1,497	887	1,800	1,500
	<b>Total Fines &amp; Forfeits</b>	<b>181,991</b>	<b>155,864</b>	<b>203,300</b>	<b>232,700</b>
361-11-00-01	Investment Interest - General	98,053	348,080	346,500	293,700
361-40-00-01	Sales Interest	830	2,470	3,500	3,500
361-40-00-03	Gen Property Taxes Interest	2,028	7,291	6,300	7,500
361-40-00-04	EMS Property Taxes Interest	416	1,496	1,000	1,500
361-40-00-05	Interest Payment from PCBF	11,500	7,686	-	-
361-40-00-06	Fircrest Municipal Court Interest	-	-	1,800	5,000
362-40-00-00	Rental Revenue - Space & Facility	38,296	73,836	100,000	85,000
362-40-00-01	Rental Revenue - Soccer Field	10,983	5,200	5,200	6,000
362-40-00-02	Rental Revenue - Cancellation Fees	40	50	-	-
362-40-00-03	Recreation Equipment Rental	-	114	500	600
362-50-00-01	Land Rental - Gen Fund Property	82,730	90,595	94,675	98,090
362-50-00-02	Land Rental - ERR Garage	4,570	5,000	5,225	5,415
362-50-00-03	Rental Revenue - Time/Temp Sign	2,640	2,420	2,640	2,640
362-50-00-04	Rental Revenue - Pool	7,969	15,512	8,000	15,000
362-50-00-07	Rental Revenue - Pool Party Room	11,876	13,473	16,000	14,000
367-00-00-02	Donations - Parks	36,490	41,438	46,000	41,500
367-00-00-03	Donations - Police	14,800	7,272	10,000	10,000

BARS	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
367-00-00-10	Donations - Fireworks	1,270	2,775	2,680	2,700
367-00-00-11	Private Grants	15,168	6,658	-	-
367-00-00-12	Donations - Centennial Celebration	-	-	-	25,000
369-10-00-00	Sale of Surplus - General	-	3,356	-	-
369-40-00-00	Judgments and Settlements	50	900	-	-
369-81-00-00	Cash Over/Short	(70)	59	-	-
369-81-00-01	Cash Over/Short - Pool	-	-	-	-
369-91-00-01	Other Misc Revenue - General	2,942	4,243	9,500	5,000
	<b>Total Misc Revenue</b>	<b>342,581</b>	<b>639,924</b>	<b>659,520</b>	<b>622,145</b>
	<b>Total Operating Revenue</b>	<b>7,195,514</b>	<b>7,309,892</b>	<b>7,600,918</b>	<b>7,539,521</b>
382-10-00-00	Refundable Deposits	14,969	22,214	-	-
382-10-00-01	Permit Deposits	2,102	(972)	-	-
382-10-00-02	Rec Household Credit	250	277	-	-
398-10-00-01	Insurance Proceeds Non-Capital	9,989	-	-	-
	<b>TOTAL RESOURCES</b>	<b>11,983,350</b>	<b>12,893,157</b>	<b>12,859,965</b>	<b>12,131,831</b>



## General Fund Revenue Sources

This summary describes each of the major General Fund revenue sources in the 2025 budget.

### **Beginning Fund Balance**

**The Beginning Fund Balance** is the estimate of the amount of cash and investments on hand in the General Fund at the beginning of each year. The City continues to maintain its target General Fund reserve.

### **Taxes**

**General Property Taxes** include anticipated revenue from new construction provided by the Pierce County Assessor-Treasurer's office. The 1% inflationary increase for general property taxes allowed by state law is included in the budget assumptions for tax year 2024.

**EMS Taxes** fund emergency medical services. The current EMS levy was passed by voters in 2020. 2024 is the 4<sup>th</sup> year of the six-year levy.

**Retail Sales & Use Taxes** are collected from customers of businesses operating within Fircrest city limits. The State collects and distributes sales tax on the sale of most consumer goods (except most food products), some services, and construction. The amount of sales tax fluctuates annually due to changes in the economy, the buying habits of consumers, and the level of construction taking place in the City.

**Zoo/Trek Authority Sales Tax** was established in 2001 to support the Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park, and local parks in Pierce County. The City receives a portion of this sales tax to help fund our park system.

**Criminal Justice Sales Tax** is levied by Pierce County to support criminal justice programs. The state collects this tax and distributes a portion of it to cities and towns based on population. The revenue must be used exclusively for criminal justice purposes.

**Utility Taxes** are imposed by the City on the gross income of various utility services provided within the boundaries of the City. A listing of utility tax rates is included in the back of the budget document. These rates vary from 3% to 8.5%.

### **Licenses & Permits**

**Non-Competition Charge** is the amount that the City collects as a non-compete fee from Tacoma Public Utilities and is based on Tacoma's gross electric revenues for electrical services located in Fircrest for the preceding year times six percent (6%).

**Cable TV Franchise Fees** are received from the two cable companies that provide services to the City of Fircrest. The fees are levied at a rate of 5% of gross revenues on private utilities for the right to use public properties.

**Business Licenses & Permits** are received from businesses operating within Fircrest city limits. The City has partnered with the Washington State Department of Revenue (DOR) to provide one source for business licenses and renewals.

**Development Fees** are charged for building permits, mechanical permits, plumbing permits, and sign permits. Fees imposed for permits are based on project valuation for new and remodeling construction activity in Fircrest.

### **Intergovernmental Revenue**

**Intergovernmental Revenues** consist of federal, state, and local grants as well as state-shared revenues. State-shared revenues consist of taxes collected by other jurisdictions, of which the City receives a portion based primarily on a per capita basis. The City's population, as determined by the Office of Financial Management for state-shared revenue distributions, is 7,235.

**Federal Pass-thru Grants** are grants from the federal government that are distributed through a state agency. This line item includes \$8,000 for Police reimbursable overtime.

**State Grants** are grants received from Washington State.

**City-County Assistance** is received from the Department of Revenue and provides ongoing assistance to low tax-base cities and counties. The distribution is based on per capita sales tax revenues and property tax-assessed values.

**Criminal Justice Shared Revenues** are distributed based partially on crime rates as well as on a per capita basis. These funds are required to be spent on some combination of innovative law enforcement programs, domestic violence prevention programs, and/or child abuse prevention programs.

**Marijuana Excise Tax** is distributed to cities, towns, and counties based on a complex formula with a "per capita share" to cities, towns, and counties that allow the siting of producers, processors, and retailers.

**Liquor Excise Tax** is collected by the State, with 35% of collections being distributed to counties, cities, and towns based on populations (less a permanent transfer to the state general fund).

**Liquor Board Profits** are collected by the State in the form of license fees from distributors and retailers. The City must devote at least 2% of its liquor profits distribution to support an approved alcohol or drug addiction program, as well as enhanced public safety programs.

### **Charges for Good and Services**

**Interdepartmental Service Charges** are for services performed by the General Fund for Street, Storm Drain, Water, and Sewer Funds. The charges are determined on a percentage basis of operating expenditure budgeted.

**Ruston Court Contract** is revenue received from the City of Ruston for court-contracted services performed by the City of Fircrest Municipal Court.

**Passport Fees** are the City's share of revenue for processing passport applications.

**Development-related Charges** are fees assessed for planning and building activities, including planning permits, site development permits, and plan checking fees for new construction and land use activity in Fircrest.

**Swimming Pool Fees** include fees from admissions, lessons, and the swim team.

**Participation Fees** are charged to participants in team activities such as baseball, basketball, pickleball, etc.

**Instructor-based Revenue** is collected from participants registering for classes in which the city will pay a percentage to the instructor. There is an offsetting expenditure in the Recreation Department budget.

#### **Fines & Forfeits**

**Fines, Forfeits, and Penalties** are revenue received from the Fircrest Municipal Court for traffic violations, traffic and parking infractions, misdemeanors, and DWI violations.

#### **Miscellaneous Revenue**

**Investment Interest** is interest earnings received from City bank accounts and investments, primarily from the Local Government Investment Pool (LGIP).

**Rental Revenue** is received for rentals of the Parks and Recreation facilities, including fields, the pool, and the pool party room.

**Land Rental Revenue** is revenue from Public Works for the land on which the Public Works building is constructed and from ERR for the land on which the ERR building is constructed.

**Park Donations** are used to offset the cost of community programs.

**Police Donations** are offsetting revenues related to expenditures that will be incurred only if donations are received.

**Other Miscellaneous Revenue** consists of alarm permits, NSF fees, refund expenses from prior years, etc.

#### **Other Financing Sources**

**Other Financing Sources** are one-time funding sources or non-recurring in nature. Examples include insurance recoveries, restitution, and interfund transfers. Non-revenues include refundable deposits and permit deposits.

**CITY STREET FUND REVENUE**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-91-01-01	Unassigned BFB-Street	277,164	425,495	400,828	335,553
	<b>Total Fund Balance</b>	<b>277,164</b>	<b>425,495</b>	<b>400,828</b>	<b>335,553</b>
322-40-00-00	ROW Road Permits	13,505	8,747	10,000	10,000
	<b>Total Licenses &amp; Permits</b>	<b>13,505</b>	<b>8,747</b>	<b>10,000</b>	<b>10,000</b>
333-20-20-01	Indirect Fed Grant - Dept of Trans	-	-	70,260	-
334-03-81-00	WA State TIB Grant	-	-	1,912,323	-
336-00-71-00	Multimodal Transportation	9,477	9,368	9,260	9,182
336-00-87-00	Motor Vehicle Fuel Tax	135,078	133,595	131,970	131,441
	<b>Total Intergovernmental Revenues</b>	<b>144,554</b>	<b>142,963</b>	<b>2,123,813</b>	<b>140,623</b>
361-11-01-01	Investment Interest	7,467	18,733	20,000	13,100
367-00-00-04	Donation - Baskets	9,500	7,770	-	8,500
367-00-00-08	Donations - Beautification	2,100	1,755	12,000	2,400
369-91-01-01	Miscellaneous Revenue	15	-	100	-
	<b>Total Miscellaneous Revenue</b>	<b>19,082</b>	<b>28,258</b>	<b>32,100</b>	<b>24,000</b>
	<b>Total Operating Revenues</b>	<b>177,141</b>	<b>179,968</b>	<b>2,165,913</b>	<b>174,623</b>
398-10-01-01	Insurance Recovery	2,527	3,329	-	-
388.10.00.00	Prior Period Adjustment	-	171	-	-
	<b>Total Non Revenue</b>	<b>2,527</b>	<b>3,500</b>	<b>-</b>	<b>-</b>
397-00-00-02	Transfer In for Street Beautification	10,000	10,000	10,000	10,000
397-00-00-03	Transfer from Property Tax	244,863	255,152	257,594	261,533
397-00-00-04	Transfer from Light-St Maint	26,521	26,883	51,205	37,005
397-00-00-06	Transfer from REET 1-Capital	84,470	90,499	481,851	100,000
397-00-01-51	Transfer from Cumulative Reserve	150,000	-	-	-
	<b>Total Other Financing Sources</b>	<b>515,854</b>	<b>382,534</b>	<b>800,650</b>	<b>408,538</b>
<b>TOTAL RESOURCES</b>		<b>972,686</b>	<b>991,498</b>	<b>3,367,391</b>	<b>918,714</b>

### **REVENUE NARRATIVE**

RCW [47.30.050](#) requires 0.42% of Motor Vehicle Fuel Taxes (MVFT) to be spent on pedestrian trails. The estimated amount of \$555 will be used to pay for miscellaneous trail upkeep, including salaries and wages.

Donations received in 2024 will be used for baskets, banners, flags, flowers, and other beautification projects throughout the city.

Transfer-In from the General Fund of \$10,000 is to cover a portion of the Street Beautification Budget.

Transfer from Property Tax is 15% of General Fund Property Tax received.

The Transfer from the Street Light fund balance covers the Street Light maintenance operating budget.

Transfer from REET 1 of \$100,000 is for minor street repairs.



**POLICE INVESTIGATION FUND - 105**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-31-01-05	Restricted BFB-Police Investigation	12,410	12,701	13,333	-
	<b>Total Beginning Fund Balance</b>	<b>12,410</b>	<b>12,701</b>	<b>13,333</b>	-
361-11-01-05	Investment Interest	196	632	600	500
369-30-01-05	Forfeited Funds	95	-	-	-
	<b>Total Misc. Revenues</b>	<b>291</b>	<b>632</b>	<b>600</b>	<b>500</b>
	<b>TOTAL RESOURCES</b>	<b>12,701</b>	<b>13,333</b>	<b>13,933</b>	<b>500</b>

**CUMULATIVE RESERVE – FUND 150**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-41-01-50	Committed BFB C.R. - General	450,000	1,212,846	1,979,506	2,750,000
308-41-01-51	Committed BFB C.R. - Street	150,000	-	-	-
308-41-01-53	Committed BFB C.R. - Water	369,250	-	-	-
308-41-01-52	Committed BFB C.R. - Sewer	11,513	-	-	-
	<b>Total Fund Balance</b>	<b>980,763</b>	<b>1,212,846</b>	<b>1,979,506</b>	<b>2,750,000</b>
381-20-00-01	Loan Payment from Cap Bond Fd	762,846	766,660	770,494	-
	<b>Total Non-Revenues</b>	<b>762,846</b>	<b>766,660</b>	<b>770,494</b>	<b>-</b>
	<b>TOTAL RESOURCES</b>	<b>1,743,609</b>	<b>1,979,506</b>	<b>2,750,000</b>	<b>2,750,000</b>

**BUDGET NARRATIVE**

The Cumulative Reserve Fund accounts for principal only. Interest earnings are accrued back to the General Fund.

**PARK BOND DEBT SERVICE FUND – 201**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-31-02-01	Restricted BFB-Park Bond Fund	120,060	135,816	149,811	163,602
	<b>Total Fund Balance</b>	<b>120,060</b>	<b>135,816</b>	<b>149,811</b>	<b>163,602</b>
311-10-02-01	Park Bond Property Taxes	431,800	441,634	452,941	474,676
	<b>Total Taxes</b>	<b>431,800</b>	<b>441,634</b>	<b>452,941</b>	<b>474,676</b>
361-11-02-01	Investment Interest	156	561	600	600
	<b>Total Misc Revenue</b>	<b>156</b>	<b>561</b>	<b>600</b>	<b>600</b>
	<b>TOTAL RESOURCES</b>	<b>552,016</b>	<b>578,011</b>	<b>603,352</b>	<b>638,878</b>

**PARK BOND CAPITAL PROJECT FUND – 301**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-31-03-01	Restricted BFB-Park Capital	2,039,673	1,675,641	1,401,290	661,763
	<b>Total Fund Balance</b>	<b>2,039,673</b>	<b>1,675,641</b>	<b>1,401,290</b>	<b>661,763</b>
334-02-70-01	State Grant	-	16,000	-	-
	<b>Total Intergovernmental Revenues</b>	<b>-</b>	<b>16,000</b>	<b>-</b>	<b>-</b>
361-11-03-01	Investment Interest	32,321	79,633	43,000	30,000
367-00-03-01	Donations	1,450,000	750,000	250,000	250,000
	<b>Total Misc Revenue</b>	<b>1,482,321</b>	<b>829,633</b>	<b>293,000</b>	<b>280,000</b>
	<b>TOTAL RESOURCES</b>	<b>3,521,994</b>	<b>2,521,274</b>	<b>1,694,290</b>	<b>941,763</b>

**REET FUND FUND – 310**

		<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
<b>BARS</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
308-31-03-11	Restricted BFB-REET (1st 1/4)	612,446	706,962	792,053	478,202
308-31-03-12	Restricted BFB-REET (2nd 1/4)	1,556,612	1,753,095	1,982,404	2,230,219
	<b>Total Beginning Fund Balance</b>	<b>2,169,058</b>	<b>2,460,056</b>	<b>2,774,457</b>	<b>2,708,421</b>
318-34-00-00	Capital Improvement 1	168,716	138,499	150,000	150,000
318-35-00-00	Growth Management 1	168,716	138,499	150,000	150,000
	<b>Total Taxes</b>	<b>337,431</b>	<b>276,999</b>	<b>300,000</b>	<b>300,000</b>
361-11-03-11	Investment Interest (1st 1/4)	10,270	37,092	18,000	18,650
361-11-03-12	Investment Interest (2nd 1/4)	27,767	90,810	97,815	87,000
	<b>Total Misc Revenue</b>	<b>38,037</b>	<b>127,902</b>	<b>115,815</b>	<b>105,650</b>
	<b>TOTAL RESOURCES</b>	<b>2,544,526</b>	<b>2,864,957</b>	<b>3,190,272</b>	<b>3,114,071</b>

### STORM DRAIN FUND REVENUES

BARS	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
308-51-04-15	Reserved for Cash Flow	116,000	116,000	118,000	120,930
308-51-04-15	Assigned BFB-Storm	227,914	253,106	328,703	360,540
	<b>Total Fund Balance</b>	<b>343,914</b>	<b>369,106</b>	<b>446,703</b>	<b>481,470</b>
334-03-10-00	Dept of Ecology NPDES Grant	-	75,000	75,000	75,000
	<b>Total Intergovernmental Revenues</b>	<b>-</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
343-10-00-00	Storm Drain Fees & Charges	514,788	529,384	526,400	531,665
343-10-00-01	Setup Fees	405	415	500	500
343-10-00-02	Penalties	4,784	5,529	6,500	6,000
	<b>Total Goods &amp; Services</b>	<b>519,977</b>	<b>535,328</b>	<b>533,400</b>	<b>538,165</b>
361-11-04-15	Investment Interest	15,809	45,204	45,000	40,150
369-91-04-15	Miscellaneous Revenue	29	-	100	-
	<b>Total Miscellaneous Revenue</b>	<b>15,839</b>	<b>45,204</b>	<b>45,100</b>	<b>40,150</b>
	<b>Total Operating Revenues</b>	<b>535,816</b>	<b>655,532</b>	<b>653,500</b>	<b>653,315</b>
	<b>TOTAL RESOURCES</b>	<b>879,729</b>	<b>1,024,638</b>	<b>1,100,203</b>	<b>1,134,785</b>

**STORM DRAIN CAPITAL FUND - 416**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-51-04-16	Assigned BFB-Storm Capital	613,795	681,075	515,820	481,470
	<b>Total Fund Balance</b>	<b>613,795</b>	<b>681,075</b>	<b>515,820</b>	<b>481,470</b>
334-03-10-01	Department of Ecology Grant	-	147,528	-	-
337-00-00-01	Pierce County Flood District	-	-	-	50,000
	<b>Total Intergovernmental Revenue</b>	<b>-</b>	<b>147,528</b>	<b>-</b>	<b>50,000</b>
397-00-00-10	Transfer In from Storm Fund	81,900	81,900	81,900	85,200
	<b>Total Transfers In</b>	<b>81,900</b>	<b>81,900</b>	<b>81,900</b>	<b>85,200</b>
	<b>TOTAL RESOURCES</b>	<b>695,695</b>	<b>910,503</b>	<b>597,720</b>	<b>616,670</b>

### WATER FUND REVENUE

BARS	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
308-51-04-25	Assigned BFB-Water	274,278	244,152	238,692	246,206
	<b>Total Fund Balance</b>	<b>274,278</b>	<b>244,152</b>	<b>238,692</b>	<b>246,206</b>
343-40-00-00	Sale of Water	1,086,364	1,141,530	1,120,000	1,188,200
343-40-00-01	Service Connections	7,371	-	1,800	1,800
343-40-00-02	Setup Fees	1,118	1,138	1,500	1,500
343-40-00-03	Penalties	9,387	12,046	12,000	12,000
343-40-00-04	Backflow	225	-	300	300
	<b>Total Charges for Goods and Services</b>	<b>1,104,465</b>	<b>1,154,713</b>	<b>1,135,600</b>	<b>1,203,800</b>
361-11-04-25	Investment Interest	13,144	15,278	17,500	19,800
362-50-00-05	Rent City Property/High Tank	64,623	36,416	32,350	35,662
362-50-00-06	Rent City Property/Golf Tank	36,714	38,388	37,000	10,891
369-91-04-25	Other Misc. Revenue	1,816	2,015	500	2,000
	<b>Total Misc. Revenues</b>	<b>116,297</b>	<b>92,097</b>	<b>87,350</b>	<b>68,353</b>
397-00-01-52	Transfer-In from Cumulative Reserve	11,513	-	-	-
	<b>Total Capital Contributions</b>	<b>11,513</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL RESOURCES</b>	<b>1,506,553</b>	<b>1,490,961</b>	<b>1,461,642</b>	<b>1,518,359</b>



**WATER CAPITAL FUND - 426**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-31-04-26	Restricted BFB - Water ARPA	14,962	644	147,270	-
308-51-04-26	Assigned BFB - Water Capital	250,246	214,668	207,874	248,708
	<b>Total Fund Balance</b>	<b>265,207</b>	<b>215,312</b>	<b>355,144</b>	<b>248,708</b>
332-92-10-02	ARPA Funds	450,000	-	-	-
333-11-00-00	Indirect Dept of Commerce	149,283	-	16,590	-
	<b>Total State Grants</b>	<b>599,283</b>	<b>-</b>	<b>16,590</b>	<b>-</b>
368-10-04-26	Capital Contributions/Tap Fees	8,800	-	4,000	4,000
	<b>Total Capital Contributions</b>	<b>8,800</b>	<b>-</b>	<b>4,000</b>	<b>4,000</b>
398-10-04-26	Insurance Recovery Capital - Water	-	-	102,349	-
	<b>Total Other Financing Sources</b>	<b>-</b>	<b>-</b>	<b>102,349</b>	<b>-</b>
397-00-00-11	Transfer In from Water Fund	108,160	200,000	200,000	131,550
397-00-00-14	Transfer from General Fund (ARPA)	93,000	290,000	30,000	-
	<b>Total Transfers In</b>	<b>201,160</b>	<b>490,000</b>	<b>230,000</b>	<b>131,550</b>
	<b>TOTAL RESOURCES</b>	<b>1,074,450</b>	<b>705,312</b>	<b>708,083</b>	<b>384,258</b>

**SEWER FUND REVENUE – 430**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-51-04-30	Reserved for Cash Flow	565,500	565,500	743,000	714,615
308-51-04-30	Assigned BFB-Sewer	617,764	820,711	734,553	416,630
	<b>Total Fund Balance</b>	<b>1,183,264</b>	<b>1,386,211</b>	<b>1,477,553</b>	<b>1,131,245</b>
343-50-00-00	Sewer Revenues	2,773,554	2,828,293	2,783,584	2,895,000
343-50-00-01	Service Connections	700	6,934	1,100	1,100
343-50-00-02	Setup Fees	458	458	600	600
343-50-00-03	Penalties	18,456	19,530	24,000	18,900
	<b>Total Charges for Goods and Services</b>	<b>2,793,168</b>	<b>2,855,214</b>	<b>2,809,284</b>	<b>2,915,600</b>
361-11-04-30	Investment Interest	44,219	132,637	125,000	72,250
369-91-04-30	Other Misc. Revenue	(146)	(431)	80,500	1,500
397-00-01-53	Transfer-In from Cumulative Reserve	369,250	-	-	
	<b>Total Misc. Revenues</b>	<b>413,323</b>	<b>132,206</b>	<b>205,500</b>	<b>73,750</b>
	<b>TOTAL RESOURCES</b>	<b>4,389,755</b>	<b>4,373,631</b>	<b>4,492,337</b>	<b>4,120,595</b>

**SEWER CAPITAL FUND - 432**

<b>BARS</b>	<b>Description</b>	<b>2022 Actual</b>	<b>2023 Actual</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
308-51-04-32	Assigned BFB-Sewer Capital	1,286,460	1,351,997	1,400,335	721,070
	<b>Total Fund Balance</b>	<b>1,286,460</b>	<b>1,351,997</b>	<b>1,400,335</b>	<b>721,070</b>
368-10-04-32	Capital Contributions/Tap Fees	10,000	12,380	4,000	4,000
397-00-00-12	Transfer In	230,000	230,000	230,000	230,000
	<b>Total Revenue</b>	<b>240,000</b>	<b>242,380</b>	<b>234,000</b>	<b>234,000</b>
	<b>TOTAL RESOURCES</b>	<b>1,526,460</b>	<b>1,594,377</b>	<b>1,634,335</b>	<b>955,070</b>

### ERR FUND REVENUE

BARS	Description	2022 Actual	2023 Actual	2024 Budget	2025 Budget
308-51-05-01	Assigned BFB-ERR	1,658,403	1,908,856	1,946,045	2,095,838
	<b>Total Beginning Fund Balance</b>	<b>1,658,403</b>	<b>1,908,856</b>	<b>1,946,045</b>	<b>2,095,838</b>
348-30-00-00	General Fund Replacement	112,105	111,805	105,362	78,085
348-30-01-00	City Street Fund Replacement	32,494	32,494	48,581	49,410
348-30-03-00	Water/Sewer Fund Replacement	58,029	58,029	65,865	62,120
348-30-04-00	Storm Sewer Replacement	46,546	46,546	47,755	45,950
348-30-08-00	General Fund O & M	73,677	62,426	93,786	74,487
348-30-09-00	City Street Fund O & M	16,578	20,367	28,860	20,616
348-30-11-00	Water/Sewer Fund O & M	13,723	19,729	26,991	24,444
348-30-12-00	Storm Sewer O & M	13,831	14,966	16,845	14,354
	<b>Total Charges for Goods &amp; Services</b>	<b>366,983</b>	<b>366,362</b>	<b>434,045</b>	<b>369,466</b>
361-11-05-01	Investment Interest	28,461	94,512	88,000	81,750
362-40-05-01	Rental Revenue	4,285	4,706	4,903	5,075
369-10-00-05	Sale of Scrap	-	27,553	-	-
	<b>Total Misc. Revenues</b>	<b>32,746</b>	<b>126,771</b>	<b>92,903</b>	<b>86,825</b>
398-10-05-01	Insurance Recovery	-	1,029	-	-
	<b>Total Other Revenues</b>	<b>-</b>	<b>1,029</b>	<b>-</b>	<b>-</b>
	<b>Total Operating Revenue</b>	<b>399,730</b>	<b>494,162</b>	<b>526,948</b>	<b>456,291</b>
	<b>TOTAL RESOURCES</b>	<b>2,058,133</b>	<b>2,403,018</b>	<b>2,472,993</b>	<b>2,552,129</b>

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Public Hearing – 2025 Preliminary Budget Expenditures

**ITEM:** 11B

**DATE:** October 22, 2024

**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** None. Public Hearing Only.

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**PROPOSAL:** The purpose of the Public Hearing is to receive public input on the 2025 Preliminary Expenditure Budget.

**FISCAL IMPACT:**

Fund	Fund Name	Expenditures	Ending Fund Balance	Total Appropriation
001	General Fund	\$8,074,780	\$4,057,051	\$12,131,831
101	Street Fund	606,391	312,323	918,714
105	Police Investigation Fund	-	500	500
150	Cumulative Reserve Fund	-	2,750,000	2,750,000
201	Park Bond Debt Service Fund	460,850	178,028	638,878
301	Park Bond Capital Fund	-	941,763	941,763
310	Real Estate Excise Tax Fund	100,000	3,014,071	3,114,071
415	Storm Drain Fund	590,314	610,916	1,201,230
416	Storm Drain Capital Fund	110,000	506,670	616,670
425	Water Fund	1,169,795	348,564	1,518,359
426	Water Capital Fund	158,960	225,298	384,258
430	Sewer Fund	3,413,754	706,841	4,120,595
432	Sewer Capital Fund	222,150	732,920	955,070
501	Equipment Replacement Fund	207,275	2,344,854	2,552,129
	<b>TOTAL</b>	<b>\$15,114,269</b>	<b>\$16,729,799</b>	<b>\$31,844,068</b>

**ADVANTAGES:** Allows citizens to comment on the 2025 Preliminary Expenditures.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**BACKGROUND:** The 2025 Preliminary Budget was presented to the City Council on September 24, 2024. Budget workshops were held on September 30th, October 14th, and October 21st. An additional budget workshop is scheduled for October 29th. Public hearings on the proposed budget are required in connection with the budget process. A public hearing is being held this evening, and a second public hearing is scheduled for November 12th. Per Washington state law, the City Council must adopt the 2025 Budget no later than December 31, 2024.

**ATTACHMENTS:** [2025 Expenditures Public Hearing PowerPoint](#)

# 2025 Preliminary Budget

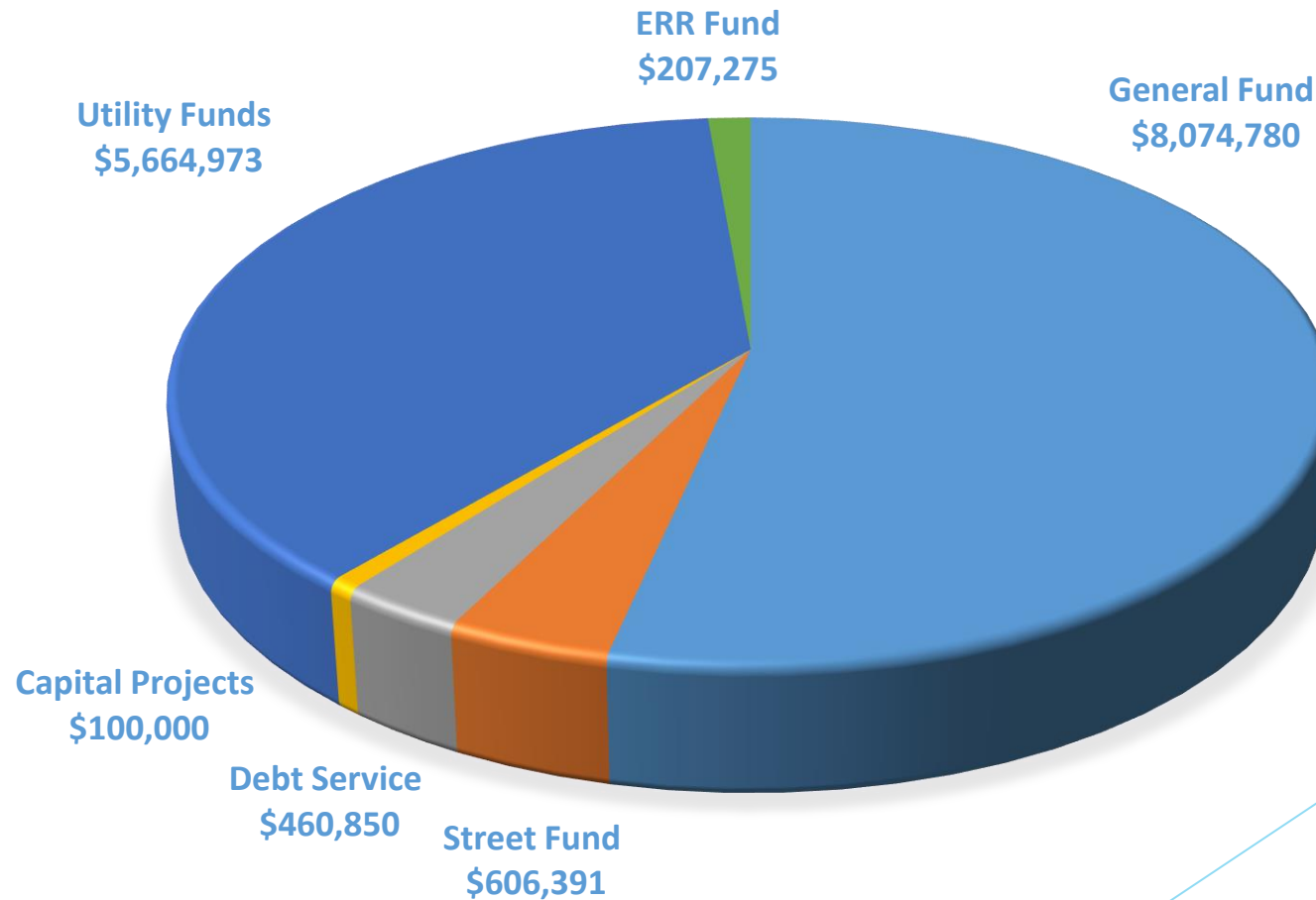


**THE CITY OF FIRCREST**



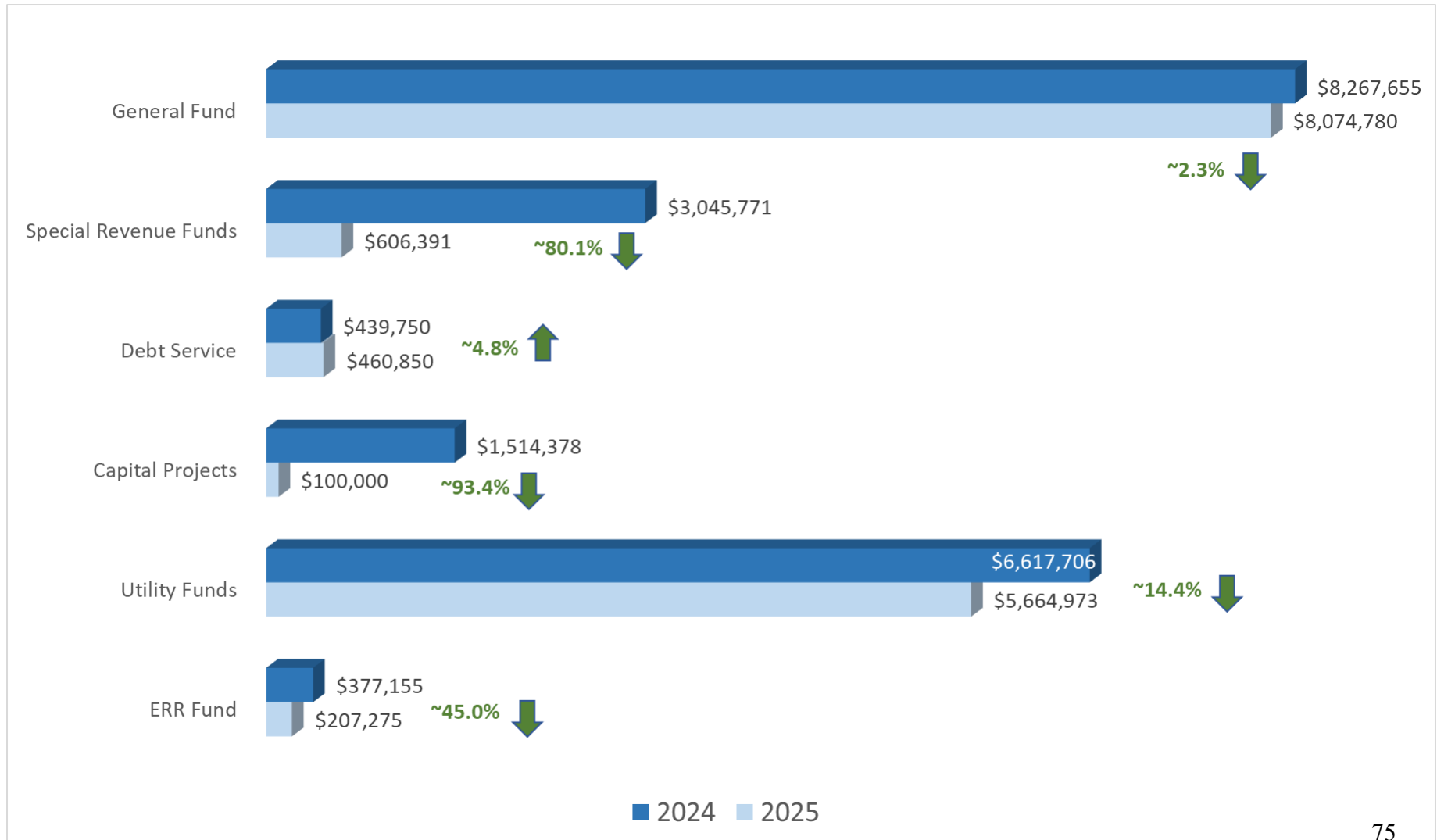
# 2025 Total Proposed Budget

## \$15,114,269



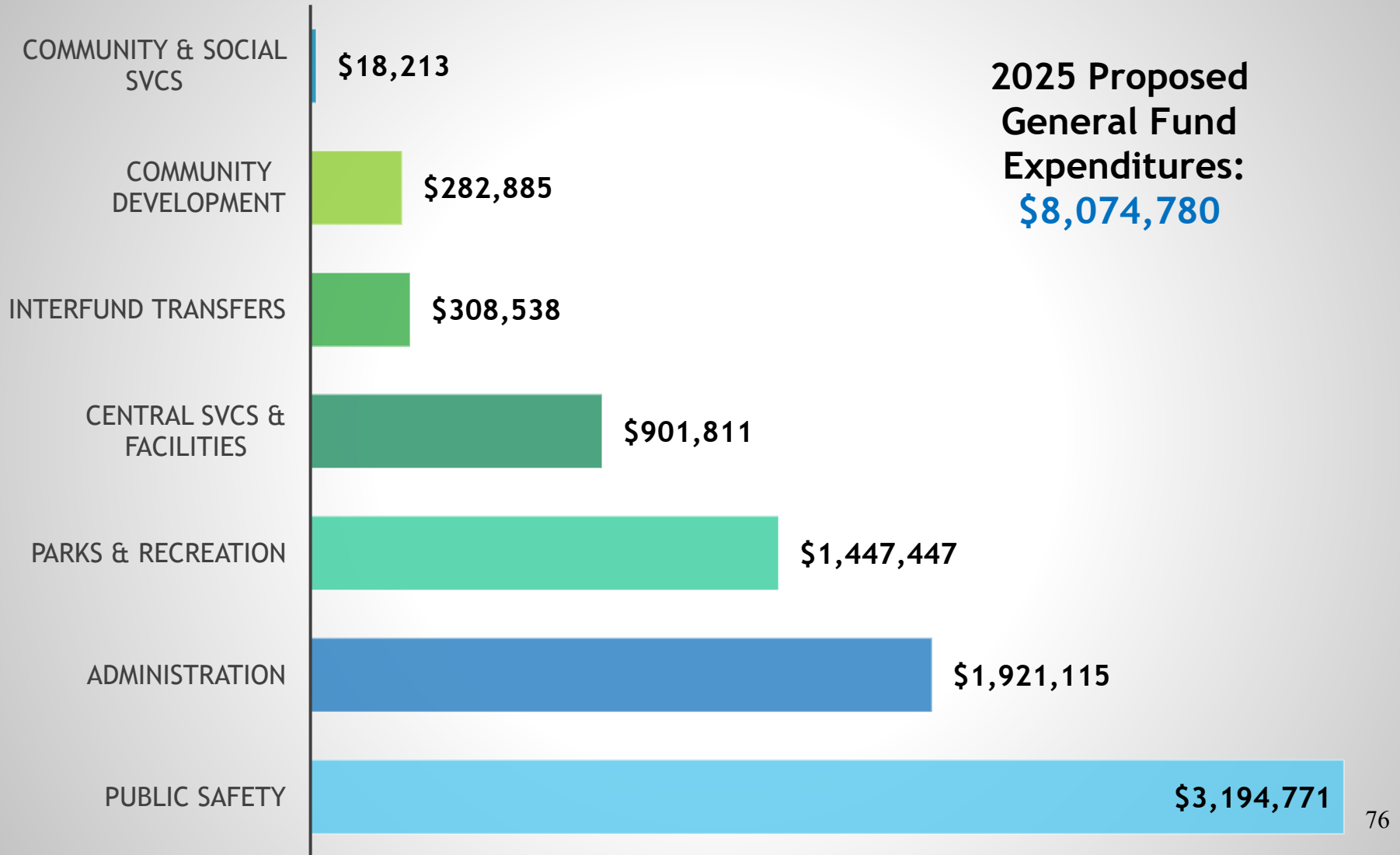
*Excludes Ending Fund Balances*

# 2025 Total Proposed Budget Compared to 2024 Adopted Budget



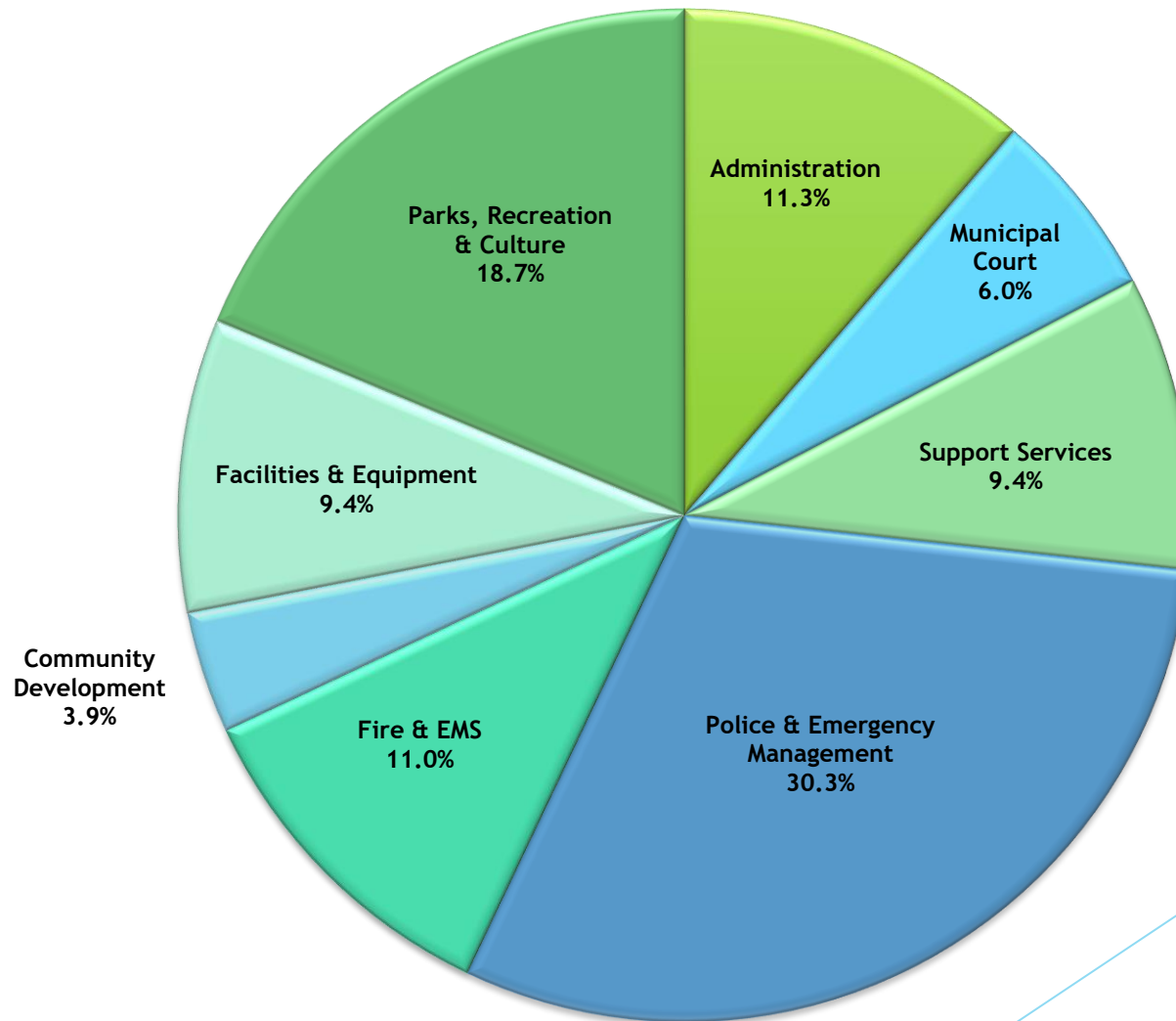


# General Fund Expenditures

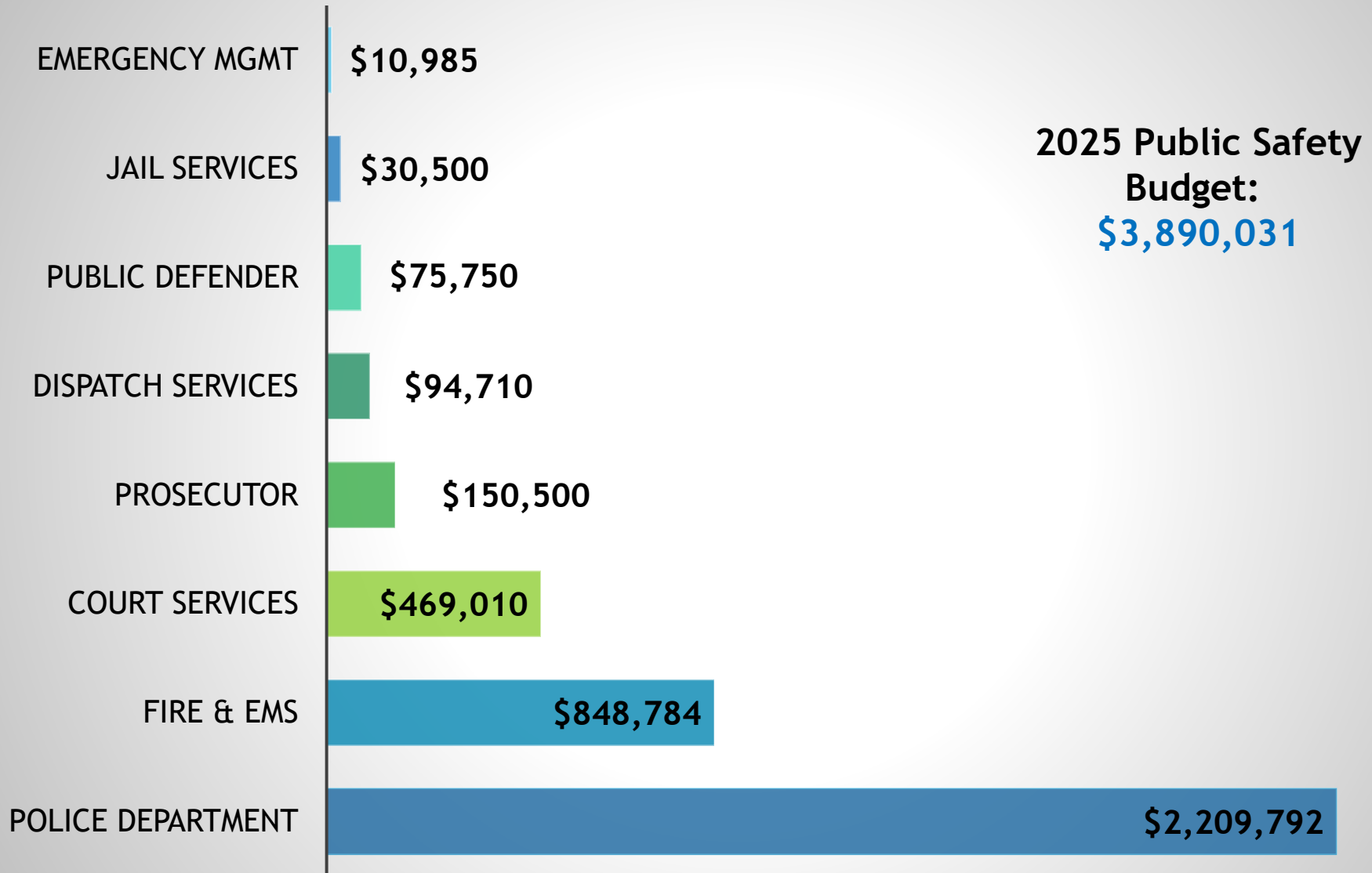


# General Fund Expenditures

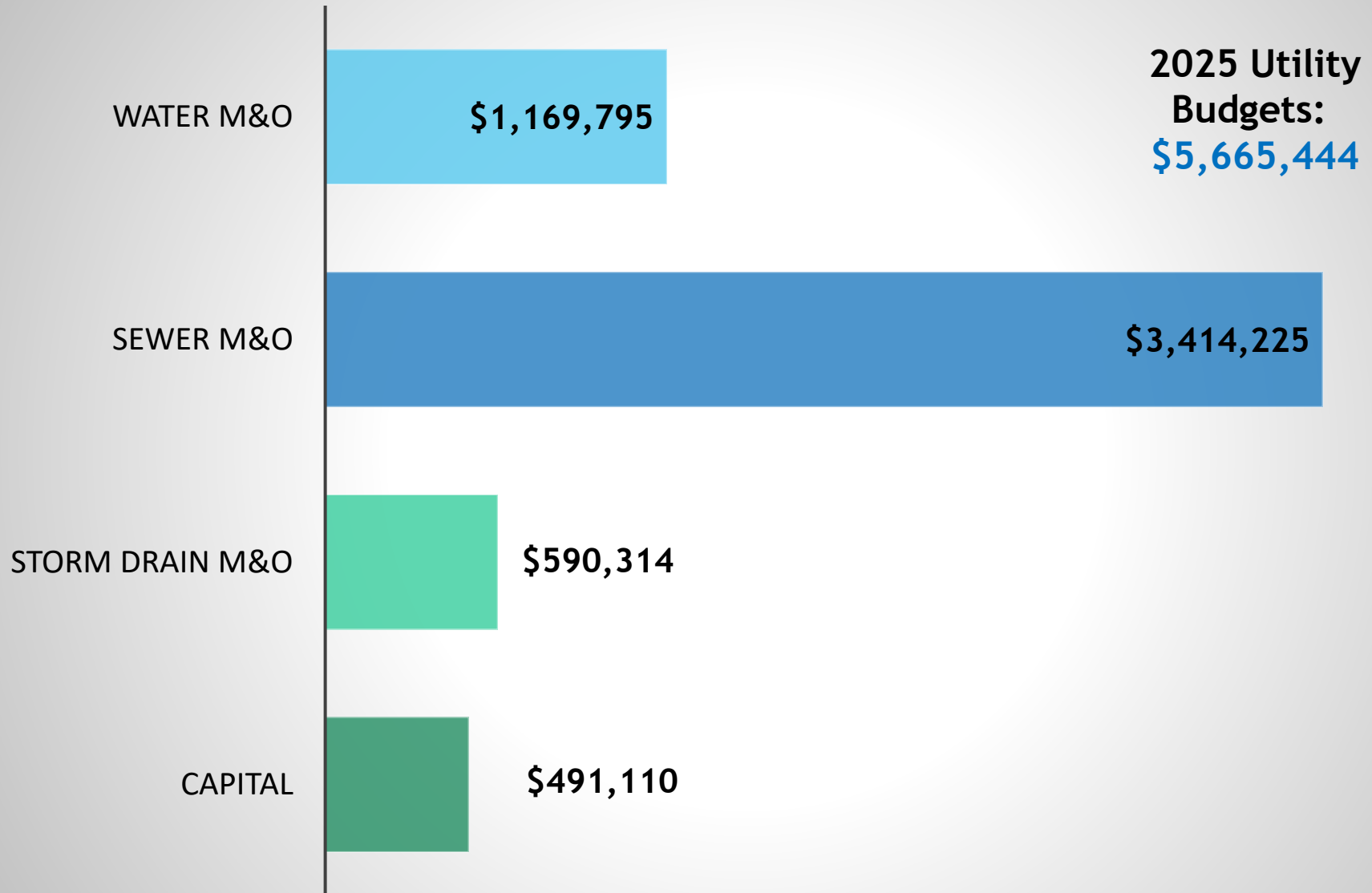
## 2025 Proposed Uses



# 2025 Public Safety Expenditures



# 2025 Utility Fund Budgets



## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** Resolution Amending Contract with Kenyon Disend, PLLC for City Attorney Services

**ITEM:** 13A

**DATE:** October 22, 2024

**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute Amendment #3 to the Professional Services Agreement with Kenyon Disend, PLLC, for City Attorney services.

---

**PROPOSAL:** The City Council is being asked to authorize the City Manager to execute the third amendment to the Professional Services Agreement with Kenyon Disend, PLLC, to extend the date of the agreement to December 31, 2025, and amend the hourly rate schedule.

**FISCAL IMPACT:** The 2025 rate for City Attorney Robert Zeinemann will be \$275 per hour, up from \$265 per hour in 2024. The 2025 rate for Acting City Attorney Joanna Eide will be \$265 per hour, up from \$255 per hour in 2024.

**ADVANTAGES:** Extending this agreement will provide continuity of City Attorney services for 2025. Kenyon Disend attorneys have worked with the City of Fircrest since August 2021 and are knowledgeable on current City topics and land use projects.

**DISADVANTAGES:** None identified.

**ALTERNATIVES:** Do not approve the Kenyon Disend professional services agreement amendment and issue a Request for Qualifications for City Attorney services.

**BACKGROUND:** The City contracted with Kenyon Disend, PLLC, for City Attorney services in August 2021 following the retirement of the former long-time attorney. The Professional Services Agreement includes the option of subsequent renewals. The First Amendment was executed in November 2022, extending the term through December 31, 2023, and the Second Amendment was executed in October 2023, extending the term through December 31, 2024.

**ATTACHMENTS:** [Resolution](#)  
[Kenyon Disend Contract Amendment #3](#)  
[Kenyon Disend, PLLC – 2025 Hourly Rate Schedule](#)

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**AMENDMENT #3  
PROFESSIONAL SERVICES AGREEMENT  
BY AND BETWEEN THE CITY OF FIRCREST  
AND KENYON DISEND, PLLC**

This amendment is hereby made and entered into this 22<sup>nd</sup> day of October 2024 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the “City,” and Kenyon Disend, PLLC, hereinafter referred to as “Consultant”, to be effective January 1, 2025.

**WHEREAS:**

- A. The City and Consultant entered into a Professional Services Agreement dated August 25, 2021, for City Attorney services to be provided by Kenyon Disend, PLLC.
- B. The Parties entered into a First Amendment on November 22, 2022, and a Second Amendment on October 24, 2023, to extend the term and update the hourly rate schedule for City Attorney services.
- C. The Parties now desire to enter into this Third Amendment to extend the term and to update the hourly rate schedule for City Attorney services effective January 1, 2025.

**NOW, THEREFORE,** the Parties agree to the following terms and conditions:

- 1. **Term of Agreement.** Section 6 of the Agreement shall be amended to read as follows:  
This Agreement shall be effective from January 1, 2025, through December 31, 2025. Either party may terminate this Agreement upon thirty (30) day’s written notice to the other party.
- 2. **Payment.** Section 7 of the Agreement shall be amended per Exhibit A – 2025 Hourly Rate Schedule for City Attorney Services and incorporated by this reference.
- 3. **Full Force and Effect.** This amendment is limited to the amendments as set forth herein. All remaining provisions of the August 25, 2021, Agreement shall remain in full force and effect.

**IN WITNESS WHEREOF,** the parties hereto have caused this Amendment to be duly executed in three counterparts, each of which shall be deemed as originals, as of the day and year first above written.

**CITY OF FIRCREST**

**KENYON DISEND, PLLC**

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

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

**APPROVED AS TO FORM:**

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

**ATTEST:**

By: \_\_\_\_\_  
Arlette Burkhardt, City Clerk

KENYON  
DISEND

September 30, 2024

Dawn Masko  
City Manager  
City of Fircrest  
115 Ramsdell Street  
Fircrest, WA 98466

*Sent via e-mail to:* [dmasko@cityoffircrest.net](mailto:dmasko@cityoffircrest.net)

Re: 2025 Hourly Rates

Dear Dawn:

Each fall, we typically review our firm's rates and fee structure for the following calendar year, coinciding with city budget processes. For 2025, we have made modest increases to our hourly rates based on the Seattle-Area CPI. Our 2025 Hourly Rate Schedule for City Attorney Services is enclosed for your review.

It remains our pleasure to serve as your City Attorney. As always, please do not hesitate to contact us if you have any questions or comments regarding this or any other matter. Thank you.

Very truly yours,

KENYON DISEND, PLLC



Joanna M. Eide

Enclosure



**KENYON DISEND, PLLC**  
**2025 HOURLY RATE SCHEDULE FOR CITY ATTORNEY SERVICES**

**ATTORNEYS:**

Michael R. Kenyon	\$435.00
Lisa M. Marshall	\$360.00
Hillary J. Evans	\$290.00
David A. Galazin	\$275.00
Robert D. Zeinemann	\$275.00
Kendra S. Rosenberg	\$275.00
Joanna M. Eide	\$265.00
Alexandra L. Kenyon	\$235.00
Kristin M. Husebye	\$190.00

**PARALEGALS:**

Margaret C. Starkey	\$180.00
Antoinette M. Mattox	\$160.00
Terry T. Curran	\$155.00

## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** Memorandum of Understanding – Police Schedule Change

**ITEM:** 13A

**DATE:** October 22, 2024

**FROM:** Ron Schaub, Chief of Police

---

**RECOMMENDED MOTION:** I move to adopt Resolution No. \_\_\_\_\_, authorizing the City Manager to execute an Amendment to the Memorandum of Understanding with the Fircrest Police Guild regarding a modified 12-hour work schedule.

---

**PROPOSAL:** The City Council is requested to authorize the City Manager to execute an Amendment to the Memorandum of Understanding (MOU) with the Fircrest Police Guild to remain on a modified 12-hour work schedule for the duration of the existing Collective Bargaining Agreement.

**FISCAL IMPACT:** Approving the MOU amendment will continue to reduce overtime usage to cover minimum staffing. However, overtime will still be required for several annual training classes or all department meetings.

Overtime usage during the trial period was analyzed in September, toward the end of the trial period, to evaluate the impacts of the modified 12-hour work schedule. From May to August, 258.25 hours of overtime were utilized across all categories. For the same period in 2023, the department logged 382.50 hours of overtime. Attachment A illustrates the overtime comparison.

**ADVANTAGES:** Reduction of overtime usage, improved employee morale, easier department staffing, improved capacity to approve vacation requests, and greater ability to send staff to training opportunities.

**DISADVANTAGES:** Longer shifts increase the potential for fatigue and possibly decrease the ability to focus on complex situations.

**ALTERNATIVES:** Do not approve the MOU amendment and return to the previous police staffing schedule in effect prior to May 2024, often referred to as the “Fat Wednesday” 4 – 10-hour schedule as included in the current Collective Bargaining Agreement (CBA).

**BACKGROUND:** In April 2024, the City of Fircrest and the Fircrest Police Officers Guild entered into an MOU to implement a modified 12-hour work schedule for Police Officers and Sergeants, effective May 1, 2024, for a six-month trial period.

As we near the conclusion of the MOU period, the Police Guild has expressed a preference to remain on the current 12-hour work schedule. This requires an amendment to the MOU to extend the schedule beyond the six-month trial period. The proposed amendment also addresses several minor issues that were identified during the pilot program. The adjustments are as follows:

- Stagger the 10-hour shift so that day and graveyard shifts do not occur on the same workday. This change will reduce overtime if an officer calls out for their shift.
- Adjust the Sergeant start time for a shift schedule of 11:00 – 23:00 on their 12-hour shifts and 11:00 – 21:00 on their 10-hour shifts.

**ATTACHMENTS:** [Resolution](#)  
[Amendment to Memorandum of Understanding](#)  
[Memorandum of Understanding](#)  
[MOU – Exhibit A](#)  
[MOU – Exhibit B](#)  
[MOU – Exhibit C](#)  
[Attachment A – Overtime](#)

**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  
MEMORANDUM OF UNDERSTANDING WITH THE FIRCREST  
POLICE OFFICERS GUILD EXTENDING THE MODIFIED 12-  
HOUR WORK SCHEDULE.**

**WHEREAS**, in December 2020, the City of Fircrest (“City”) and the Fircrest Police Officers Guild (“Guild”) entered into a Collective Bargaining Agreement for the period of January 1, 2021 through December 31, 2025; and

**WHEREAS**, the City and the Guild entered into a Memorandum of Understanding to amend the Collective Bargaining Agreement to implement a modified 12-hour work schedule for a six-month trial period from May 1, 2024 through October 31, 2024; and

**WHEREAS**, the City and the Guild agreed to comprehensively evaluate the modified 12-hour work schedule to consider officer feedback, the impact on public safety, organizational efficiency, and any other relevant factors; and

**WHEREAS**, following the evaluation of the modified 12-hour work schedule, the City of Fircrest and the Fircrest Police Guild now desire to implement the modified 12-hour work schedule, as outlined in Exhibit A and Exhibit B to the Amended Memorandum of Understanding, for the remaining duration of the existing Collective Bargaining Agreement.

**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 Memorandum of Understanding with the Fircrest Police Officers Guild, implementing the modified 12-hour work schedule on a permanent basis for the duration of the existing Collective Bargaining Agreement.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON**, at a regular meeting thereof this 22nd day of October 2024.

**APPROVED:**

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

**ATTEST:**

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

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**APPROVED AS TO FORM:**

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

**FIRST AMENDMENT TO THE  
MEMORANDUM OF UNDERSTANDING  
BY AND BETWEEN THE CITY OF FIRCREST  
AND FIRCREST POLICE OFFICERS GUILD**

This First Amendment to the Memorandum of Understanding is entered into between the City of Fircrest, hereinafter referred to as the “City,” and the Fircrest Police Officers Guild, hereinafter referred to as the “Guild,” and collectively as the “Parties,” to be effective November 1, 2024.

**WHEREAS:**

- A. The City and Guild entered into a Collective Bargaining Agreement (“CBA”) for the period of January 1, 2021 through December 31, 2025.
- B. On April 23, 2024, the Parties entered into a Memorandum of Understanding (“MOU”) to amend the Collective Bargaining Agreement to implement a modified 12-hour work schedule for a six-month trial period from May 1, 2024, through October 31, 2024.
- C. The six-month trial period will end on October 31, 2024.
- D. In the MOU, the Parties agreed to evaluate the adopted 12-hour work schedule prior to the conclusion of the trial period, taking into consideration officer feedback, the impact on public safety, organizational efficiency, and other relevant factors to determine whether to extend the modified 12-hour work schedule beyond the trial period or allow it to expire.
- E. The Parties, having conferred and evaluated the success of the modified 12-hour work schedule, now desire to make minor modifications to the schedule as identified during the trial period and enter into this First Amendment to extend the modified 12-hour work schedule for the remainder of the 2021-2025 CBA between the City and the Guild.

**NOW, THEREFORE,** the Parties agree to the following terms and conditions:

- 1. The modified 12-hour work schedule, as referenced in **Section III. Collective Bargaining Agreement, Section 9.1, Work Week and Overtime**, and Appendix B of the Memorandum of Understanding shall remain in effect for the remainder of the 2021-2025 Collective Bargaining Agreement unless modified by mutual written agreement.
- 2. **Section III. Collective Bargaining Agreement, Section 9.1, Work Week and Overtime** shall be amended as follows:

The modified 12-hour work schedule will apply to law enforcement officers working Day shift (0600-1800), Night (Graveyard) shift (1800-0600), Sergeant(s) (1100-2300), and Swing shift (1500-0300). ~~The Swing shift will be re-established once additional officers are hired and released from training.~~ All other employees will continue to follow the Work Week and Overtime provision in Section 9.1 of the 2021-2025 Collective Bargaining Agreement.

**9.1 Work Week and Overtime.** Patrol officers shall be scheduled, except as otherwise provided herein, to work three (3) 12-hour shifts, ~~followed by and~~ one (1) 10-hour shift, followed by four (4) consecutive days off. ~~The 10-hour shift for officers assigned to the Day or Swing shifts will occur on the last day of their workweek prior to the regularly scheduled four consecutive days off. Officers assigned to the Night or Graveyard shift will work their scheduled 10-hour day on their first work shift returning from their regularly scheduled four consecutive days off.~~ All work that the Employer has authorized in excess of the regularly scheduled shift shall be paid at one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay.

~~The Detective will remain on the patrol schedule until four Officers (excluding the Sergeants) are deployable for Days and Nights. Then, the Detective will be removed from the patrol~~

~~schedule and assigned a four (4) 10-hour weekday schedule. The Detective will be taken off the patrol schedule and assigned a four (4) 10-hour weekday schedule. If the number of deployable staff drops below six (four officers and two Sergeants), the Detective will return to the patrol schedule until staffing levels reach six again.~~ The Detective will act as the court bailiff whenever possible to relieve the patrol ~~staff-officers~~ of this responsibility.

There will be a quarterly rotation within each shift Team based on a seniority-based bid. (See Appendix C of the CBA).

3. The Memorandum of Understanding shall be amended to remove references to the trial period as follows:

**I. Purpose:**

First Paragraph, First Sentence: Implementing a new work schedule ~~in a trial period~~ is pivotal to prioritizing officer wellness and fostering a healthier work/life balance within law enforcement.

Second Paragraph: This MOU outlines the terms and conditions under which the City and the Guild agree to adopt a modified 12-hour work schedule ~~for a trial term~~.

**IV. Collective Bargaining Agreement, Section 8, Amended ~~for Trial Period:~~**

**V. Collective Bargaining Agreement, Section 9.3, Scheduling, Amended ~~for Trial Period.~~**

9.3.4 This section is suspended and superseded by this MOU ~~for the duration of the trial period.~~

9.3.5 This section is suspended and superseded by this MOU ~~for the duration of the trial period.~~

9.3.6 This section is suspended and superseded by this MOU ~~for the duration of the trial period.~~

**VI. Collective Bargaining Agreement, Appendix B, Shift Schedule, Amended ~~for Trial Period.~~**

Appendix B to the CBA is ~~suspended for the duration of the trial period and~~ superseded by Appendix B to the this MOU as amended, attached hereto ~~this MOU~~ as Exhibit B.

4. **VII. Full Force and Effect** is renumbered as Section VIII. and amended as follows:

**VIII. Full Force and Effect.**

Except as otherwise set forth in ~~this~~ Exhibit A as amended, all other provisions of the 2021-2025 Collective Bargaining Agreement (CBA) shall remain in full force and effect.

5. The following section is added to the MOU as a new Section II., in the place of the former Full Force and Effect section (now numbered as Section VIII.):

**VII. Collective Bargaining Agreement, Appendix C, Seniority Based Rotation, Amended**  
Appendix C to the CBA is superseded by Appendix C to the MOU as amended, attached hereto as Exhibit C.

**IN WITNESS WHEREOF**, the parties hereto have caused this Amendment to be duly executed in three counterparts, each of which shall be deemed as originals, as of the day and year first above written.

**CITY OF FIRCREST**

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

\_\_\_\_\_  
Date

**FIRCREST POLICE OFFICERS GUILD**

By: \_\_\_\_\_  
John Roberts, Guild President

\_\_\_\_\_  
Date



**MEMORANDUM OF UNDERSTANDING**  
**BY AND BETWEEN**  
**CITY OF FIRCREST, WASHINGTON**  
**("City" or "Employer")**  
**AND**  
**FIRCREST POLICE OFFICERS GUILD**  
**("Guild")**

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This Memorandum of Understanding ("MOU") is entered into by and between the City of Fircrest ("Employer") and the Fircrest Police Officers Guild ("Guild"), referred to herein collectively as the "Parties."

WHEREAS, the Employer and the Guild negotiated a Collective Bargaining Agreement (CBA) for the period of January 1, 2021 through December 31, 2025; and

WHEREAS, Article 9 of the 2021–2025 Collective Bargaining Agreement (CBA) addresses hours of work and overtime schedules; and

WHEREAS, the Parties desire to implement a modified 12-hour work schedule for a six-month trial period.

NOW, THEREFORE, the Employer and the Guild agree to the following:

1. The modified 12-hour work schedule for represented employees within the Guild, as outlined in Exhibit A, will be effective May 1, 2024, for a six-month trial period ending October 31, 2024 ("trial period").
2. This MOU is entered into with the understanding that it represents a mutual commitment to the well-being of officers and the efficient functioning of the Fircrest Police Department.
3. The Chief of Police and the Guild will collaborate to address any unforeseen challenges or issues arising during the trial period. If there is a conflict between this MOU and the CBA, this MOU will control.
4. This MOU shall not be construed as creating a past practice or customary practice, and neither Party shall be bound by such actions in future dealings.
5. At the conclusion of the trial period, both parties will comprehensively evaluate the adopted schedule. The evaluation will consider officer feedback, the impact on public safety, organizational efficiency, and any other relevant factors.
6. Either Party may propose modifications to the schedule during the trial period, subject to mutual written agreement before such modifications are to be implemented.
7. The modified 12-hour schedule may be extended after the trial period upon mutual agreement by amending the term of this MOU. If this MOU is not extended in a timely manner prior to expiration, the Parties agree to return to the schedule articulated in the 2021-2025 CBA without modification.
8. All other provisions of the 2021-2025 Collective Bargaining Agreement between the City of Fircrest and the Fircrest Police Officers Guild remain in effect.

IN WITNESS WHEREOF, the parties have executed this MOU as their free and voluntary act on the date set forth below.

**CITY OF FIRCREST, WASHINGTON**

**FIRCREST POLICE OFFICERS GUILD**

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Dawn Masko, City Manager

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John Roberts, Guild President

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Date

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Date

**EXHIBIT A**  
**TO THE**  
**MEMORANDUM OF UNDERSTANDING**  
**BY AND BETWEEN**  
**CITY OF FIRCREST, WASHINGTON**  
**(“City” or “Employer”)**  
**AND**  
**FIRCREST POLICE OFFICERS GUILD**  
**(“Guild”)**  
**AS AMENDED**

**I. Purpose:**

Implementing a new work schedule ~~in a trial period~~ is pivotal to prioritizing officer wellness and fostering a healthier work/life balance within law enforcement. Recognizing the demanding nature of the job, the revised schedule aims to provide officers with more predictable and manageable work hours, ensuring they have adequate time for rest, recuperation, and personal life commitments. This strategic shift not only acknowledges the physical and mental toll of policing but also addresses the cumulative stressors that can affect an officer's overall well-being. The new schedule promotes resilience, seeks to reduce burnout, and enhances officers' mental and emotional health by balancing professional responsibilities and personal lives. Consequently, this initiative is an investment in the individual officer and a commitment to creating a more effective and sustainable law enforcement community.

This MOU outlines the terms and conditions under which the City and the Guild agree to adopt a modified 12-hour work schedule ~~for a trial term~~.

**II. Schedule Implementation:**

The City and the Guild agree to implement a modified 12-hour work schedule for Police Officers and Sergeants effective May 1, 2024.

**III. Collective Bargaining Agreement, Section 9.1, Work Week and Overtime, Amended for Trial Period:**

The modified 12-hour work schedule will apply to law enforcement officers working Day shift (**0600-1800**), Night (**Graveyard**) shift (**1800-0600**), Sergeant(s) (**1000-2200**), and Swing shift (**1500-0300**). ~~The Swing shift will be re-established once additional officers are hired and released from training.~~ All other employees will continue to follow the Work Week and Overtime provision in Section 9.1 of the 2021–2025 Collective Bargaining Agreement.

9.1 **Work Week and Overtime.** Patrol officers shall be scheduled, except as otherwise provided herein, to work three (3) 12-hour shifts, ~~followed by and~~ one (1) 10-hour shift, followed by four (4) consecutive days off. The 10-hour shift for officers assigned to the Day or Swing shifts will occur on the last day of their workweek prior to the regularly scheduled four consecutive days off. Officers assigned to the Night or Graveyard shift will work their scheduled 10-hour day on their first work shift returning from their regularly scheduled four consecutive days off. All work that the Employer has authorized in excess of the regularly scheduled shift shall be paid at one and one-half (1-1/2) times the employee's regular straight-time hourly rate of pay.

~~The Detective will remain on the patrol schedule until four Officers (excluding the Sergeants) are deployable for Days and Nights. Then, the Detective will be removed from the patrol schedule and assigned a four (4) 10-hour weekday schedule. The Detective will be taken off the patrol schedule and assigned a four (4) 10-hour weekday schedule. If the number of deployable staff drops below six (four officers and two Sergeants), the Detective will return to the patrol schedule until staffing levels reach six~~

~~again. The Detective will act as the court bailiff whenever possible to relieve the patrol staff of this responsibility.~~ The Detective will act as the court bailiff whenever possible to relieve the patrol ~~staff~~ officers of this responsibility.

There will be a quarterly rotation within each shift Team based on a seniority-based bid. (See Appendix C of the CBA).

#### **IV. Collective Bargaining Agreement, Section 8, Wages, Amended ~~for Trial Period~~:**

8.4 **Payroll Consistency.** To maintain consistent bi-weekly payroll amounts, the Guild is requesting a “smoothed” bi-weekly payroll system. The modified 12-hour work schedule results in 138 regular hours in one four-week period and 184 regular hours in the next four-week period. Over an eight-week period, this results in an average of 161 regular hours worked per four-week period. The “smoothed” bi-weekly payroll would pay employees an average of 161 hours per four-week payroll cycle.

Should a Guild member leave City employment during a four-week period during which they only worked 138 regular hours but were paid for an average of 161 hours, the overpayment will be deducted from the employee’s final paycheck. If sufficient funds are not available in the final paycheck, it will be the employee’s responsibility to repay the overpayment to the City.

#### **V. Collective Bargaining Agreement, Section 9.3, Scheduling, Amended ~~for Trial Period~~:**

9.3.1 The Chief may cover vacant shifts, or portions thereof, to a maximum of twelve (12) hours per month unless otherwise agreed by the parties.

9.3.2 In the event of anticipated overtime opportunities (where the City has 72 hours or more notice of the opportunity), a rolling list shall be used. Once an employee has accepted/rejected an overtime shift, their name shall be moved to the bottom of the list. The Chief or his/her designee shall be required to document all calls made to the employees in his/her logbook, including dates and times, and the log entries shall be open for Guild review. For administrative purposes, when utilizing the overtime call list, once a call, page, or contact has been made, the Chief or his/her designee shall allow 15 minutes for a response from the employee to accept or reject the overtime opportunity. If the employee does not respond within 15 minutes, then it shall be considered a rejection.

9.3.3 Voluntary shift trades and changes (i.e., training opportunity) may be undertaken by or between officers, subject to approval by the Chief or his/her designee, and are not subject to the scheduling guidelines herein. Extra hours worked in a workweek, beyond that which the officer was otherwise scheduled, as a result of the shift trade shall be paid at the regular, not overtime, rate.

9.3.4 This section is suspended and superseded by this MOU ~~for the duration of the trial period~~.

9.3.5 This section is suspended and superseded by this MOU ~~for the duration of the trial period~~.

9.3.6 This section is suspended and superseded by this MOU ~~for the duration of the trial period~~.

9.3.7 The Chief reserves the right to assign alternate work schedules for employees when vacancies occur (i.e., unforeseen health conditions/illness, administrative leave, retirement, termination, and training for police certificate at risk), provided that if the employee’s scheduled shift is changed with less than twelve (12) ~~hour’s~~ hours’ notice, all hours worked by the employee outside their originally scheduled shift shall be paid at the overtime rate.

9.3.8 Except in an emergency, an employee shall not be required to work in excess of sixteen (16) consecutive hours. An “emergency” is an unexpected significant event demanding immediate action, which must be declared by the Chief or their designee.

#### **VI. Collective Bargaining Agreement, Appendix B, Shift Schedule, Amended ~~for Trial Period~~:**

Appendix B to the CBA is ~~suspended for the duration of the trial period and~~ superseded by Appendix B to ~~the~~ this MOU as amended, attached ~~to this MOU hereto~~ as Exhibit B.

**VII. Collective Bargaining Agreement, Appendix C, Seniority Based Rotation, Amended:**

Appendix C to the CBA is superseded by Appendix C to this MOU as amended, attached hereto as Exhibit C.

**VII. Full Force and Effect:**

Except as otherwise set forth in ~~this~~ Exhibit A as amended, all other provisions of the 2021–2025 Collective Bargaining Agreement (CBA) shall remain in full force and effect.

## EXHIBIT B

### Appendix B

SHIFT SCHEDULE								
<i>FULL STAFF</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>	<i>SUNDAY</i>	<i>MONDAY</i>
DAY A	0600-1800	0600-1800	0600-1800	0600-1600	OFF	OFF	OFF	OFF
DAY B	OFF	OFF	OFF	OFF	0600-1800	0600-1800	0600-1800	0600-1600
DETECTIVE	0800-1800	0800-1800	0800-1800	0800-1800	OFF	OFF	OFF	0800-1800
SERGEANT A	OFF	OFF	1100-2300	1100-2300	1100-2300	1100-2100	OFF	OFF
SERGEANT B	1100-2300	1100-2100	OFF	OFF	OFF	OFF	1100-2300	1100-2300
SWING A	1500-0300	1500-0300	1500-0300	1500-0100	OFF	OFF	OFF	OFF
SWING B	OFF	OFF	OFF	OFF	1500-0300	1500-0300	1500-0300	1500-0100
GRAVE A	1800-0600	1800-0600	1800-0600	2000-0600	OFF	OFF	OFF	OFF
GRAVE B	OFF	OFF	OFF	OFF	1800-0600	1800-0600	1800-0600	2000-0600
TOTAL	5	5	5	5	4	4	4	5

SHIFT SCHEDULE								
<i>&gt;10 STAFF</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>	<i>SATURDAY</i>	<i>SUNDAY</i>	<i>MONDAY</i>
DAY A	0600-1800	0600-1800	0600-1800	0600-1600	OFF	OFF	OFF	OFF
DAY B	OFF	OFF	OFF	OFF	0600-1800	0600-1800	0600-1800	0600-1600
DETECTIVE	0800-1800	0800-1800	0800-1800	0800-1800	OFF	OFF	OFF	0800-1800
SERGEANT A	OFF	OFF	1100-2300	1100-2300	1100-2300	1100-2100	OFF	OFF
SERGEANT B	1100-2300	1100-2100	OFF	OFF	OFF	OFF	1100-2300	1100-2300
SWING A	OFF	OFF	1500-0300	1500-0300	1500-0300	1500-0100	OFF	OFF
GRAVE A	1800-0600	1800-0600	1800-0600	2000-0600	OFF	OFF	OFF	OFF
GRAVE B	OFF	OFF	OFF	OFF	1800-0600	1800-0600	1800-0600	2000-0600
TOTAL	4	4	5	5	4	4	3	4

## EXHIBIT C

### Appendix C

#### Seniority Based Rotation – Patrol Officers

SIX OFFICER ROTATION											
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1	2	3	1	2	3	1	2	3	1	2	3
2	3	1	2	3	1	2	3	1	2	3	1
3	1	2	3	1	2	3	1	2	3	1	2
4	5	6	4	5	6	4	5	6	4	5	6
5	6	4	5	6	4	5	6	4	5	6	4
6	4	5	6	4	5	6	4	5	6	4	5

## ATTACHMENT A – OVERTIME COMPARISON

