

**FIRCREST CITY COUNCIL  
REGULAR MEETING  
AGENDA**

**TUESDAY, JANUARY 28, 2025  
7:00 P.M.**

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

	<b>Pg.#</b>
<b>1. CALL TO ORDER</b>	
<b>2. PLEDGE OF ALLEGIANCE</b>	
<b>3. ROLL CALL</b>	
<b>4. PRESIDING OFFICER'S REPORT</b>	
A. <a href="#">Proclamation: Black History Month</a>	2
B. <a href="#">Motion: Confirmation of Middle Housing Ad Hoc Committee Appointment</a>	3
<b>5. CITY MANAGER COMMENTS</b>	
<b>6. DEPARTMENT HEAD COMMENTS</b>	
<b>7. COUNCILMEMBER COMMENTS</b>	
<b>8. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA</b> (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.)	
<b>9. COMMITTEE, COMMISSION &amp; LIAISON REPORTS</b>	
A. Administration	
B. Built Environmental, Planning, and Building	
C. Finance, Information Technology, and Facilities	
D. Other Reports	
<b>10. CONSENT CALENDAR</b>	
A. Approval of <a href="#">vouchers</a> /payroll checks	4
<b>11. PUBLIC HEARING</b>	
A. <a href="#">To receive comments on a proposed Solid Waste Rate Adjustment</a>	26
<b>12. UNFINISHED BUSINESS</b>	
<b>13. NEW BUSINESS</b>	
A. <a href="#">Resolution: Electron/Contra Costa Project Design Contract Amendment #2</a>	37
B. <a href="#">Resolution: 44<sup>th</sup> Street Lift Station Contract Amendment</a>	50
C. <a href="#">Resolution: Emerson Sidewalk Design Overage Contract</a>	53
<b>14. CALL FOR FINAL COMMENTS</b>	
<b>15. EXECUTIVE SESSION</b>	
<b>16. ADJOURNMENT</b>	

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



## ***PROCLAMATION OF THE CITY COUNCIL***

**WHEREAS**, in 1976 Black History Month was formally adopted, building off of the work initiated by Dr. Carter G. Woodson in 1926 to ensure the accurate representation of the history and achievements of Black Americans and other people of African descent; and

**WHEREAS**, the theme of Black History Month 2025, “African Americans and Labor,” celebrates the vital role of Black labor in shaping American industries, rights, and communities; and

**WHEREAS**, this theme invites extensive reflection on the connections between Black people’s labor and their workplaces in all their forms, as well as significant moments, themes, and events in Black history and culture across time and space and throughout the United States, Africa, and the Diaspora; and

**WHEREAS**, 2025 marks the 100th anniversary of the creation of the Brotherhood of Sleeping Car Porters and Maids, which was the first Black union to receive a charter in the American Federation of Labor, and a leading collective voice for the Black working class; and

**WHEREAS**, the omission of much of the history and contributions of African Americans from textbooks and other literature has impeded awareness and appreciation of their profound impact on society; and

**WHEREAS**, during Black History Month, all are encouraged to reflect on the rich history and teachings of African Americans and bear witness to the progress, beauty, and achievements they have made throughout society; and

**NOW, THEREFORE, WE, MAYOR AND COUNCILMEMBERS of the City of Fircrest, do hereby proclaim** the month of February 2025 as **Black History Month** in the City of Fircrest, Washington and encourage all residents to join in this special observance through educational programs, celebrations, and activities highlighting Black and African American history.

Passed this 28<sup>th</sup> day of January 2025

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Shannon Reynolds, Mayor

## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:**    **Confirmation of Middle Housing Ad Hoc Committee Appointment**  
**ITEM:**                **4B**  
**DATE:**                **January 28, 2025**  
**FROM:**                **Mayor Shannon Reynolds**

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**RECOMMENDED MOTION:** **I move to confirm the Mayor's appointment of Jerry Foss to the Middle Housing Ad Hoc Committee.**

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**PROPOSAL:** The City Council is being asked to confirm the Mayor's appointment of Jerry Foss to the Special Middle Housing Ad Hoc Citizen Advisory Committee. Mr. Foss is a former City Councilmember and City Planning Commissioner. The City Council established the Middle Housing Ad Hoc Committee to assist City staff in gathering and preparing materials and supporting documentation to apply for an extension with the Department of Commerce for an alternative to or timeline extension for full implementation of [House Bill \(HB\) 1110](#).

The Middle Housing Committee serves as an advisory committee to the City Council. Its primary role is to assist City staff in preparing the application materials for Council consideration for an alternative to or timeline extension to delay the implementation of [HB 1110](#). While the Committee does not have the authority to submit the application to the Department of Commerce or authorize expenditures for consultants, studies, or other related costs, it will provide recommendations to the City Council regarding the application and any related financial outlays.

All Committee members are expected to attend and actively participate in scheduled meetings, offer guidance in their areas of expertise, be open and respectful, be inclusive and accessible, foster collaboration toward completing the task, and remain responsive to both legal obligations and the needs of the community.

The Committee will dissolve after the extension materials are completed for City Council consideration or by June 30, 2025, whichever comes first.

# ACCOUNTS PAYABLE

City Of Fircrest

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
34117	12/19/2024	12/31/2024	10861	ATS Automation, Inc.	3,715.88 HVAC Repair & Maintenance - Community Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518	General Fund	3,715.88 HVAC Repair & Maintenance - Community Center
34142	12/23/2024	12/31/2024	4281	Builders Exchange Of Washington Inc	67.90 P#73 Emerson West Sidewalk Project - Advertisement for Construction Bids
	595 10 63 06	Project Engineering - Street	101 000 594	City Street Fund	67.90 P#73 Emerson West Sidewalk Project - Advertisement for Construction Bids
34052	12/17/2024	12/31/2024	10243	Bunger, Christopher M	86.73 Gym Reimbursement - September-December 2024
	518 81 20 00	Personnel Benefits - I/S	001 000 518	General Fund	86.73 Gym Reimbursement - September-December 2024
34047	12/20/2024	12/31/2024	8837	Byrd, Selena R	146.00 Gym Fee Reimbursement - Jan-Dec 2024
	521 22 20 00	Personnel Benefits - Police	001 000 521	General Fund	146.00 Gym Fee Reimbursement - Jan-Dec 2024
34148	12/16/2024	12/31/2024	3572	CED	866.96 2 Cobra Head Lights - (1) for Contra Costa/Electron Crosswalk, (1) for Inventory
	542 63 31 00	Oper Supplies - St Light	101 000 542	City Street Fund	866.96 2 Cobra Head Lights - (1) for Contra Costa/Electron Crosswalk, (1) for Inventory
34104	12/26/2024	12/31/2024	6018	Canon Financial Services Inc	194.54 Police Copier/Fax Rental - December 2024
	521 22 45 00	Oper Rentals - Copier - Polic	001 000 521	General Fund	17.85 Police Copier/Fax Tax - December 2024
	591 21 70 22	Lease Payments - Police	001 000 591	General Fund	176.69 Police Copier/Fax Rental - December 2024
34110	12/31/2024	12/31/2024	10229	Casey Civil	860.40 P#68 44th St. Lift Station Professional Svcs. thru December 2024
	594 35 63 03	Project Engineering - Sewer	432 000 594	Sewer Improver	860.40 P#68 44th St. Lift Station Professional Svcs. thru December 2024
34051	12/11/2024	12/31/2024	10636	Cheesman, John	304.89 Santa Sleigh Ride & Tree Lighting - Taffy (11 5-lb bags)
	521 22 49 07	Community Outreach	001 000 521	General Fund	304.89 Santa Sleigh Ride & Tree Lighting - Taffy (11 5-lb bags)
34053	12/11/2024	12/31/2024	10636	Cheesman, John	141.44 Festive Necklaces for Volunteers for Tree Lighting & Santa Sleigh
	521 22 49 07	Community Outreach	001 000 521	General Fund	141.44 Festive Necklaces for Volunteers for Tree Lighting & Santa Sleigh

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34054	12/11/2024	12/31/2024 10636	Cheesman, John	443.96	Santa Sleigh Ride - Pizza for Volunteers - 12/11/24 & 12/12/24
	521 22 49 07 Community Outreach	001 000 521 General Fund		443.96	Santa Sleigh Ride - Pizza for Volunteers - 12/11/24 & 12/12/24
Total Cheesman, John				890.29	
34072	12/31/2024	12/31/2024 10296	CodePros, LLC	10,366.28	Building Official/Inspection Services - October - December 2024
	524 20 41 01 Bldg Inspec/Plan Review	001 000 524 General Fund		10,366.28	Building Official/Inspection Services - October - December 2024
34147	12/27/2024	12/31/2024 6268	Cole-Parmer Instrument Company	248.35	New Meter for Flouride Testing
	534 80 31 02 Oper Supplies - Water Gen C	425 000 534 Water Fund (dep		248.35	New Meter for Flouride Testing
34103	12/31/2024	12/31/2024 3573	Copiers Northwest Inc	49.89	Copier Usage 12/01/24-12/31/24
	521 22 45 00 Oper Rentals - Copier - Polic	001 000 521 General Fund		49.89	Copier Usage 12/01/24-12/31/24
34115	12/30/2024	12/31/2024 3573	Copiers Northwest Inc	41.69	Printer Usage 11/28/24-12/28/24
	521 22 45 00 Oper Rentals - Copier - Polic	001 000 521 General Fund		41.69	Printer Usage 11/28/24-12/28/24
Total Copiers Northwest Inc				91.58	
34141	12/10/2024	12/31/2024 3588	Daily Journal Of Commerce, Inc	601.80	P#73 Emerson West Sidewalk Project - Advertisement for Construction Bids
	595 10 63 06 Project Engineering - Street	101 000 594 City Street Fund		601.80	P#73 Emerson West Sidewalk Project - Advertisement for Construction Bids
34081	12/19/2024	12/31/2024 3589	Databar Inc	1,541.84	Town Topics Newsletter - December 2024
	518 10 49 01 Town Topics/Citizen Commu	001 000 518 General Fund		1,541.84	Town Topics Newsletter - December 2024
34096	12/23/2024	12/31/2024 3589	Databar Inc	577.44	Town Topics Newsletter Mailing Service - December 2024
	518 10 49 01 Town Topics/Citizen Commu	001 000 518 General Fund		577.44	Town Topics Newsletter Mailing Service - December 2024
34107	12/23/2024	12/31/2024 3589	Databar Inc	2,321.73	Town Topics - Statement Production - December 2024, Postage, Town Topics

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518 10 49 01	Town Topics/Citizen Commu	001 000 518	General Fund	54.90	December 2024 Town Topics Insert
531 50 42 01	Postage - Storm	415 000 531	Storm Drain	333.48	December 2024 UB Postage
531 50 49 06	Mailing Service - Storm	415 000 531	Storm Drain	422.14	December 2024 UB Mailing Service
534 10 42 01	Postage - Water Admin	425 000 534	Water Fund (de	333.47	December 2024 UB Postage
534 10 49 06	Mailing Service - Water Adm	425 000 534	Water Fund (de	422.13	December 2024 UB Mailing Service
535 10 42 02	Postage - Sewer Admin	430 000 535	Sewer Fund (de	333.48	December 2024 UB Postage
535 10 49 05	Mailing Service - Sewer Adm	430 000 535	Sewer Fund (de	422.13	December 2024 UB Mailing Service
Total Databar Inc				4,441.01	
34113 12/20/2024 12/31/2024 10913	David Evans and Associates, Inc.			4,804.90	P#74 Regents West Grind & Overlay - Professional Services 11/03/24-11/30/24
595 10 63 06	Project Engineering - Street	101 000 594	City Street Fund	4,804.90	P#74 Regents West Grind & Overlay - Professional Services 11/03/24-11/30/24
34114 12/30/2024 12/31/2024 10913	David Evans and Associates, Inc.			12,555.86	P#74 Regents West Grind & Overlay - Professional Services 12/01/24-12/28/24
595 10 63 06	Project Engineering - Street	101 000 594	City Street Fund	12,555.86	P#74 Regents West Grind & Overlay - Professional Services 12/01/24-12/28/24
Total David Evans and Associates, Inc.				17,360.76	
34044 12/30/2024 12/31/2024 10263	Dunbar, Julieanna R			38.50	Gym Fees Reimbursement - Nov-Dec 2024
514 23 20 00	Personnel Benefits - Finance	001 000 514	General Fund	38.50	Gym Fees Reimbursement - Nov-Dec 2024
34073 12/17/2024 12/31/2024 4858	Ewing Irrigation Products Inc			110.72	Parts to Rebuild Injection Pump System on Well #9
534 50 31 01	Oper Supplies - Water Main	425 000 534	Water Fund (de	110.72	Parts to Rebuild Injection Pump System on Well #9
34099 12/23/2024 12/31/2024 6543	Fiske, Adrianna			78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year
34100 12/23/2024 12/31/2024 2696	Florence, Judith			78.00	Library Reimbursement - 1 Year (Judith)
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year (Judith)
34091 12/31/2024 12/31/2024 3666	Grainger Inc, Dept 826129041			44.33	Signs for PW Building
518 30 31 03	Oper Supplies - PWF	001 000 518	General Fund	44.33	Signs for PW Building
34064 12/31/2024 12/31/2024 10305	Gunderson Law Office PLLC			12,000.00	City of Fircrest - December 2024

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	515 41 41 03	City Prosecutor	001 000 515 General Fund	12,000.00	City of Fircrest - December 2024
34057	12/12/2024	12/31/2024 3692	Home Depot Credit Services	168.94	Blocks for Wall at New Parks Garage
	576 80 31 02	Oper Supplies - Parks	001 000 576 General Fund	168.94	Blocks for Wall at New Parks Garage
34058	12/31/2024	12/31/2024 3692	Home Depot Credit Services	34.16	Moss Killer for Parking Lot
	518 30 31 03	Oper Supplies - PWF	001 000 518 General Fund	34.16	Moss Killer for Parking Lot
34082	12/23/2024	12/31/2024 3692	Home Depot Credit Services	33.72	Parts to Repair Well #9
	534 50 31 01	Oper Supplies - Water Main	425 000 534 Water Fund (dep	33.72	Parts to Repair Well #9
34085	12/24/2024	12/31/2024 3692	Home Depot Credit Services	8.24	Batteries for Decorations
	542 80 31 01	Oper Supplies - St Beaut	101 000 542 City Street Fund	8.24	Batteries for Decorations
34087	12/20/2024	12/31/2024 3692	Home Depot Credit Services	29.16	Ping Pong Table Repair
	518 30 31 01	Oper Supplies - Rec Bldg	001 000 518 General Fund	29.16	Ping Pong Table Repair
34088	12/23/2024	12/31/2024 3692	Home Depot Credit Services	560.93	Tools for New Garage
	576 80 35 00	Small Tools & Equip - Parks	001 000 576 General Fund	560.93	Tools for New Garage
34094	12/20/2024	12/31/2024 3692	Home Depot Credit Services	59.50	Lights for Evidence Room
	518 30 31 02	Oper Supplies - PSB Bldg	001 000 518 General Fund	59.50	Lights for Evidence Room
			Total Home Depot Credit Services	894.65	
34061	12/31/2024	12/31/2024 9817	Kenyon Disend	5,111.50	Attorney Services - December 2024
	515 41 41 01	City Attorney	001 000 515 General Fund	1,605.50	Attorney Services - December 2024
	515 41 41 02	Special Legal Counsel	001 000 515 General Fund	3,455.00	Attorney Services - December 2024
	518 11 41 03	Legal Services - Personnel	001 000 518 General Fund	51.00	Attorney Services - December 2024
34062	12/31/2024	12/31/2024 9817	Kenyon Disend	106.00	Attorney Services - December 2024 - Personnel
	518 11 41 03	Legal Services - Personnel	001 000 518 General Fund	106.00	Attorney Services - December 2024 - Personnel
			Total Kenyon Disend	5,217.50	
34149	12/31/2024	12/31/2024 10760	Kimley-Horn and Associates, Inc.	352.50	Middle Housing Project - Services thru 12/31/24
	558 60 41 00	Prof Svcs - Planning	001 000 558 General Fund	352.50	Middle Housing Project - Services thru 12/31/24

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34076	12/13/2024	12/31/2024	10129 Kropelnicki, Amber	58.50	Reimbursement for Senior Morning Supplies
	571 10 31 02 Senior Program Supplies		001 000 571 General Fund	58.50	Reimbursement for Senior Morning Supplies
34060	12/31/2024	12/31/2024	10264 Larson, Shari	1,234.80	Gentle Yoga & Chair Yoga Classes (12/01/24-12/31/24)
	571 10 49 04 Instructor Fees		001 000 571 General Fund	1,234.80	Gentle Yoga & Chair Yoga Classes (12/01/24-12/31/24)
34084	12/18/2024	12/31/2024	10847 Nguyen, James Trong	236.63	Vietnamese Interpreting (2 hrs) 24IN75382, 24IN69689
	512 51 41 03 Prof Srvs - Interpreter - FMC		001 000 512 General Fund	236.63	Vietnamese Interpreting (2 hrs) 24IN75382, 24IN69689
34083	12/20/2024	12/31/2024	8642 Olivarez, Samantha N	85.61	Gym Fees Reimbursement - Jan-Dec 2024
	512 51 20 00 Personnel Benefits - Court		001 000 512 General Fund	85.61	Gym Fees Reimbursement - Jan-Dec 2024
34068	12/31/2024	12/31/2024	3923 Orca Pacific Inc	302.03	Muriatic Acid-Hydrochloric Acid (30 Gal)
	576 20 31 01 Oper Supplies - Pool Chemic		001 000 576 General Fund	302.03	Muriatic Acid-Hydrochloric Acid (30 Gal)
34077	12/19/2024	12/31/2024	3923 Orca Pacific Inc	544.27	Chlorine for Wells (115 gallons)
	534 80 31 03 Oper Supplies - Chlorine		425 000 534 Water Fund (dep	544.27	Chlorine for Wells (115 gallons)
Total Orca Pacific Inc				846.30	
34080	12/23/2024	12/31/2024	8993 Pacific Office Automation - A/R	549.59	Copier Lease 11/01/24-12/01/24
	512 51 45 00 Oper Rentals - Copier - Cour		001 000 512 General Fund	9.58	Court 11/01/24-12/01/24
	518 10 45 00 Oper Rentals - Copier - Non		001 000 518 General Fund	18.66	City Hall 11/01/24-12/01/24
	531 50 45 00 Oper Rentals - Copier - Stori		415 000 531 Storm Drain	2.93	Storm 11/01/24-12/01/24
	534 10 45 02 Oper Rentals - Copier - Wat		425 000 534 Water Fund (dep	2.93	Water 11/01/24-12/01/24
	535 10 45 00 Oper Rentals - Copier - Sew		430 000 535 Sewer Fund (dep	2.92	Sewer 11/01/24-12/01/24
	542 30 45 00 Oper Rentals - Copier - Stret		101 000 542 City Street Fund	2.92	Street 11/01/24-12/01/24
	571 10 45 01 Oper Rentals - Copier - Rec		001 000 571 General Fund	9.42	Rec 11/01/24-12/01/24
	576 80 45 00 Oper Rentals - Copier - Park		001 000 576 General Fund	1.05	Parks 11/01/24-12/01/24
	591 12 70 00 Lease Payments - Court		001 000 591 General Fund	94.84	Court 11/01/24-12/01/24
	591 18 70 10 Lease Payments - Non-Dept		001 000 591 General Fund	184.78	City Hall 11/01/24-12/01/24
	591 31 70 00 Lease Payments - Storm		415 000 591 Storm Drain	28.99	Storm 11/01/24-12/01/24
	591 34 70 00 Lease Payments - Water Adr		425 000 591 Water Fund (dep	28.99	Water 11/01/24-12/01/24
	591 35 70 00 Lease Payments - Sewer		430 000 591 Sewer Fund (dep	28.99	Sewer 11/01/24-12/01/24
	591 71 70 00 Lease Payments - Recreation		001 000 591 General Fund	93.23	Rec 11/01/24-12/01/24



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591 76 70 80	Lease Payments - Parks		001 000 591 General Fund	10.36	Parks 11/01/24-12/01/24
591 95 70 00	Lease Payments - Street		101 000 591 City Street Fund	29.00	Street 11/01/24-12/01/24
34102	12/20/2024	12/31/2024	8993 Pacific Office Automation - A/R	554.23	Copier Usage 11/01/24-12/01/24
512 51 45 00	Oper Rentals - Copier - Cour		001 000 512 General Fund	26.30	Court 11/01/24-12/01/24
518 10 45 00	Oper Rentals - Copier - Non		001 000 518 General Fund	447.59	City Hall 11/01/24-12/01/24
531 50 45 00	Oper Rentals - Copier - Stori		415 000 531 Storm Drain	5.94	Storm 11/01/24-12/01/24
534 10 45 02	Oper Rentals - Copier - Wat		425 000 534 Water Fund (dep	5.94	Water 11/01/24-12/01/24
535 10 45 00	Oper Rentals - Copier - Sew		430 000 535 Sewer Fund (dep	5.94	Sewer 11/01/24-12/01/24
542 30 45 00	Oper Rentals - Copier - Stre		101 000 542 City Street Fund	5.95	Street 11/01/24-12/01/24
571 10 45 01	Oper Rentals - Copier - Rec		001 000 571 General Fund	50.91	Rec 11/01/24-12/01/24
576 80 45 00	Oper Rentals - Copier - Park		001 000 576 General Fund	5.66	Parks 11/01/24-12/01/24
Total Pacific Office Automation - A/R				1,103.82	
34092	12/16/2024	12/31/2024	3945 Patriot Fire Protection, Inc	429.39	Annual Fire Sprinkler Inspection 2024
518 30 48 04	Rep & Maint - PSB		001 000 518 General Fund	429.39	Annual Fire Sprinkler Inspection 2024
34066	12/26/2024	12/31/2024	3956 Petty Cash-Dunbar	25.01	Petty Cash Reimbursement - 12/31/24
521 10 49 01	Meals - Other Than Travel/Ti		001 000 521 General Fund	23.63	Oral Board Refreshments
534 50 31 01	Oper Supplies - Water Maini		425 000 534 Water Fund (dep	1.38	Toothbrush to Clean Wells
34063	12/24/2024	12/31/2024	10221 Petty Cash-ParksRec	59.50	Petty Cash Reimbursement 12/31/24
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	59.50	Senior Morning Supplies
34098	12/23/2024	12/31/2024	3751 Psomas, DBA KPG Psomas	4,060.50	P#81 Claremont St Grind & Overlay - 10/25/24-11/21/24
595 10 63 06	Project Engineering - Street		101 000 594 City Street Fund	4,060.50	P#81 Claremont St Grind & Overlay - 10/25/24-11/21/24
34108	12/19/2024	12/31/2024	10983 Public Safety Testing, Inc.	200.00	Recruiting Assistance, Application Processing, Written & Physical Ability Testing Subscription - 10/21/24-12/31/24
521 22 49 03	Dues/Member/Subscription:		001 000 521 General Fund	200.00	Recruiting Assistance, Application Processing, Written & Physical Ability Testing Subscription - 10/21/24-12/31/24
34079	12/11/2024	12/31/2024	4683 Puyallup, City of	330.96	Jail Services - November 2024
523 60 40 01	Jail		001 000 523 General Fund	330.96	Jail Services - November 2024

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34071	12/31/2024	12/31/2024 10982	Rahimi, Haroun	250.00	Dari Interpreting (2 hrs) 24CR69369
	512 51 41 03 Prof Svcs - Interpreter - FMC	001 000 512 General Fund		250.00	Dari Interpreting (2 hrs) 24CR69369
34046	12/23/2024	12/31/2024 7820	Roberts, John H	146.11	Gym Fees Reimbursement - Jan-Dec 2024
	521 22 20 00 Personnel Benefits - Police	001 000 521 General Fund		146.11	Gym Fees Reimbursement - Jan-Dec 2024
34089	12/20/2024	12/31/2024 4018	Rosen Supply Company Inc	70.96	P-Trap Repair Supplies
	518 30 31 02 Oper Supplies - PSB Bldg	001 000 518 General Fund		70.96	P-Trap Repair Supplies
34059	12/30/2024	12/31/2024 10398	Rubke, Patricia	486.50	Barre Classes (Beginning Barre, Barre HIIT, Barre) 12/01/24-12/31/24
	571 10 49 04 Instructor Fees	001 000 571 General Fund		486.50	Barre Classes (Beginning Barre, Barre HIIT, Barre) 12/01/24-12/31/24
34048	12/19/2024	12/31/2024 9821	Ryan, Megan A	85.56	Gym Fee Reimbursement - Jan-Dec 2024
	514 23 20 00 Personnel Benefits - Finance	001 000 514 General Fund		85.56	Gym Fee Reimbursement - Jan-Dec 2024
34090	12/20/2024	12/31/2024 4035	Sarco Supply	659.57	SAA #2049 Pro Force Vacuum Cleaner for PSB Building
	518 30 31 02 Oper Supplies - PSB Bldg	001 000 518 General Fund		659.57	SAA #2049 Pro Force Vacuum Cleaner for PSB Building
34045	12/27/2024	12/31/2024 8403	Schmidtke, Judy A	175.00	Gym Fees Reimbursement - Jan-July 2024
	571 10 20 00 Personnel Benefits - Rec	001 000 571 General Fund		175.00	Gym Fees Reimbursement - Jan-July 2024
34144	10/14/2024	12/31/2024 8403	Schmidtke, Judy A	22.00	Reimbursement for Haunted Trails Supplies - Bottled Water for Volunteers
	573 90 49 01 Community Events	001 000 573 General Fund		22.00	Reimbursement for Haunted Trails Supplies - Bottled Water for Volunteers
34145	12/29/2024	12/31/2024 8403	Schmidtke, Judy A	10.92	Reimbursement for Easter Egg Hunt Supplies
	573 90 49 01 Community Events	001 000 573 General Fund		10.92	Reimbursement for Easter Egg Hunt Supplies
Total Schmidtke, Judy A				207.92	
34069	12/31/2024	12/31/2024 7308	SiteCrafting Inc	897.00	Monthly Hosting - CityofFircrest.net - Oct-Dec 2024

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	518 81 41 02	Web Design & Maintenance	001 000 518 General Fund	897.00	Monthly Hosting - CityofFircrest.net - Oct-Dec 2024
34065	12/31/2024	12/31/2024	5304 South Sound 911	36,062.50	4th Qtr 2024 - SouthSound 911 Contract Services
	521 22 41 02	Dispatching (Communication	001 000 521 General Fund	23,312.50	LE Communications Services 4th Qtr 2024
	521 22 41 04	Records (CPL Permitting)	001 000 521 General Fund	3,860.00	Records/Permitting Services 4th Qtr 2024
	521 22 41 05	IT Charges (RMS)	001 000 521 General Fund	8,890.00	RMS & IT Support Services 4th Qtr 2024
34055	12/18/2024	12/31/2024	4084 Staples Business Advantage	37.70	Office Supplies - Court
	512 51 31 00	Office & Oper Sup - Court	001 000 512 General Fund	37.70	Office Supplies - Court
34067	12/24/2024	12/31/2024	4084 Staples Business Advantage	31.04	Wall Clock
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	31.04	Wall Clock
34074	12/19/2024	12/31/2024	4084 Staples Business Advantage	22.42	Office Supplies
	512 51 31 00	Office & Oper Sup - Court	001 000 512 General Fund	22.42	Office Supplies
34109	12/20/2024	12/31/2024	4084 Staples Business Advantage	102.05	Office Supplies
	512 51 31 00	Office & Oper Sup - Court	001 000 512 General Fund	102.05	Office Supplies
34111	12/19/2024	12/31/2024	4084 Staples Business Advantage	12.87	2025 16x12 Dry Erase Calendar
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	12.87	2025 16x12 Dry Erase Calendar
34112	12/20/2024	12/31/2024	4084 Staples Business Advantage	92.66	Office Supplies - Central, Police & Rec
	518 10 34 01	Office Supplies - Central	001 000 518 General Fund	32.26	Envelope Moistener, Rubberbands, Yellow Highlighter Pens, Air Duster (Qty 2), Blue Gel Pens (Qty 12)
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	24.42	Laminating Pouches
	571 10 31 00	Office Supplies - Rec	001 000 571 General Fund	35.98	Laminating Pouches
Total Staples Business Advantage				298.74	
34106	12/31/2024	12/31/2024	4090 State Of Washington	384.88	State Building Code Remittance Dec 2024
	586 10 00 00	Agency Funds - Building	655 000 580 Agency Fund/Bd	384.88	State Building Code Remittance Dec 2024
34078	12/18/2024	12/31/2024	4107 Summit Law Group	5,813.50	Legal Consulting - November 2024
	515 41 41 02	Special Legal Counsel	001 000 515 General Fund	2,325.38	Legal Consulting - November 2024
	531 50 41 02	Legal Services	415 000 531 Storm Drain	872.03	Legal Consulting - November 2024
	534 10 41 02	Legal Services	425 000 534 Water Fund (dep	872.03	Legal Consulting - November 2024
	535 10 41 02	Legal Services	430 000 535 Sewer Fund (dep	872.03	Legal Consulting - November 2024

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	542 30 41 02	Legal Services	101 000 542 City Street Fund	872.03	Legal Consulting - November 2024
34036	12/11/2024	12/31/2024 4110	Superior Linen Service	52.42	Linen Service 12/11/24 - Pool Party Room
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	52.42	Linen Service 12/11/24 - Pool Party Room
34037	12/30/2024	12/31/2024 4110	Superior Linen Service	52.42	Linen Service 12/25/24 - Pool Party Room
	576 20 49 02	Miscellaneous - Pool	001 000 576 General Fund	52.42	Linen Service 12/25/24 - Pool Party Room
34038	12/30/2024	12/31/2024 4110	Superior Linen Service	124.77	Linen Service 12/11/24 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	124.77	Linen Service 12/11/24 - Rec Center
34039	12/30/2024	12/31/2024 4110	Superior Linen Service	124.77	Linen Service 12/25/24 - Rec Center
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	124.77	Linen Service 12/25/24 - Rec Center
34040	12/30/2024	12/31/2024 4110	Superior Linen Service	81.41	Linen Service 12/13/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.41	Linen Service 12/13/24 - City Hall
34041	12/30/2024	12/31/2024 4110	Superior Linen Service	81.41	Linen Service 12/27/24 - City Hall
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	81.41	Linen Service 12/27/24 - City Hall
34042	12/30/2024	12/31/2024 4110	Superior Linen Service	49.12	Linen Service 12/13/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.12	Linen Service 12/13/24 - Public Works
34043	12/30/2024	12/31/2024 4110	Superior Linen Service	49.12	Linen Service 12/27/24 - Public Works
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	49.12	Linen Service 12/27/24 - Public Works
			Total Superior Linen Service	615.44	
34033	12/30/2024	12/31/2024 4328	Systems for Public Safety Inc	825.66	#66367D - 2018 Ford Interceptor Utility - Brake Inspection, Program Fob, 60k Mile Service & Safety Inspection, LOF
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	825.66	#66367D - 2018 Ford Interceptor Utility - Brake Inspection, Program Fob, 60k Mile Service & Safety Inspection, LOF
34034	12/30/2024	12/31/2024 4328	Systems for Public Safety Inc	25,531.91	#71536D - Outfit Vehicle - Install Equipment, Install PA, Drivers, Graphics Package, Remove & Replace Battery, Perform Factory Upgrade

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	594 48 64 08	ERR Capital - Police	501 000 548 Equipment Rent	25,531.91	#71536D - Outfit Vehicle - Install Equipment, Install PA, Drivers, Graphics Package, Remove & Replace Battery, Perform Factory Upgrade
34035	12/26/2024	12/31/2024 4328	Systems for Public Safety Inc	66.48	#60934D - Program Fob for Vehicle
	548 65 48 08	O & M - Police	501 000 548 Equipment Rent	66.48	#60934D - Program Fob for Vehicle
Total Systems for Public Safety Inc				26,424.05	
34031	12/30/2024	12/31/2024 9888	T-Mobile (Cell Phone Bill)	1,195.12	Cell Phones & Air Cards - 12/2024
	518 30 42 00	Communication - Fac/Equip	001 000 518 General Fund	90.72	Maint. Lead, 2 Workers 12/2024
	521 22 42 00	Communication - Police	001 000 521 General Fund	648.98	Police Officers, Chief and Air Cards 12/2024
	524 20 42 00	Communication- Building	001 000 524 General Fund	15.12	Community Development Dir. 12/2024
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	75.83	Public Works Crew, Director, PW Office Coord. 12/2024
	534 10 42 00	Communication - Water Adr	425 000 534 Water Fund (dep	106.98	Public Works Crew, Director, PW Office Coord., PW Water Meter Collector 12/2024
	535 10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (dep	75.83	Public Works Crew, Director, PW Office Coord. 12/2024
	542 30 42 00	Communication - Street Reg	101 000 542 City Street Fund	75.83	Public Works Crew, Director, PW Office Coord. 12/2024
	558 60 42 00	Communication - Planning	001 000 558 General Fund	15.12	Community Development Dir. 12/2024
	576 80 42 00	Communication - Parks	001 000 576 General Fund	90.71	P/R Director, Events, Maint. Worker 12/2024
34032	12/30/2024	12/31/2024 9888	T-Mobile (Cell Phone Bill)	36.93	Court, PW, City Hall Fax Line (11/21/24-12/20/24)
	512 51 42 00	Communication - Court	001 000 512 General Fund	12.31	Court Fax Line (11/21/24-12/20/24)
	518 10 42 00	Communication - Non Dept	001 000 518 General Fund	12.31	City Hall Fax Line (11/21/24-12/20/24)
	531 50 42 00	Communication - Storm	415 000 531 Storm Drain	3.08	PW Fax Line (11/21/24-12/20/24)
	534 10 42 00	Communication - Water Adr	425 000 534 Water Fund (dep	3.08	PW Fax Line (11/21/24-12/20/24)
	535 10 42 01	Communication - Sewer Adr	430 000 535 Sewer Fund (dep	3.08	PW Fax Line (11/21/24-12/20/24)
	542 30 42 00	Communication - Street Reg	101 000 542 City Street Fund	3.07	PW Fax Line (11/21/24-12/20/24)
Total T-Mobile (Cell Phone Bill)				1,232.05	
34070	12/31/2024	12/31/2024 4120	Tacoma Daily Index	258.77	December 2024 Publications
	511 60 41 01	Advertising - Legisl	001 000 511 General Fund	208.14	Rescheduled Council Meeting, Ordinance Passed Notice -1731, 1732-1735; Study Session Cancelled
	521 10 41 01	Advertising - Civil Svc	001 000 521 General Fund	50.63	Civil Service Commission Meeting Cancelled

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34143	12/10/2024	12/31/2024	4120 Tacoma Daily Index	393.75	November 2024 Publications
	595 10 63 06	Project Engineering - Street	101 000 594 City Street Fund	393.75	P#73 Emerson West Sidewalk Project - Advertisement for Construction Bids
Total Tacoma Daily Index				652.52	
34086	12/27/2024	12/31/2024	10614 Tennant Sales and Service Company	1,765.93	Replace Batteries & Verify Battery Charger is Working (Riding Floor Machine)
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	1,765.93	Replace Batteries & Verify Battery Charger is Working (Riding Floor Machine)
34095	12/27/2024	12/31/2024	10614 Tennant Sales and Service Company	874.62	Replace Faulty Vacuum Fan Motor Assembly, Wire Connector Kit & Squeegee Frame Caster Wheels (I-Mop Machine)
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	874.62	Replace Faulty Vacuum Fan Motor Assembly, Wire Connector Kit & Squeegee Frame Caster Wheels (I-Mop Machine)
Total Tennant Sales and Service Company				2,640.55	
34029	12/19/2024	12/31/2024	5934 US Bank, City Hall Account	1,712.46	P-Card Charges thru 12/31/24
	511 60 41 02	Recording Software Services	001 000 511 General Fund	158.54	Recording Software Services
	512 51 31 00	Office & Oper Sup - Court	001 000 512 General Fund	327.00	Splashtop Software 1 Year - Fircrest Court
	513 10 35 00	Small Tools & Equip - Admir	001 000 513 General Fund	487.74	SAA 2046 - Laser Color Printer - D Masko
	513 10 43 00	Travel - Admin	001 000 513 General Fund	33.24	City Manager Meeting - D Masko
	513 10 49 01	Reg & Tuition - Admin	001 000 513 General Fund	82.58	ICMA Management Assessment - D Masko
	517 90 31 01	Oper Supplies - Wellness Pro	001 000 517 General Fund	380.39	Wellnes Program - Employee Holiday Lunch Supplies
	518 10 42 01	Postage - Non Dept	001 000 518 General Fund	166.69	Postage - Passports
	521 10 49 01	Meals - Other Than Travel/Ti	001 000 521 General Fund	76.28	12/19/24 Civil Service Oral Board Meal
34116	12/19/2024	12/31/2024	8482 US Bank, Police Department Account	430.92	P-Card Charges thru 12/31/24
	521 22 31 00	Office & Oper Sup - Police	001 000 521 General Fund	179.82	Washington State Criminal Code & Traffic Law Books (Qty 9)
	521 22 49 00	Miscellaneous - Police	001 000 521 General Fund	20.60	WSP DUI Blood Kit Mailed, WSP Blood Toxicology Kits Mailed
	521 22 49 07	Community Outreach	001 000 521 General Fund	230.50	Junior Police Stickers
34105	12/03/2024	12/31/2024	8483 US Bank, Public Works Dept Account	997.01	P-Card Charges thru 12/31/24

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518 30 31 03	Oper Supplies - PWF		001 000 518 General Fund	264.86	Instant Hot Replacement - PW Kitchen
542 80 31 04	Oper Supplies - Beautificatic		101 000 542 City Street Fund	732.15	LED Holiday Tree for Big Island
34030	12/31/2024	12/31/2024	8484 US Bank, Recreation Dept Account	1,920.52	P-Card Charges thru 12/31/24
571 10 31 00	Office Supplies - Rec		001 000 571 General Fund	120.91	Office Supplies - Folders & Cash Deposit Envelopes
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	34.90	Ping Pong Balls
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	512.93	Senior Morning Supplies, Bingo Game Supplies
571 10 41 00	Senior Trips		001 000 571 General Fund	21.20	Senior Trip - Fantasy Lights
573 90 49 01	Community Events		001 000 573 General Fund	1,230.58	Daddy Daughter Dance, Lights of Fircrest & Medallion Madness Supplies
34050	12/09/2024	12/31/2024	339 Villamor, John	168.10	Gym Fees Reimbursement - Jan-Nov 2024
521 22 20 00	Personnel Benefits - Police		001 000 521 General Fund	168.10	Gym Fees Reimbursement - Jan-Nov 2024
34056	12/18/2024	12/31/2024	10040 WECL	1,234.22	Alameda L/S Pump #2 Repair - Parts, Labor and Travel
535 10 48 00	Rep & Maint - Sewer Admin		430 000 535 Sewer Fund (de	1,234.22	Alameda L/S Pump #2 Repair - Parts, Labor and Travel
34075	12/16/2024	12/31/2024	4229 Washington State Patrol	600.00	Access User Fee - 4th Quarter 2024
521 22 41 03	WACIC/NCIC		001 000 521 General Fund	600.00	Access User Fee - 4th Quarter 2024
34097	12/23/2024	12/31/2024	4231 Water Mgmt Labs Inc	276.00	Coliform and Fluoride Water Testing - 11/2024
534 80 41 00	Water Testing		425 000 534 Water Fund (de	276.00	Coliform and Fluoride Water Testing - 11/2024
34093	12/20/2024	12/31/2024	4252 Wimbles Logging & Tree	968.88	Limb Up & Trim Trees in Whittier Trails
576 80 48 00	Rep & Maint - Parks		001 000 576 General Fund	968.88	Limb Up & Trim Trees in Whittier Trails
34146	11/26/2024	12/31/2024	4256 Winning Seasons	4,813.02	Youth Basketball Jerseys (Qty 457)
571 10 31 06	Program Supplies - Youth		001 000 571 General Fund	4,813.02	Youth Basketball Jerseys (Qty 457)
34049	12/16/2024	12/31/2024	10058 Zych, Matthew	60.12	Gym Fee Reimbursement - Jan-Nov 2024
518 30 20 00	Personnel Benefits - Fac/Equ		001 000 518 General Fund	60.12	Gym Fee Reimbursement - Jan-Nov 2024
34101	12/23/2024	12/31/2024	10058 Zych, Matthew	51.50	WSDA Pesticide Application License Renewal
576 20 49 04	Registration & Tuition		001 000 576 General Fund	51.50	WSDA Pesticide Application License Renewal
Total Zych, Matthew				111.62	

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Report Total:				157,584.30	
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Fund

001 General Fund	97,121.08
101 City Street Fund	25,080.86
415 Storm Drain	1,744.42
425 Water Fund (department)	2,989.99
430 Sewer Fund (department)	2,978.62
432 Sewer Improvement Fund	860.40
501 Equipment Rental Fund	26,424.05
655 Agency Fund/Bdg Permit	384.88

This report has been reviewed by:

REMARKS:

Signature & Title

Date



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34136	01/14/2025	01/28/2025	4297 AWC Drug & Alcohol Consortium	870.00	2025 Drug & Alcohol Consortium Membership
	518 11 41 02	Drug & Alcohol - Personnel	001 000 518 General Fund	870.00	2025 Drug & Alcohol Consortium Membership
34139	01/14/2025	01/28/2025	4298 AWC Employee Benefit Trust	856.10	02/2025 Retired Medical
	521 22 20 01	LEOFF I Medical Premiums	001 000 521 General Fund	856.10	02/2025 Retired Medical
34137	01/14/2025	01/28/2025	4296 AWC	5,390.00	2025 City Membership
	511 60 49 01	A.W.C. Dues	001 000 511 General Fund	5,390.00	2025 City Membership
34119	01/14/2025	01/28/2025	6811 Alarm Works NW LLC	1,175.87	Fire & Burglar Alarm Monitoring Service PW - Jan - Dec 2025
	518 30 48 03	Rep & Maint - PW	001 000 518 General Fund	1,175.87	Fire & Burglar Alarm Monitoring Service PW - Jan - Dec 2025
34120	01/14/2025	01/28/2025	6811 Alarm Works NW LLC	1,175.87	Fire & Burglar Alarm Monitoring - Rec - 2025
	518 30 48 01	Rep & Maint - Rec Bldg	001 000 518 General Fund	1,175.87	Fire & Burglar Alarm Monitoring - Rec - 2025
34121	01/14/2025	01/28/2025	6811 Alarm Works NW LLC	1,175.87	Fire & Burglar Alarm Monitoring - City Hall - 2025
	518 30 48 02	Rep & Maint - City Hall	001 000 518 General Fund	1,175.87	Fire & Burglar Alarm Monitoring - City Hall - 2025
34122	01/14/2025	01/28/2025	6811 Alarm Works NW LLC	1,175.87	Fire & Burglar Alarm Monitoring - Pool - 2025
	576 20 48 00	Rep & Maint - Pool	001 000 576 General Fund	1,175.87	Fire & Burglar Alarm Monitoring - Pool - 2025
34124	01/14/2025	01/28/2025	6811 Alarm Works NW LLC	600.05	Alarm Monitoring Service - PSB - 2025; Service Call to Record Footage
	518 30 48 04	Rep & Maint - PSB	001 000 518 General Fund	600.05	Alarm Monitoring Service - PSB - 2025; Service Call to Record Footage
Total Alarm Works NW LLC				5,303.53	
34178	01/21/2025	01/28/2025	10562 Amazon Capital Services	52.84	Dual Monitor Stand - A Deskins
	514 23 35 00	Small Tools & Equip - Financ	001 000 514 General Fund	52.84	Dual Monitor Stand - A Deskins
34196	01/22/2025	01/28/2025	10992 Anderson, Julie	100.00	Security Deposit Refund, Anderson, 01/14/25
	582 10 00 00	Deposit Refunds	001 000 580 General Fund	100.00	Security Deposit Refund, Anderson, 01/14/25
34187	01/22/2025	01/28/2025	10990 Andrews, Rishena Sharese	134.40	Dance Movement Flow Dance Classes - 10/15/24-11/19/24

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571 10 49 04	Instructor Fees		001 000 571 General Fund	134.40	Dance Movement Flow Dance Classes - 10/15/24-11/19/24
34152 01/16/2025	01/28/2025 10829		Anthony Gregory	425.00	Youth Basketball Officiating - 1/11/25-1/12/25
571 10 31 06	Program Supplies - Youth		001 000 571 General Fund	425.00	Youth Basketball Officiating - 1/11/25-1/12/25
34171 01/21/2025	01/28/2025 10829		Anthony Gregory	510.00	Youth Basketball Officiating - 1/18/25-1/19/25
571 10 31 06	Program Supplies - Youth		001 000 571 General Fund	510.00	Youth Basketball Officiating - 1/18/25-1/19/25
Total Anthony Gregory				935.00	
34174 01/21/2025	01/28/2025 3933		Asphalt Patch Systems, Inc.	6,758.93	Various Street Patches & Saw Cutting Throughout City (537 sq ft)
595 32 63 01	Street Improvements		101 000 542 City Street Fund	6,758.93	Various Street Patches & Saw Cutting Throughout City (537 sq ft)
34192 01/22/2025	01/28/2025 5781		Batteries Plus Bulbs	68.77	Battery for Speed Control Sign at Electron/Spring St
542 30 31 02	Oper Supplies - Street Reg		101 000 542 City Street Fund	68.77	Battery for Speed Control Sign at Electron/Spring St
34129 01/14/2025	01/28/2025 5479		Bray, Derek	78.00	Library Reimbursement - 1 Year (Holly)
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Holly)
34151 01/16/2025	01/28/2025 10548		Bugarin, Melina	250.00	Daddy Daughter Dance Face Painting Vendor
573 90 49 01	Community Events		001 000 573 General Fund	250.00	Daddy Daughter Dance Face Painting Vendor
34185 01/22/2025	01/28/2025 10589		Bugarin, Miguel	275.00	Gym Fees Reimbursement - Jan-March, May-Dec 2024
521 22 20 00	Personnel Benefits - Police		001 000 521 General Fund	275.00	Gym Fees Reimbursement - Jan-March, May-Dec 2024
34150 01/16/2025	01/28/2025 4288		Carnival Time	661.80	Daddy Daughter Dance Photo Booth
573 90 49 01	Community Events		001 000 573 General Fund	661.80	Daddy Daughter Dance Photo Booth
34140 01/14/2025	01/28/2025 3994		CenturyLink	512.11	Telecommunications - 01/2025
518 10 42 00	Communication - Non Dept		001 000 518 General Fund	136.01	City Hall Alarm & Fax (2) - 01/2025
521 22 42 00	Communication - Police		001 000 521 General Fund	265.76	Police BA/Modem & Fax - 01/2025
531 50 42 00	Communication - Storm		415 000 531 Storm Drain	11.34	PW Alarm - 01/2025
534 10 42 00	Communication - Water Adr		425 000 534 Water Fund (dep	11.34	PW Alarm - 01/2025

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534 10 42 00	Communication - Water Adr	425 000 534	Water Fund (dep	32.50	PW DSL/Telemetry - 01/2025
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (dep	11.33	PW Alarm - 01/2025
535 10 42 01	Communication - Sewer Adr	430 000 535	Sewer Fund (dep	32.50	PW DSL/Telemetry - 01/2025
542 30 42 00	Communication - Street Reg	101 000 542	City Street Fund	11.33	PW Alarm - 01/2025
34193	01/22/2025	01/28/2025	7088 Certified Laboratories	814.57	Graffiti Remover & Spill Mate for Street Oils
542 30 31 02	Oper Supplies - Street Reg	101 000 542	City Street Fund	814.57	Graffiti Remover & Spill Mate for Street Oils
34134	01/14/2025	01/28/2025	4324 City Treasurer-Tacoma	69,221.50	Fire/EMS - 02/2025
522 20 40 00	Tacoma Contract - Fire	001 000 522	General Fund	21,886.75	Fire - 02/2025
522 20 41 00	Tacoma Contract - EMS	001 000 522	General Fund	47,334.75	EMS - 02/2025
34157	01/16/2025	01/28/2025	6268 Cole-Parmer Instrument Company	122.21	Testing Reagent Tablets, Chlorine Powder
534 80 41 00	Water Testing	425 000 534	Water Fund (dep	122.21	Testing Reagent Tablets, Chlorine Powder
34175	01/21/2025	01/28/2025	8542 Consolidated Supply Co.	1,030.54	Ball Corps for Main/Service Line Taps (Qty 13)
534 50 31 01	Oper Supplies - Water Maini	425 000 534	Water Fund (dep	1,030.54	Ball Corps for Main/Service Line Taps (Qty 13)
34156	01/16/2025	01/28/2025	7918 Contreras, Alejandra	170.00	Spanish Interpreting (2 hrs) 25CR161, 25IN160
512 51 41 03	Prof Srvs - Interpreter - FMC	001 000 512	General Fund	170.00	Spanish Interpreting (2 hrs) 25CR161, 25IN160
34015	01/08/2025	01/28/2025	4603 DMCJA, Judge Jessica Giner	330.00	2025 DMCJA Dues - M. Foley
512 51 49 02	Dues/Member/Subscriptions	001 000 512	General Fund	330.00	2025 DMCJA Dues - M. Foley
34014	01/08/2025	01/28/2025	3585 DMCMA	250.00	2025 DMCMA Annual Dues - S Olivarez
512 51 49 02	Dues/Member/Subscriptions	001 000 512	General Fund	250.00	2025 DMCMA Annual Dues - S Olivarez
34133	01/14/2025	01/28/2025	340 Davis, Jeffrey P	136.00	CDL Renewal Reimbursement
531 50 20 01	Contract Benefits - Storm	415 000 531	Storm Drain	34.00	CDL Renewal Reimbursement
534 10 20 01	Contract Benefits - Wtr Adm	425 000 534	Water Fund (dep	34.00	CDL Renewal Reimbursement
535 10 20 01	Contract Benefits - Sewer Ac	430 000 535	Sewer Fund (dep	34.00	CDL Renewal Reimbursement
542 30 20 01	Contract Benefits - Street Re	101 000 542	City Street Fund	34.00	CDL Renewal Reimbursement
34204	01/23/2025	01/28/2025	4310 Dept Of Revenue-EXCISE TAX	16,824.53	December 2024 Excise Taxes
518 20 43 01	Excise Tax - Time/Temp Ren	001 000 518	General Fund	3.30	December 2024 Excise Taxes
521 22 49 00	Miscellaneous - Police	001 000 521	General Fund	4.70	December 2024 Excise Taxes
531 50 44 00	Excise Tax - Storm	415 000 531	Storm Drain	1,507.42	December 2024 Excise Taxes
534 10 44 00	Excise Tax - Water	425 000 534	Water Fund (dep	3.19	December 2024 Excise Taxes
534 10 44 00	Excise Tax - Water	425 000 534	Water Fund (dep	59.53	December 2024 Excise Taxes

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534 10 44 00	Excise Tax - Water	425 000	534 Water Fund (de	8,263.33	December 2024 Excise Taxes
535 10 44 00	Excise Tax - Sewer	430 000	535 Sewer Fund (de	0.37	December 2024 Excise Taxes
535 10 44 00	Excise Tax - Sewer	430 000	535 Sewer Fund (de	6,878.76	December 2024 Excise Taxes
571 20 43 00	Excise Tax - Participation Fee	001 000	571 General Fund	0.18	December 2024 Excise Taxes
576 80 49 00	Miscellaneous - Parks	001 000	576 General Fund	102.83	December 2024 Excise Taxes
589 30 00 00	Retail Sales Tax	655 000	580 Agency Fund/Bd	0.92	December 2024 Excise Taxes
34179 01/21/2025	01/28/2025	7434	Diamond, Martha	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services	001 000	572 General Fund	78.00	Library Reimbursement - 1 Year
34135 01/14/2025	01/28/2025	9254	Doyle Printing Company	46.24	Business Cards - A Deskins (500)
514 23 31 00	Office & Oper Sup - Finance	001 000	514 General Fund	46.24	Business Cards - A Deskins (500)
34169 01/21/2025	01/28/2025	9254	Doyle Printing Company	552.70	#10 Window Envelopes (2,500 Window, 2,500 Regular), Court Forms (500)
512 51 31 00	Office & Oper Sup - Court	001 000	512 General Fund	552.70	#10 Window Envelopes (2,500 Window, 2,500 Regular), Court Forms (500)
Total Doyle Printing Company				598.94	
34176 01/21/2025	01/28/2025	366	Employment Security Dept, UI Tax Admin	6,816.00	Benefit Charge - Q4/2024
517 78 20 00	Unemployment Compensati	001 000	517 General Fund	6,816.00	Benefit Charge - Q4/2024
34162 01/17/2025	01/28/2025	3651	H D Fowler Co Inc	8,402.55	Ready Subscription Upgrade for 2400 Metering Points (1/4/25-1/3/26)
534 10 41 00	Prof Svcs - Water Admin	425 000	534 Water Fund (de	8,402.55	Ready Subscription Upgrade for 2400 Metering Points (1/4/25-1/3/26)
34172 01/21/2025	01/28/2025	10720	Hawthorne, Malcolm	360.00	Youth Basketball League Referee 01/11/25 - 01/19/25
571 10 31 06	Program Supplies - Youth	001 000	571 General Fund	360.00	Youth Basketball League Referee 01/11/25 - 01/19/25
34154 01/16/2025	01/28/2025	3690	Holroyd Co Inc	137.43	Asphalt Disposal from Street Repairs in the City
542 30 47 01	Dumping Fees - Street	101 000	542 City Street Fund	137.43	Asphalt Disposal from Street Repairs in the City
34190 01/22/2025	01/28/2025	3690	Holroyd Co Inc	2,057.22	P#87 Crushed Rock for Road Crossing on Princeton St
594 34 63 01	Other Improvements - Wate	426 000	594 Water Improver	2,057.22	P#87 Crushed Rock for Road Crossing on Princeton St

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Holroyd Co Inc	2,194.65	
34155	01/16/2025	01/28/2025 3692	Home Depot Credit Services	36.49	Pipe Material for Sewer Camera Head
	535 50 31 01 Oper Supplies - Sewer Main		430 000 535 Sewer Fund (de	36.49	Pipe Material for Sewer Camera Head
34163	01/17/2025	01/28/2025 3692	Home Depot Credit Services	26.37	Drinking Fountain Parts
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	26.37	Drinking Fountain Parts
34164	01/17/2025	01/28/2025 3692	Home Depot Credit Services	88.89	Sink Repair Parts
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	88.89	Sink Repair Parts
34165	01/17/2025	01/28/2025 3692	Home Depot Credit Services	7.13	Sink Repair Parts
	576 80 31 02 Oper Supplies - Parks		001 000 576 General Fund	7.13	Sink Repair Parts
			Total Home Depot Credit Services	158.88	
34184	01/22/2025	01/28/2025 10989	Hughey, Grace	78.00	Library Reimbursement - 1 Year
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
34160	01/17/2025	01/28/2025 10570	Kempf, Kevin	142.55	04-00800.1 - 805 RAMSDELL ST
	343 10 00 00 Storm Drain Revenues		415 000 340 Storm Drain	-31.26	
	343 40 00 00 Sale Of Water		425 000 340 Water Fund (de	-35.72	
	343 50 00 00 Sewer Revenues		430 000 340 Sewer Fund (de	-75.57	
34161	01/17/2025	01/28/2025 3024	Long, Kevin	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
34130	01/14/2025	01/28/2025 8885	McPhee, Parisa	78.00	Library Reimbursement - 1 Year (Parisa)
	572 21 49 00 Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year (Parisa)
34194	01/22/2025	01/28/2025 3882	Nellist, Angela	75.00	Security Deposit Refund, Nellist, 01/05/25
	582 10 00 00 Deposit Refunds		001 000 580 General Fund	75.00	Security Deposit Refund, Nellist, 01/05/25
34195	01/22/2025	01/28/2025 10993	Nicolo, Geomara	100.00	Security Deposit Refund, Nicolo, 02/02/25
	582 10 00 00 Deposit Refunds		001 000 580 General Fund	100.00	Security Deposit Refund, Nicolo, 02/02/25
34153	01/16/2025	01/28/2025 9541	Outdoor Link	205.32	2025 Access Link Annual Fee for Field Light Controller

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	576 80 41 00 Prof Svcs - Parks		001 000 576 General Fund	205.32	2025 Access Link Annual Fee for Field Light Controller
34173	01/21/2025	01/28/2025	3961 PCRCD, LLC dba LRI-HV	1,327.11	Dump Fees - Street Sweeping - December 2024
	531 50 47 01 Dumping Fees - Storm		415 000 531 Storm Drain	1,327.11	Dump Fees - Street Sweeping - December 2024
34189	01/22/2025	01/28/2025	8993 Pacific Office Automation - A/R	926.07	Copier Usage 12/01/24-01/01/25
	512 51 45 00 Oper Rentals - Copier - Cour		001 000 512 General Fund	22.17	Court 12/01/24-01/01/25
	518 10 45 00 Oper Rentals - Copier - Non		001 000 518 General Fund	268.70	City Hall 12/01/24-01/01/25
	531 50 45 00 Oper Rentals - Copier - Storm		415 000 531 Storm Drain	56.28	Storm 12/01/24-01/01/25
	534 10 45 02 Oper Rentals - Copier - Water		425 000 534 Water Fund (dep	56.28	Water 12/01/24-01/01/25
	535 10 45 00 Oper Rentals - Copier - Sewer		430 000 535 Sewer Fund (dep	56.28	Sewer 12/01/24-01/01/25
	542 30 45 00 Oper Rentals - Copier - Street		101 000 542 City Street Fund	56.28	Street 12/01/24-01/01/25
	571 10 45 01 Oper Rentals - Copier - Rec		001 000 571 General Fund	369.07	Rec 12/01/24-01/01/25
	576 80 45 00 Oper Rentals - Copier - Park		001 000 576 General Fund	41.01	Parks 12/01/24-01/01/25
34159	01/16/2025	01/28/2025	3955 Petrocard Systems Inc	263.94	Gas/Fuel - 01/2025
	548 65 31 12 Gas - Street		501 000 548 Equipment Rent	33.00	Street - 01/2025
	548 65 31 13 Gas - Storm		501 000 548 Equipment Rent	33.00	Storm - 01/2025
	548 65 31 14 Gas - Water/Sewer		501 000 548 Equipment Rent	197.94	W/S - 01/2025
34170	01/21/2025	01/28/2025	10221 Petty Cash-ParksRec	62.25	Petty Cash Reimbursement 01/28/25
	571 10 31 02 Senior Program Supplies		001 000 571 General Fund	62.25	Senior Morning Supplies
34182	01/21/2025	01/28/2025	3751 Psomas, DBA KPG Psomas	13,359.00	P#81 Claremont St Grind & Overlay - 11/22/24-12/31/24
	595 10 63 06 Project Engineering - Street		101 000 594 City Street Fund	13,359.00	P#81 Claremont St Grind & Overlay - 11/22/24-12/31/24
34177	01/21/2025	01/28/2025	3985 Puget Sound Clean Air Agency	5,938.00	2025 Clean Air Assessment
	553 70 40 00 Pollution Control		001 000 553 General Fund	5,938.00	2025 Clean Air Assessment
34166	01/17/2025	01/28/2025	3986 Puget Sound Energy, BOT-01H	394.58	Natural Gas - PW - December 2024
	531 50 47 02 Public Utility Services - Bldg		415 000 531 Storm Drain	98.64	Natural Gas - PW - December 2024
	534 10 47 00 Utility Services/Building - Water		425 000 534 Water Fund (dep	98.64	Natural Gas - PW - December 2024
	535 10 47 00 Utility Services/Building - Sewer		430 000 535 Sewer Fund (dep	98.65	Natural Gas - PW - December 2024
	542 30 47 02 Electricity & Gas/Bldg - Street		101 000 542 City Street Fund	98.65	Natural Gas - PW - December 2024
34168	01/17/2025	01/28/2025	3986 Puget Sound Energy, BOT-01H	229.62	Natural Gas - City Hall - December 2024

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518 30 47 00	Public Utility Services - City I	001 000 518	General Fund	229.62	Natural Gas - City Hall - December 2024
Total Puget Sound Energy, BOT-01H				624.20	
34191 01/22/2025	01/28/2025 10029	Rodriguez, Javier		78.00	Library Reimbursement - 1 Year (Kari)
572 21 49 00	Library Services	001 000 572	General Fund	78.00	Library Reimbursement - 1 Year (Kari)
34181 01/21/2025	01/28/2025 10434	Romero, Stacey F		150.00	Spanish Interpreting (2 hrs) 24IN91498, 2A0410595
512 52 41 03	Prof Srvs - Interpreter - RMC	001 000 512	General Fund	150.00	Spanish Interpreting (2 hrs) 24IN91498, 2A0410595
34125 01/14/2025	01/28/2025 4035	Sarco Supply		406.16	Janitorial Supplies - Rec Bldg
571 10 31 04	Janitorial Supplies - Rec Bldg	001 000 571	General Fund	406.16	Janitorial Supplies - Rec Bldg
34126 01/14/2025	01/28/2025 4035	Sarco Supply		218.17	Operating Supplies - City Hall
518 30 31 04	Oper Supplies - CH	001 000 518	General Fund	218.17	Operating Supplies - City Hall
34127 01/14/2025	01/28/2025 4035	Sarco Supply		249.21	Operating Supplies - PW Facilites
518 30 31 03	Oper Supplies - PWF	001 000 518	General Fund	249.21	Operating Supplies - PW Facilites
34167 01/17/2025	01/28/2025 4035	Sarco Supply		49.55	Janitorial Supplies - Paper Towel Dispenser for new Facilities Garage
576 80 31 01	Janitorial Supplies - Parks St	001 000 576	General Fund	49.55	Janitorial Supplies - Paper Towel Dispenser for new Facilities Garage
Total Sarco Supply				923.09	
34131 01/14/2025	01/28/2025 6088	Sentinel Pest Control Inc		126.24	Pest Control - City Hall - 01/2025
518 30 48 02	Rep & Maint - City Hall	001 000 518	General Fund	126.24	Pest Control - City Hall - 01/2025
34197 01/22/2025	01/28/2025 10991	Shelton, Ronda		100.00	Security Deposit Refund, Shelton, 12/21/24
582 10 00 00	Deposit Refunds	001 000 580	General Fund	100.00	Security Deposit Refund, Shelton, 12/21/24
34138 01/14/2025	01/28/2025 10734	Stacy, Cindell		146.25	Winter Camp Supplies
571 10 31 03	Youth Supplies	001 000 571	General Fund	146.25	Winter Camp Supplies
34128 01/14/2025	01/28/2025 4088	State Auditor's Office		5,747.15	2023 Audit #57226 - December 2024 (41.5 Hrs)
518 10 41 01	Annual Audit - Non Dept	001 000 518	General Fund	5,747.15	2023 Audit #57226 - December 2024 (41.5 Hrs)

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34180	01/21/2025	01/28/2025	4107 Summit Law Group	77.00	Legal Consulting - December 2024
515 41 41 02	Special Legal Counsel		001 000 515 General Fund	30.80	Legal Consulting - December 2024
531 50 41 02	Legal Services		415 000 531 Storm Drain	11.55	Legal Consulting - December 2024
534 10 41 02	Legal Services		425 000 534 Water Fund (dep	11.55	Legal Consulting - December 2024
535 10 41 02	Legal Services		430 000 535 Sewer Fund (dep	11.55	Legal Consulting - December 2024
542 30 41 02	Legal Services		101 000 542 City Street Fund	11.55	Legal Consulting - December 2024
34186	01/22/2025	01/28/2025	4322 Tacoma, City of - POWER	10,367.74	Power - Various Locations - 12/2024
518 30 47 00	Public Utility Services - City I		001 000 518 General Fund	867.64	City Hall Power - 12/2024
531 50 47 02	Public Utility Services - Bldg		415 000 531 Storm Drain	100.20	PW Power - 12/2024
534 10 47 00	Utility Services/Building - W		425 000 534 Water Fund (dep	100.19	PW Power - 12/2024
534 80 47 01	Utility Services/Pumping		425 000 534 Water Fund (dep	4,893.85	PW, Well #6, #7, #8, #9, Golf Course - 12/2024
535 10 47 00	Utility Services/Building - Se		430 000 535 Sewer Fund (dep	100.19	PW Power - 12/2024
535 80 47 01	Utility Services/Pumping		430 000 535 Sewer Fund (dep	1,181.47	Pumps/LS Power - 12/2024
542 30 47 02	Electricity & Gas/Bldg - Stree		101 000 542 City Street Fund	100.20	PW Power - 12/2024
542 30 47 03	Electricity/Traffic Lights		101 000 542 City Street Fund	91.52	Traffic Control - 12/2024
542 63 47 00	Electricity/Street Lights		101 000 542 City Street Fund	1,363.66	Street Lights - 12/2024
548 65 47 00	Utility Services/Building - Sh		501 000 548 Equipment Rent	294.44	F&E Garage Power - 12/2024
576 20 47 00	Public Utility Services - Pool		001 000 576 General Fund	1,238.65	Pool Power - 12/2024
576 80 47 00	Public Utility Services - Parks		001 000 576 General Fund	35.73	Parks Power - 12/2024
34188	01/22/2025	01/28/2025	10617 TechPower Solutions, Inc.	1,492.96	Elite Mini G9 Desktop Computer & Acer Vero Monitor (Qty 2) - A Deskins
514 23 35 00	Small Tools & Equip - Financ		001 000 514 General Fund	312.68	Acer Vero Monitor (Qty 2) - A Deskins
594 48 64 03	ERR Capital - Admin		501 000 548 Equipment Rent	1,180.28	Elite Mini G9 Desktop Computer - A Deskins
34123	01/14/2025	01/28/2025	1408 Tursi*, John	78.00	Library Reimbursement - 1 Year
572 21 49 00	Library Services		001 000 572 General Fund	78.00	Library Reimbursement - 1 Year
34183	01/22/2025	01/28/2025	8484 US Bank, Recreation Dept Account	1,447.30	P-Card Charges thru 01/15/25
571 10 31 01	Oper Supplies - Rec		001 000 571 General Fund	40.27	HDMI Cable
571 10 31 02	Senior Program Supplies		001 000 571 General Fund	145.87	Senior Morning Supplies
571 10 31 04	Janitorial Supplies - Rec Bldg		001 000 571 General Fund	31.00	Swiffer Duster Refills, Batteries
571 10 41 00	Senior Trips		001 000 571 General Fund	192.15	Senior Trip: Experience Chocolate Project
573 90 49 01	Community Events		001 000 573 General Fund	892.08	Supplies for Daddy Daughter Dance, Mother Son Dance, Medallion Madness, and Murphy Bear
573 90 49 02	Centennial Celebration		001 000 573 General Fund	49.53	Gold Scissors with Ribbon - Centennial Celebration
576 80 49 00	Miscellaneous - Parks		001 000 576 General Fund	96.40	P#64 01/2025 Container Rental



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34132	01/14/2025	01/28/2025	4208 W A S P C	120.00	2025 Membership - R. Schaub
	521 22 49 03	Dues/Member/Subscriptions:	001 000 521 General Fund	120.00	2025 Membership - R. Schaub
34118	01/14/2025	01/28/2025	10984 Whitehurst, Andrea	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
34158	01/16/2025	01/28/2025	4253 Windmill Gardens LLC	3,983.10	2025 Hanging Baskets (1st Half Payment)
	542 80 31 02	Oper Supplies - Flower Bask	101 000 542 City Street Fund	3,983.10	2025 Hanging Baskets (1st Half Payment)

Report Total: 177,849.12

Fund

001 General Fund	112,312.95
101 City Street Fund	26,888.99
415 Storm Drain	3,177.80
425 Water Fund (department)	23,155.42
426 Water Improvement Fund	2,057.22
430 Sewer Fund (department)	8,517.16
501 Equipment Rental Fund	1,738.66
655 Agency Fund/Bdg Permit	0.92

This report has been reviewed by:

REMARKS:

Signature & Title

Date

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Public Hearing on Proposed Solid Waste Rate Adjustment  
**ITEM:** 11A  
**DATE:** January 28, 2025  
**FROM:** Dawn Masko, City Manager

---

**RECOMMENDED MOTION:** No motion. Public Hearing only.

---

**PROPOSAL:** The Council is being asked to approve a proposed ordinance on February 11, 2025, setting new solid waste rates effective March 1, 2025.

**FISCAL IMPACT:** The rate changes include:

- 3.8% adjustment based on the June-to-June CPI-U.
- Disposal Site Fee charged by LRI increased by \$10.15 per ton or 5.8%.
- Recycling commodities surcharge increased from 0.94% to 1.33%.

**ADVANTAGE:** The proposed rate adjustment is pursuant to and complies with the City's contract with Westside Disposal.

**DISADVANTAGES:** The cost to customers for solid waste collection will increase.

**ALTERNATIVES:** None. These rate adjustments are pursuant to contract and ordinance language, and therefore, there are no alternatives.

**HISTORY:** The City has had a long-standing relationship with Westside Disposal for refuse services. The current contract commenced in 1998 for 32 years, terminating in 2030, with the option for an additional term of eight years.

The provisions of the contract allow Westside Disposal to increase rates annually based on the June-to-June Seattle-Tacoma-Bellevue All Urban Consumers (CPI-U) Consumer Price Index. Westside Disposal is also allowed to pass any disposal site fee increases on to customers based on the rate charged to dispose of solid waste/garbage at Pierce County Recycling, Composting & Disposal (dba LRI).

**ATTACHMENTS:** [Ordinance](#)  
[Westside Disposal Rate Increase Notification Letter](#)  
[Pierce County – LRI Disposal Rate Letter](#)  
[Consumer Price Index \(CPI-U\) - June 2024](#)  
[Rate Worksheet](#)

DRAFT

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

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AMENDING SECTION 1 OF  
ORDINANCE NO. 1718 AND FIRCREST MUNICIPAL CODE  
6.08.130 RELATING TO THE SCHEDULE OF RATES AND  
CHARGES FOR SOLID WASTE COLLECTION.

**WHEREAS**, the City entered into a contract with Westside Disposal, Inc. (“Westside Disposal”) on June 1, 1998, for solid waste and recycling collection services and has since approved six amendments thereto, including those identified in the February 9, 2021, approval of Resolution No. 1709; and

**WHEREAS**, on February 14, 2024, the City Council passed Ordinance 1718 amending the Solid Waste and Recycling Rates for the year 2024 pursuant to the contract with Westside Disposal; and

**WHEREAS**, the City’s contract with Westside Disposal includes a provision for annual rate adjustments based on the June to June CPI-U percentage change, the disposal site fee charged by Pierce County Recycling, Composting & Disposal (LRI), and a recycling commodity surcharge; and

**WHEREAS**, the City received notification from Westside Disposal on November 18, 2024, of a rate increase based on a June 2024 CPI-U increase of 3.8%, a disposal site fee increase of 5.8%, and a recycling commodity surcharge increase of 39%; and

**WHEREAS**, the City Council has determined it is in the City’s best interest to amend Section 1 of Ordinance No. 1718 and Fircrest Municipal Code Section 6.08.130 to reflect the solid waste and recycling rate changes.

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

**Section 1.** Section 1 of Ordinance 1718 and Section 6.08.130 FMC are hereby amended to read as follows:

**6.08.130 Schedule of Rates and Charges**

Charges shall be made in accordance with the following schedule, which is adopted as the schedule of rates and charges for solid waste collection, as billed on a monthly basis for weekly or, as otherwise specified, pickup. Rates are shown below both with and without taxes. Taxes shall be listed separately on billing statement and shall be applied to all rates. It shall be understood that the rates without taxes shall be shown on billing statement and that some rounding may occur when taxes are added.

# DRAFT

			MONTHLY RATE
	<u>Type of Service</u>	<u>Pick-up Frequency</u>	<u>without Taxes</u>
1	Garbage toter rates below include up to: 3 Yard Waste and 1 Recycling toters.		
2			
3	12 gal. Garbage Toter, curb	Weekly	\$ 22.71
4	24 gal. Garbage Toter, curb	Every-other week	\$ 21.09
5	24 gal. Garbage Toter, curb	Weekly	\$ 33.10
6	48 gal. Garbage Toter, curb	Every-other week	\$ 30.33
7	48 gal. Garbage Toter, curb	Weekly	\$ 45.76
8	64 gal. Garbage Toter, curb	Every-other week	\$ 37.95
9	64 gal. Garbage Toter, curb	Weekly	\$ 53.69
10	96 gal. Garbage Toter, curb	Weekly	\$ 70.07
11	<u>Recycling Toter, per unit, Off curb</u>		\$ 18.92
12	(does not apply to accounts charged for Multi-family Recycling)		
13	<u>Off-curb Garbage Charge (add to toter rate above) per toter</u>		
14	Up to 50' off-curb		\$ 10.80
15	Up to 100' off-curb		\$ 15.39
16	Over 100' off-curb		\$ 21.55
17	32 gal. Occasional Extra Garbage Tags:		\$ 9.87
18	Yard Waste Toter, 64 or 96 gal., per unit:		\$ 5.83
19	Late Payment Fee Minimum:		\$ 5.91
20	Customer stop and restart fee:		\$ 17.57
21	Toter redelivery fee:		\$ 17.57
22	Return trip charge:		\$ 17.57
23	<u>Special pickups (requiring a special trip), per pickup</u>		
24	(applies only to every-other week customers)		
25	12 gal. Garbage Toter		\$ 19.96
26	24 gal. Garbage Toter		\$ 22.13
27	48 gal. Garbage Toter		\$ 26.27
28	64 gal. Garbage Toter		\$ 33.05
29	96 gal. Garbage Toter		\$ 43.14
30	64 & 96 gal. Yard Waste Toter		\$ 21.06
	<u>Extra on-route, off-week pickups (not requiring a special trip), per pickup</u>		
	(applies only to every-other week customers)		
	24 gal. Garbage Toter		\$ 6.25
	48 gal. Garbage Toter		\$ 11.77
	64 gal. Garbage Toter		\$ 15.67

# DRAFT

<u>Type of Service</u>	<u>Pick-up Frequency</u>	<u>MONTHLY RATE</u> <u>without Taxes</u>
<u>Commercial Containers (non-compacted)</u>		
Monthly charges for regular weekly service - Multiply rate times number of pick-ups per week (limited to 5 pick-ups per week)		
1 cubic yard	Weekly	\$ 132.39
1.5 cubic yards	Weekly	\$ 176.93
2 cubic yards	Weekly	\$ 219.42
3 cubic yards	Weekly	\$ 332.14
4 cubic yards	Weekly	\$ 408.91
6 cubic yards	Weekly	\$ 618.64
<u>Special, Occasional and Return trip Pickups, per pickup</u>		
1 cubic yard		\$ 40.10
1.5 cubic yards		\$ 51.15
2 cubic yards		\$ 62.46
3 cubic yards		\$ 85.42
4 cubic yards		\$ 107.71
6 cubic yards		\$ 151.76
Multi-family recycling charge, per unit: (charged on all multi-family units)		\$ 7.81
<u>Special Collection Services</u>		
Truck & driver - per hour		\$ 138.78
Each additional person:		\$ 59.70

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

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

**Section 3. Effective Date.** This Ordinance shall become effective March 1, 2025, after passage, approval, and publication as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON,** at a regular meeting thereof this 11<sup>th</sup> day of February 2025.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joanna Eide, City Attorney

Dawn Masko, City Manager  
City of Fircrest  
115 Ramsdell St.  
Fircrest WA 98466

November 18, 2024

Re: Annual Rate Adjustment, effective 3-1-25

Ms. Masko-

Enclosed you will find documentation regarding our request for the annual rate adjustment. The adjustment is made up of three parts:

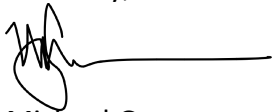
- **Disposal Tip Fee** charged to us by LRI, will be going from the current \$174.84 to \$184.99 per ton, an increase of \$10.15 per ton or 5.8%. This increase becomes effective March 1, 2025.
- **CPI adjustment** as allowed in Section 35.A. in our contract is based on the June - June CPI-U. The contract requires that the prior year disposal fee component amount be subtracted first, the remaining amount is then multiplied times 1 plus the CPI percent change June – June.  
The CPI percent change this year is 3.8%.
- **Recycling Commodities Surcharge** increase from 0.94% to 1.33%

Rate Examples (taxes not included):

Garbage Service Level	Pickup Frequency	Current Rate 3-1-24	Proposed Rate 3-1-25	Adjustment Amount	Adjustment Percent	Recy. Comm. Surcharge 1.33%
12 gal garbage cart	1 x per week	\$21.79	\$22.71	\$0.92	4.2%	\$0.30
24 gal garbage cart	Every other week	\$20.23	\$21.09	\$0.86	4.2%	\$0.28
64 gal garbage cart	Every other week	\$36.37	\$37.95	\$1.58	4.3%	\$0.50
1 yd container	1 x per week	\$126.56	\$132.39	\$5.83	4.6%	\$1.76

Please contact us with any questions you may have regarding this. Thank you.

Sincerely,



Michael Gruener  
Asst. General Manager  
Westside Disposal

PierceCountyWa.gov/PPW

**Jen Tetatzin, PE, PMP** - Director

October 11, 2024

Kevin Green, Division Manager  
Pierce County Recycling Composting and Disposal LLC d/b/a LRI  
17925 Meridian Street East  
Puyallup, WA 98378

*Sent via E-Mail – a paper copy will not follow*

Subject: **2025-2026 Solid Waste Tipping Fees and Rate Setting Guidelines**

Dear Mr. Green:

On behalf of Pierce County Executive Bruce F. Dammeier, on August 30, 2024, I notified the County Council, by letter, of a proposed solid waste tipping fee increase. This proposal, prepared jointly by the Department and PCRCDD dba LRI (the Company) and authorized by the County Executive, contained an increase of \$10.15 per ton for a new tipping fee of \$184.99 per ton effective March 1, 2025.

Paragraph 16.11 of the Waste Handling Agreement outlines the Council's review process:

“...the County Council may hold a public hearing regarding the consistency of the proposed increase with the terms of this Agreement. If the County Council objects to the proposed increase on the grounds that the proposed increase is inconsistent with the terms of the Agreement, and such objection occurs within thirty (30) calendar days of receiving the County Executive's report, the County Council may request the County Executive and the Company to withdraw and resubmit the proposal.”

The Pierce County Council took no action in response to the rate change.

The 2025-26 rate proposal is approved as submitted.

Please contact me if you have any questions.

Respectfully,



Ryan Dicks  
Sustainable Resources Administrator



Kevin Green  
October 11, 2024  
Page 2

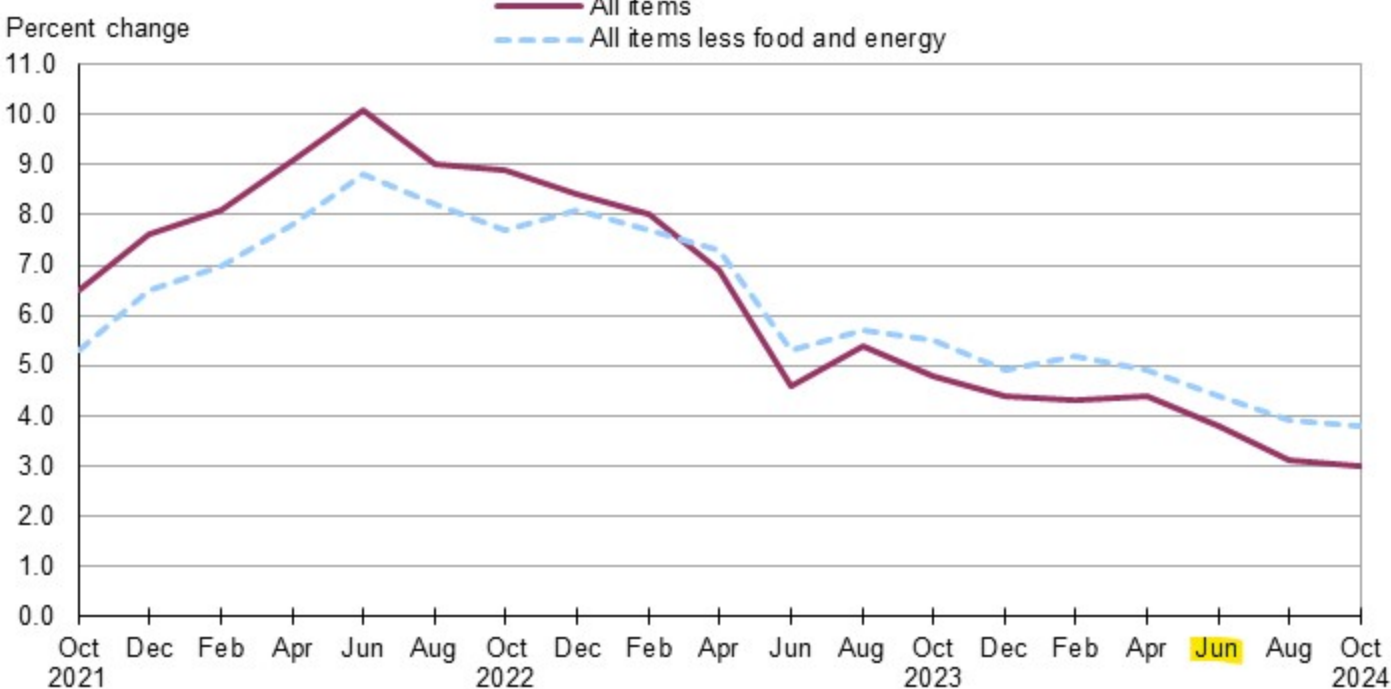
Attachment: 2025 Rate Setting Guidelines

ec: Jen Tetatzin, Director, Planning and Public Works  
Lauren Flemister, Assistant Director, Planning and Public Works  
Gary Robinson, Director, Finance Department  
Nancy Campbell, Business and Financial Operations Manager, Planning and Public Works  
Hugh Taylor, Senior Legislative Analyst, Pierce County Council  
Chris Brown, Project Manager, Planning and Public Works  
Dan Watts, Environmental Project Coordinator, Planning and Public Works  
Russell Cole, Environmental Project Coordinator, Planning and Public Works  
Brian Holden, University Place Refuse  
Mark Gingrich, Waste Connections

**Chart 1. Over-the-year percent change in CPI-U, Seattle-Tacoma-Bellevue, WA, October 2021–October 2024**

**Related Links**

[CPI historical databases](#)



Source: U.S. Bureau of Labor Statistics.

[View Chart Data](#)

## Food

Food prices increased 1.6 percent for the two months ending in October. (See [table 1.](#)) Prices for food at home advanced 2.4 percent, led by higher prices for cereals and bakery products (5.3 percent) and meats, poultry, fish, and eggs (4.6 percent). Overall, prices rose in all six grocery categories. Prices for food away from home advanced 0.3 percent for the same period.

Over the year, food prices rose 2.1 percent. Prices for food at home advanced 1.7 percent since a year ago, led by higher prices for cereals and bakery products (6.5 percent) and meats, poultry, fish, and eggs (4.0 percent). Prices for food away from home rose 2.8 percent.

## Energy

The energy index declined 3.4 percent for the two months ending in October. The decrease was mainly due to lower prices for gasoline (-3.3 percent). Prices for natural gas service fell 14.2 percent, while prices for electricity were unchanged for the same period.

Energy prices declined 8.6 percent over the year, largely due to lower prices for gasoline (-15.8 percent). Prices paid for natural gas service fell 9.5 percent, while prices for electricity advanced 9.7 percent during the past year.

## All items less food and energy

The index for all items less food and energy increased 0.4 percent in the latest two-month period. Higher prices for recreation (1.8 percent) and medical care (1.1 percent) partially offset by lower prices for apparel (-6.3 percent).

Over the year, the index for all items less food and energy advanced 3.8 percent. Components contributing to the increase included medical care (7.8 percent) and shelter (3.1 percent). Partly offsetting the increases were price decreases in apparel (-5.0 percent) and education and communication (-1.3 percent).

**Table A. Seattle-Tacoma-Bellevue, WA, CPI-U 2-month and 12-month percent changes, all items index, not seasonally adjusted**

Month	2020		2021		2022		2023		2024	
	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month	2-month	12-month
February	1.0	2.5	1.2	1.7	1.7	8.1	1.4	8.0	1.2	4.3
April	-0.6	1.3	1.1	3.4	2.1	9.1	1.0	6.9	1.2	4.4
June	0.2	0.9	2.2	5.5	3.2	10.1	1.0	4.6	0.4	3.8
August	1.4	1.6	1.1	5.2	0.0	9.0	0.8	5.4	0.1	3.1
October	-0.1	2.1	1.1	6.5	1.0	8.9	0.4	4.8	0.3	3.0
December	-0.4	1.4	0.6	7.6	0.1	8.4	-0.3	4.4		34

City of Fircrest - Westside Disposal Contract

Schedule 1. - Rate Worksheet 3-1-25

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City of Fircrest - Westside Disposal Contract

Schedule 1. - Rate Worksheet 3-1-25

11/15/2024

Garbage, Recycling and Yard Waste Collection

Recycling Commodity Adjustment 3-1-2024

					Monthly Base Rates Without Taxes* Effective 3/1/2025	Total Rate	Total Rate	Basis period: Nov 2021 - Oct 2022		
						Difference	Increase	Recycling Commodity Revenue		-\$20,915.85
								B&O Tax 1.75%	1.781%	-\$372.55
			Garbage Wt.			2024 rate	as a %	Gross Recy Commodity Revenue		(\$21,288.39)
			Pounds per			Less		/ Rate Fee Revenue		\$ 1,605,841.41
			Service			2023 rate		Recy Comm Revenue as a % of Rate Fees		-1.33%
			Level							
			per							Shown on statement
			Month							as a line item



## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Contract Amendment for Electron Way & Contra Costa Avenue Intersection Project Construction Management

**ITEM:** 13A

**DATE:** January 28, 2025

**FROM:** Tyler Bemis, Public Works Director

---

**RECOMMENDED MOTION:** I move to adopt Resolution No.\_\_\_\_, authorizing the City Manager to execute an amendment to the Professional Services Agreement with KPG Psomas for construction management services for the Electron Way & Contra Costa Avenue Intersection Improvement Project.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to execute Amendment #2 to the Professional Services Agreement with KPG Psomas for construction management services for the Electron Way/Contra Costa Avenue Intersection Improvement Project. These services include project management, construction observation, inspections, and contract administration during the project's construction.

**FISCAL IMPACT:** The construction management costs are \$20,330, as shown in Exhibit B. Transportation Improvement Board (TIB) funding will cover approximately \$17,206 of this amount, with City matching funds from REET 2 paying for the remaining \$3,124.

**ADVANTAGE:** It is in the City's best interest to have a representative on site throughout the construction process. This helps mitigate risk and creates consistency in quality control and reporting.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** This project aims to enhance pedestrian safety at this busy intersection and ensure safe connectivity between the Community Center and the Tot Lot. Funding for the project comes from a combination of a Local and Community Projects (LCP) Program grant administered by the Department of Commerce, a Transportation Improvement Board (TIB) grant, and City matching funds from Real Estate Excise Tax (REET) proceeds.

In April 2024, the City entered into a Professional Services Agreement with KPG Psomas for design and engineering services for the Electron/Contra Costa Intersection project. The agreement was amended in June 2024 to expand the scope of work to cover the entire intersection. In November 2024, the construction contract was awarded to R.L. Alia Company. This amendment to the KPG Psomas agreement will provide construction management services throughout the construction process.

**ATTACHMENTS:** [Resolution](#)  
[Contract Amendment #2](#)  
[Exhibit A-3 – Scope of Work](#)  
[Exhibit B-3 – Budget](#)  
[TIB Updated Cost Estimate](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AMENDMENT #2 TO THE  
PROFESSIONAL SERVICES AGREEMENT WITH KPG PSOMAS  
FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE  
ELECTRON WAY AND CONTRA COSTA AVENUE  
INTERSECTION IMPROVEMENT PROJECT.**

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

**WHEREAS**, in April 2024, the City contracted with KPG Psomas for the design and engineering services for the Electron Way and Contra Costa Avenue Intersection Improvement Project; and

**WHEREAS**, in June 2024, the City executed Amendment #1 to the professional services agreement to expand the scope of work to include design and engineering services for the entire intersection; and

**WHEREAS**, in November 2024, the City awarded a public works contract to R.L. Alia for the construction of the project; and

**WHEREAS**, the City of Fircrest now desires to amend the professional services agreement with KPG Psomas to include construction management services for the project.

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

**Section 1.** The City Manager is hereby authorized and directed to execute Amendment #2 to the professional services agreement with KPG Psomas for construction management services for the Electron Way and Contra Costa Avenue Intersection Improvement Project.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 28th day of January 2025.

**APPROVED:**

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

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**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joanna Eide, City Attorney

**AMENDMENT #2  
TO THE CITY OF FIRCREST  
PROFESSIONAL SERVICES AGREEMENT  
WITH KPG PSOMAS FOR CONSTRUCTION MANAGEMENT SERVICES  
FOR THE ELECTRON WAY AND CONTRA COSTA AVENUE  
INTERSECTION IMPROVEMENT PROJECT**

This Second Amendment is hereby made and entered into this 28th day of January 2025 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the "City," and KPG Psomas, hereinafter referred to as "Consultant".

**WITNESSETH:**

**1. Purpose**

The purpose of this Second Amendment is to amend the April 23, 2024 agreement. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the April 23, 2024 agreement, as amended by the First Amendment on June 11, 2024, shall remain in full force and effect. The amendments are as follows:

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

**IN WITNESS WHEREOF**, the parties have executed this contract amendment in three counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

**CITY OF FIRCREST**

**KPG PSOMAS**

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

By \_\_\_\_\_

Approved as to Form:

By \_\_\_\_\_  
Joanna Eide, City Attorney



**Construction Management Services**  
**Scope of Work**  
**October 2024**  
**City of Fircrest**  
**ELECTRON WAY AND CONTRA COSTA AVE INTERSECTION IMPROVEMENTS**  
**PROJECT**

---

This work will provide construction management services for the construction contract to complete the Electron Way and Contra Costa Ave Intersection Improvements Project (hereinafter called Project). These services will include project management, construction observation, and contract administration during the construction of the project, as detailed below. KPG Psomas (Consultant) will provide to the City of Fircrest, Washington (City) construction management for the project. A detailed scope is:

**I. INTRODUCTION**

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

**General Assumptions:**

- The proposed project team will consist of KPG Psomas staff and City of Fircrest Public Works staff. KPG Psomas will provide one part-time document control specialist, one part-time resident engineer and one part-time construction observer. The City of Fircrest will provide one qualified staff member for daily construction observation on an as-needed basis and as defined in this scope of work.
- The Resident Engineer from KPG Psomas will be available during construction to answer questions during construction and review RAMs, shop drawings, and answer RFIs.
- The KPG Psomas construction observer will be on site during construction of critical elements of the project. Critical construction elements are anticipated to be:
  - Establishing demolition limits of pavement and concrete prior to removal
  - Checking line and grade of concrete formwork for curb and gutter and ADA ramps,
  - Verification that RRFB foundation meets plans and standard detail requirements and is installed at the correct location.
  - Observe concrete pours and installation of pavement
  - Verification of correct layout of pavement markings
- City of Fircrest Public Works staff shall be responsible for observing all work not described above including but not limited to:

## EXHIBIT A

- Daily verification that project temporary traffic control is in general conformance with the approved plans
  - Daily verification that the contractor has safely secured the project site at the end of each shift
  - Installation of TESC Bmps
  - Concrete and pavement saw cutting and demolition
  - Excavation and grading for sidewalk, curb ramps, landscape restoration and RRFB foundation to include placement of CSTC and collection of material tickets
  - Removal, salvage and placement of washed rock and landscape rock behind proposed curb ramp at SW corner of the intersection
  - Landscape restoration to include placement of topsoil, landscape bark, and sod
  - Services for materials testing, and other supporting tasks as deemed necessary will be provided by the City under separate contract.
  - The level of service is based on project duration of approximately 4 Weeks, or **20 working days**.
  - It is anticipated that the client will review and execute the insurance, bonds, and the Construction Contract.
  - Services will be performed in accordance with the Contract plans & special provisions, the WSDOT Construction Manual, and the Client engineering standards.
  - Client/Field Office: There are no provisions for a field office for this project. It is anticipated that our on-site construction inspector will have an office space at the City to complete paper work. All project files shall be kept at KPG Psomas.
-

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## II. SCOPE OF WORK

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

### TASK 1 – MANAGEMENT/COORDINATION/ADMINISTRATION

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

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

#### *Deliverables*

- Two Monthly invoices

### TASK 2 – DESIGN SUPPORT

- 2.1 Provide overall project design support, coordination with the Client, review submittals, respond to RFI's, and provide support to assist City Engineer for field work directives, change orders, minor changes, etc.

#### *Deliverables*

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

### TASK 3 – PRECONSTRUCTION SERVICES

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

**3.2 Construction Start-up:**

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

#### *Deliverables*

- Attendance at Pre-construction meeting (2 personnel)
- Pre-construction Photos/Video
- Draft Pre-construction Agenda and meeting minutes
- ROM

## EXHIBIT A

### TASK 4 – CONSTRUCTION MANAGEMENT

- 4.1 Project Coordination:** Liaison with Contractor, City of Fircrest, Engineer and utilities to discuss project issues and status.
- 4.2 Weekly Meetings:** KPG Psomas Lead (4) weekly meetings, including preparation of agenda, meeting minutes, and distribution of minutes to attendees. Outstanding issues to be tracked on a weekly basis.
- 4.3 Monthly Pay Requests:** Prepare (2) monthly requests for payment, review with the Client, Contractor, and approve as permitted. Utilize Client provided format for pay estimates, or Consultant format.
- 4.4 Certified Payroll:** Certified payroll will not be verified unless required to validate force account work.
- 4.5 Subcontractor Documentation:** Request to Sublets will be verified and logged. This includes verifying business licensing, reviewing insurance documentation, verifying client business licensing, Intent to Pay Prevailing Wage and Affidavit of Wages Paid.
- 4.6 Project Closeout:** Transfer all project documents to the client for permanent storage. All documents and pictures will be provided electronically.
- 4.7 Submittals:** The Consultant will coordinate review process for shop drawings, samples, traffic control plans, test reports, and other submittals from the Contractor for compliance with the contract documents. Key submittals to be transmitted to the City for their review and approval. Submittals shall be logged and tracked by the Consultant.
- 4.8 Request for Information (“RFI”):** Consultant will review and respond to RFIs. RFIs shall be logged and tracked.
- 4.9 Record of Materials (“ROM”):** The Consultant will prepare and maintain Record of Materials.
- 4.10 Change Orders:** No change orders are anticipated. A change in construction scope of work resulting in a design changes may warrant additional Consultant hours to be negotiated. All change orders must be authorized by the Client prior to issuance to the Contractor. Develop change orders, provide technical assistance to negotiate change orders, and assist in resolution of disputes that may occur during the course of the project. Each change order will be executed and contain the following:
- Change Order
  - Independent Cost Estimate (not required)
  - Time Impact Analysis (Not required)
  - Contractor’s Pricing
  - Verbal Approval Memo
  - Back up documentation
- 4.11 Field Work Directives:** Prepare field work directives as necessary to keep the Contractor on schedule.

## EXHIBIT A

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

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

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

### *Deliverables*

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

### *Assumptions*

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

## TASK 5 – CONSTRUCTION OBSERVATION

**5.1** The Consultant shall provide the services of one construction observer part-time during Contract work to oversee critical elements of the project as defined in the "General Assumptions" of this scope of work to ensure this work is completed in accordance with the project contract plans and specifications. The City shall be responsible for ensuring all other project work is completed as required under the project contract plans and specifications, and will observe the technical progress of these elements of construction.

Upon receipt of the Contractor's preliminary progress schedule and prior to beginning work, KPG Psomas shall provide a copy to the City that identifies days of critical work and approximates construction observation coverages based on the work elements. Both the City and KPG Psomas will be responsible for providing day-to-day contact with the Prime Contractor regarding schedule.

Field observation staff will perform the following duties while on site for critical work:

- Observe technical conduct of the construction, including providing day-to-day contact with Contractor, Client, and other stakeholders, and monitor for adherence to the Contract Documents. The Consultant's personnel will act in accordance with Sections 1-05.1 and 1-05.2 of the Standard Specifications.
- Observe material, workmanship, and construction areas for compliance with the Contract Documents and applicable codes and notify Contractor of noncompliance, applicable while on site. Advise the Client of any non-conforming work observed during site visits for critical work.

## EXHIBIT A

- iii. Document material delivered to the job site in accordance with Contract Documents, applicable while on site.
- iv. Prepare inspection reports, recording the Contractor's operations as actually observed by the Consultant; includes quantities of work placed that day, Contractor's equipment and crews, and other pertinent information.
- v. Interpret Contract Documents in coordination with Client and the Contractor.
- vi. Resolve questions which may arise as to the quality and acceptability of material furnished, work performed, and rate of progress of work performed by the Contractor.
- vii. Attend and actively participate in regular weekly construction meetings held at PSC.
- viii. Take periodic digital photographs during the course of construction, and record locations.
- ix. Punch list. Upon substantial completion of work, coordinate with the Client and affected agencies to prepare a 'punch list' of items to be completed or corrected. Coordinate final inspection with the Client and those agencies.

### Deliverables

- Contractor's progress schedule identifying critical work days
- Daily Construction Reports with project photos – submitted on a weekly basis.
- Punch List

### TASK 6 – Project Closeout

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

### ADDITIONAL SERVICES

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

**EXHIBIT B-3****PRIME CONSULTANT COST COMPUTATIONS**

Client: City of Fircrest

Project Name: Electron Way and Contra Costa Ave Intersection Improvements

KPG Psomas Inc. Project Number: 9FIR010200

20 working days + 1 week startup and 1 weeks closeout

Date:

10/17/2024

Task No.	Task Description	Labor Hour Estimate						Hours	Total Hours and Labor Cost Computations by Task
		Principal	Resident Engineer	Construction Observer III	Document Control Specialist I	Document Control Specialist II	Senior Admin		
		290	154	142	115	146	139		
Task 1 - Management/ Coordination / Administration									
1.1	Project Management and Administrative Services	2	2					4	\$ 888.00
1.2	Prepare, review and submit monthly expenditures				2			2	\$ 230.00
Task Total		2	2	0	2	0	0	6	\$ 1,118.00
Task 2 - Design Support									
2.1	Project support (RFI's, CO's, Minor Changes)	2	2					4	\$ 888.00
Task Total		2	2	0	0	0	0	4	\$ 888.00
Task3 - Administrative Services up to Contractor Notice to Proceed (NTP)									
3.1	Preconstruction Conference	1	1	1	2			5	\$ 816.00
3.2	Construction Start-up 3.2.1			2				2	\$ 284.00
	Construction Start-up 3.2.2				20			20	\$ 2,300.00
Task Total		1	1	3	22	0	0	27	\$ 3,400.00
Task 4 - Construction Management (CM) and Administrative Services. NTP to Project Closeout.									
4.1	Construction Management Office Support (4 weeks)	2			40	4		46	\$ 5,764.00
Task Total		2	0	0	40	4	0	46	\$ 5,764.00
Task 5 - Provide Field Inspection									
5.1	Construction Inspection (5hrs/day @ 10 working days)			50				50	\$ 7,100.00
Task Total		0	0	50	0	0	0	50	\$ 7,100.00
Task 6 - Project Closeout									
6.1	Project Closeout	2	2		10			14	\$ 2,038.00
Task Total		2	2	0	10	0	0	14	\$ 2,038.00
Total Labor Hours and Fee		2,610	1,078	7,526	8,510	584	0	147	\$ 20,308.00
Reimbursable Direct Non-Salary Costs									
								Mileage at current IRS rate	\$ 22.00
								Total Reimbursable Expense	\$ 22.00
								Total Estimated Budget	\$ 20,330.00



Transportation Improvement Board  
**Updated Cost Estimate**

Form generated on 09 Dec 2024

Agency **FIRCREST**

TIB Project No **C-P-130(001)-1**

Project Name **Electron Way - Constra Costa Ave Intersection**

**CONTRACT COMPLETION**

Submit form to initiate Final Settlement with TIB

**Current TIB Commitment**

**\$75,724**

**TOTAL COST ESTIMATE AT CONTRACT COMPLETION**

DESIGN PHASE		CONSTRUCTION PHASE		
Design Engineering	Right of Way	Construction Engineering	Construction Other	Contract Amount
Phase Total		Phase Total		
		Total Project Cost		

Include a cost break down of **Construction Other costs**

**DETERMINATION OF ELIGIBLE COST**

Enter the current estimated totals for Landscaping and Other Noneligible Cost					
Engineering Over 30 Percent	Other Noneligible Cost	Total Landscaping Cost	Allowable Landscaping	Noneligible Landscaping	Total Noneligible Cost
			0		
Total Eligible Project Cost					

Include a cost breakdown of Other Noneligible costs

**Change in Eligible Total Project Cost** (Total Eligible Project Cost - Previous Phase Eligible Cost)

**Calculated total TIB funds**

**Requested Change**

**Requested total TIB funds**

**75,724**

Enter explanation for the change in Total Project Cost in the space below

--



**UPDATE FUNDING PARTNER PARTICIPATION**

Funding Partners	Previous Commitment	Current Participation
TIB	75,724	75,724
FIRCREST	13,369	
WSDOT	0	
Department of Commerce	79,753	
	0	
	0	
	0	
	0	
	0	
	0	
	0	
<b>TOTALS</b>	<b>\$168,846</b>	<b>\$75,724</b>

**REQUIRED ATTACHMENTS**

- ▶ Attach PICTURES of the completed project
- ▶ Attach FINAL SUMMARY OF QUANTITIES
- ▶ Attach signed PROJECT ACCOUNTING HISTORY or LEDGER indicating all project costs
- ▶ Provide a description and cost breakdown for work performed under CONSTRUCTION OTHER
- ▶ Enter justification for COST INCREASE

**AGENCY OFFICIAL**

By my signature below, I certify the costs shown are true and correct and I am authorized to financially indebt the agency.

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature & Date

**REGISTERED ENGINEER**

I certify the project work has been completed in accordance with the subject project plans and specifications.

\_\_\_\_\_  
Printed or Typed Name

\_\_\_\_\_  
Signature & Date

## **FIRCREST CITY COUNCIL AGENDA SUMMARY**

**NEW BUSINESS:** 44<sup>th</sup> Street Sewer Lift Station Upgrade Project Contract Extension  
**ITEM:** 13B  
**DATE:** January 28, 2025  
**FROM:** Tyler Bemis, Public Works Director

---

**RECOMMENDED MOTION:** I move to adopt Resolution No.\_\_\_\_, authorizing the City Manager to execute an amendment to the 44<sup>th</sup> Street Lift Station Upgrade Project contract.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to execute Amendment #1 with Pape & Sons Construction, Inc. to extend the construction completion date until March 31, 2025. This extension is necessary due to supply chain impacts on the production of the SCADA cabinet and emergency backup generator.

**FISCAL IMPACT:** None.

**ADVANTAGE:** This extension will allow Pape & Sons Construction the needed time to receive the SCADA cabinet and emergency backup generator and complete the project.

**DISADVANTAGES:** None.

**ALTERNATIVES:** None.

**HISTORY:** Preliminary planning for the 44<sup>th</sup> Street Lift Station Upgrade Project started in early 2022, culminating in Pape & Sons Construction being awarded the construction contract on December 12, 2023. The project decommissions and installs a new wet well with submersible pumps, upgrades SCADA connectivity for improved monitoring and responses, and adds an emergency backup generator to enhance system reliability. This project has experienced delays due to supply chain disruptions affecting the production of the SCADA cabinet and emergency backup generator.

**ATTACHMENTS:** [Resolution](#)  
[Contract Amendment #1](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE AN AMENDMENT TO THE PUBLIC  
WORKS CONTRACT WITH PAPE & SONS CONSTRUCTION  
INC. FOR THE 44<sup>TH</sup> STREET SEWER LIFT STATION PROJECT.**

**WHEREAS**, the City of Fircrest has contracted with Pape & Sons Construction, Inc., for the 44<sup>th</sup> Street Sewer Lift Station Project; and

**WHEREAS**, the City of Fircrest has identified that supply chain impacts have delayed the project; and

**WHEREAS**, the City of Fircrest wishes to extend the contract completion date to be through March 31, 2025, which will give Pape & Sons Construction, Inc. sufficient time to complete the project.

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

**Section 1.** The City Manager is hereby authorized and directed to execute a First Amendment to the contract with Pape & Sons Construction, Inc., extending the construction completion date to March 31, 2025.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 28th day of January 2025.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joanna Eide, City Attorney

**AMENDMENT #1  
TO THE CITY OF FIRCREST  
PUBLIC WORKS CONTRACT  
WITH PAPE & SONS CONSTRUCTION, INC.  
FOR THE 44<sup>TH</sup> STREET SEWER LIFT STATION PROJECT**

This First Amendment is hereby made and entered into this 28th day of January 2025 by and between the City of Fircrest, a political subdivision of the State of Washington, hereinafter referred to as the "City," and Pape & Sons Construction, Inc., hereinafter referred to as "Contractor".

**WITNESSETH:**

**1. Purpose**

The purpose of this First Amendment is to amend the December 12, 2023 contract. This amendment is limited to the amendments as set forth herein. All of the remaining terms and conditions of the December 12, 2023, agreement shall remain in full force and effect. The amendments are as follows:

2. The work completion date stated in Section 1 is hereby amended, extending the completion date from four hundred (400) calendar days from the project start date to March 31, 2025.

**IN WITNESS WHEREOF**, the parties have executed this contract amendment in three counterparts, each of which shall be deemed an original, in the year and day first above mentioned.

**CITY OF FIRCREST**

**PAPE & SONS CONSTRUCTION, INC.**

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

By \_\_\_\_\_

Approved as to Form:

By \_\_\_\_\_  
Joanna Eide, City Attorney

## FIRCREST CITY COUNCIL AGENDA SUMMARY

**NEW BUSINESS:** Emerson West Sidewalk Project Design Supplemental Professional Services Agreement

**ITEM:** 13C

**DATE:** January 28, 2025

**FROM:** Tyler Bemis, Public Works Director

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**RECOMMENDED MOTION:** I move to adopt Resolution No.\_\_\_\_, authorizing the City Manager to enter into a supplemental Professional Services Agreement with Shea, Carr & Jewell, Inc. for engineering design services for the Emerson West Sidewalk Project.

---

**PROPOSAL:** The Council is being asked to authorize the City Manager to enter into a supplemental agreement for professional services with Shea, Carr & Jewell, Inc. (dba SCJ Alliance) for engineering design services for the Emerson West Sidewalk Project. This project has required an exorbitant amount of coordination and communication with the Washington State Department of Transportation (WSDOT). This additional work has resulted in increased costs of \$13,967.36 through December 31, 2024.

**FISCAL IMPACT:** Funds for this additional work will be allocated from Real Estate Excise Tax (REET 2) funds. This will need to be included in an upcoming budget amendment.

**ADVANTAGE:** SCJ Alliance is the lead design consultant on this project and has been providing their subject matter expertise in navigating WSDOT requirements.

**DISADVANTAGES:** None.

**ALTERNATIVES:** Withhold payment to SCJ Alliance for the additional work completed due to the increased coordination required with WSDOT.

**HISTORY:** The financial estimates for the project grant application were prepared in March 2020. Design funding was obligated in June 2023, with construction funding of \$395,325 obligated in June 2024. The funding shortfall of construction funds for these additional services will be covered by local funds (REET 2). As a non-CA (Certification Acceptance) agency, the City of Fircrest is required to utilize WSDOT as the City's CA. WSDOT has taken part in all aspects of this project.

Since City funds will fully fund the additional costs, WSDOT requires the City to enter into a separate supplement agreement with SCJ Alliance for these services that were rendered in 2024.

**ATTACHMENTS:** [Resolution](#)  
[Professional Services Agreement](#)  
[Exhibit A – Scope of Work](#)

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
FIRCREST, WASHINGTON, AUTHORIZING THE CITY  
MANAGER TO EXECUTE A SUPPLEMENTAL PROFESSIONAL  
SERVICES AGREEMENT WITH SHEA, CARR & JEWELL, INC.  
FOR ENGINEERING AND DESIGN SERVICES FOR THE  
EMERSON WEST SIDEWALK PROJECT.**

**WHEREAS**, the City of Fircrest identified the Emerson West Sidewalk Project as a priority project in the City's Six Year Transportation Improvement Plan; and

**WHEREAS**, the City of Fircrest was awarded a Surface Transportation Block Grant for project design from the Washington State Department of Transportation (WSDOT); and

**WHEREAS**, the City of Fircrest committed to cover funding shortfalls with local Real Estate Excise Tax (REET) funds; and

**WHEREAS**, the City of Fircrest entered into a professional services agreement with Shea, Carr & Jewell, Inc. in December 2023 for final design, bid call, and construction management services for the Emerson West Sidewalk Project; and

**WHEREAS**, the additional services provided by Shea, Carr & Jewell, Inc. required for coordination with WSDOT now necessitate the City of Fircrest to enter into a supplemental professional services agreement to cover the additional costs associated with the project that were incurred in 2024.

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

**Section 1.** The City Manager is hereby authorized and directed to execute a professional services agreement with Shea, Carr & Jewell, Inc. for additional engineering and design services related to the Emerson West Sidewalk Project in the amount of \$13,967.36.

**APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF FIRCREST, WASHINGTON**, at a regular meeting thereof this 28th day of January 2025.

**APPROVED:**

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

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**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joanna Eide, City Attorney

**CITY OF FIRCREST  
PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT, hereinafter referred to as "Agreement," is entered into this 28th day of January 2025 by and between the City of Fircrest, a political subdivision of the State of Washington and hereinafter referred to as the "City" and Shea, Carr and Jewell Inc. (SCJ Alliance), hereinafter referred to as "Consultant," collectively "Parties."

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

1. **PROJECT DESIGNATION.** The Consultant is retained by the City to perform Engineering and Design services in connection with the project designated as the Emerson Sidewalk Extension Project, hereinafter referred to as "Project."
2. **SCOPE OF SERVICES.** The Consultant agrees to perform in a good and professional manner the tasks described in Exhibit A - Scope of Work, attached hereto and incorporated herein by this reference. The Consultant agrees to perform the services, including the provision of all labor, materials, equipment, and supplies as identified in Exhibit A. The Consultant shall perform the services as an independent contractor and shall not be deemed, by virtue of this Agreement and the performance thereof, to have entered into any partnership, joint venture, employment, or other relationship with the City.
3. **TERMS OF AGREEMENT.** Notwithstanding the date of execution hereof, this Agreement shall be in full force and effect for a period ending February 28, 2025. Either party may terminate this Agreement upon thirty (30) day's written notice to the other party.
4. **PAYMENT.** Upon receipt of an invoice from the Consultant, progress payments may be made on a monthly basis for work completed. Each invoice shall itemize the work performed. The total cost for services shall not exceed \$13,967.36, including any applicable tax, without written modification of this Agreement signed by the City.
5. **ASSIGNMENT.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the City.
6. **COMPLIANCE WITH CITY POLICY.** The Consultant shall comply with approved City policies concerning the administration of City-owned property, and the provisions of the policy shall have the same force and effect as provisions of this agreement to the extent not inconsistent herewith.
7. **COMPLIANCE WITH LAWS.** The Consultant shall be duly licensed and shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments. Per [Fircrest Municipal Code 5.04.020](#), the Consultant agrees to obtain a City of Fircrest business license prior to performing any work pursuant to this Agreement.
8. **CONFIDENTIALITY OF INFORMATION.** All information and data furnished to the Consultant by the City, and all other documents to which the Consultant's employees have access during the term of the Agreement, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.



9. **CONSULTANT’S REPRESENTATIONS.** The Consultant hereby represents that it has all necessary licenses and certifications to perform the services provided for herein and is qualified to perform such services.
10. **DEBARMENT.** The Contractor must certify that it and its subcontractors have not been and are not currently on the [Federal](#) or [Washington State Debarment List](#). If the Contractor or its subcontractors become listed on the Federal or State Debarment List, the City must be notified immediately.
11. **DELAYS AND EXTENSIONS OF TIME.** If the Consultant is delayed at any time in the progress of providing services covered by this Agreement by any causes beyond the Consultant’s control, the time for performance may be extended by such time as shall be mutually agreed upon by the Consultant and the City and shall be incorporated in a written amendment to this Agreement. Any request for an extension of time shall be made in writing to the City.
12. **HOLD HARMLESS, DEFENSE, AND INDEMNITY.**
- A. **Consultant Indemnification.** Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from claims, injuries, damages, losses, or suits, including attorney fees, arising out of, in connection with, or incident to any negligent or intentional acts, errors or omissions, or conduct of the Consultant (or its employees, agents, representatives, subcontractors, or subconsultants) in the performance of this Agreement, whether such claims sound in contract, tort, or other legal theory, except for injuries and damages caused by the sole negligence of the City. The Consultant’s duty to defend and indemnify pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of the Consultant.
- Should a court of competent jurisdiction determine that this Agreement is subject to [RCW 4.24.115](#), then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant’s liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant’s waiver of immunity under Industrial Insurance, [Title 51 RCW](#), solely for the purposes of this indemnification. This waiver has been mutually negotiated by the Parties. As used in this Section, “City” includes the City, the City officers, employees, agents, and representatives. If, and to the extent, Consultant employs or engages subcontractors or subconsultants, then Consultant shall ensure that each such subcontractor and subconsultant (and subsequent tiers of subcontractors and subconsultants) shall expressly agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this section. The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.
- B. **Industrial Insurance Act Waiver.** It is specifically and expressly understood that the Consultant waives any immunity that may be granted to it under the Washington State Industrial Insurance Act, [Title 51 RCW](#), solely for the purposes of this indemnification. Consultant’s indemnification shall not be limited in any way by any limitation on the amount of damages, compensation, or benefits payable to or by any third party under workers’ compensation acts, disability benefit acts, or any other benefits acts or programs. The Parties acknowledge that they have mutually negotiated this waiver.
- C. **Survival.** The provisions of this Section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

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

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

A Certificate of Insurance showing the foregoing will be submitted to the City for approval 14 days before work commences.

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

**14. INTEGRATED AGREEMENT.** This agreement, together with attachments or addenda, represents the entire and integrated agreement between the representations or agreements, written or oral. This agreement may be amended only by a written instrument signed by both the City and the Consultant.

**15. NON-DISCRIMINATION.** The Consultant agrees not to discriminate against any customer, employee, or applicant for employment, subcontractor, supplier, or materialman, because of race, religion, creed, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital status, familial status, veteran or military status, or the presence of any sensory, mental, or physical disability, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any service for the City now or in the future.

**16. NON-WAIVER.** A waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provisions.

**17. NOTICES.** Except for routine, operational communications, which may be delivered personally or transmitted by electronic mail, all notices required hereunder shall be in writing and shall be deemed to have been duly given if delivered personally or mailed first-class mail, postage prepaid, to the parties at the following addresses:

<i>Notice to the City of Fircrest shall be sent to:</i>	<i>Notice to the Consultant shall be sent to:</i>
City of Fircrest Attn: Tyler Bemis 115 Ramsdell Street Fircrest, WA 98466  Phone: 253-564-8900  E-Mail: publicworks@cityoffircrest.net	Shea, Carr & Jewell, Inc. Attn: George Hilén 9730 Tallon Lane NE, Suite 200 Lacey, WA 98516  Phone: 253-201-0777  E-Mail: george.hilen@scjalliance.com

**18. OWNERSHIP, FORM, AND USE OF DOCUMENTS.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City, whether the project for which they are made is executed or not. Except as otherwise stated in Exhibit A, the Consultant shall provide the City with all final documents, reports, or studies in printed and electronic form. Unless otherwise directed in writing by City, all final documents, reports, or studies shall be provided to City in both a PDF and Word format. Where applicable, all Complete Plan Set Drawings shall include all Specifications and shall be submitted to the City in the most updated version of AutoCAD in an unrestricted format and in accordance with the City Code. The Consultant shall not be responsible for any use or modifications of said documents, drawings, specifications, or other materials by the City or its representatives for any purpose other than the project specified in this Agreement.

**19. PERFORMANCE AND STANDARDS.** The Consultant shall perform its work to conform to generally accepted professional standards. Consultant shall be responsible for the professional quality, technical adequacy and accuracy, timely completion, and coordination of all plans, designs, drawings, and specifications prepared under this Agreement. The Consultant shall, without additional compensation, correct or reverse any errors or omissions in such work. The City has a right to withhold a part or all of the monthly payments if, in the judgment of the City, the Consultant has not performed or has unsatisfactorily performed any of the services outlined in this contract, provided that the City shall promptly notify the Consultant in writing of the specific items of non-performance or unsatisfactory performance. It is further provided that any such payments withheld shall reasonably relate to the estimated value of the work not performed.

**20. PREVAILING WAGES.** Prevailing wages are not required for this Agreement.

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

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

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

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

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

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

**26. TERMINATION.** If the Consultant violates any of the covenants undertaken herein or any of the duties imposed upon it by the Agreement, this Agreement may be terminated by either party immediately with cause. Alternatively, either Party may terminate this Agreement without cause upon thirty (30) days' written notice, served to the other Party by certified mail. In such a case, the Consultant shall be compensated by the City for all work performed to the date of termination. In the event of termination, all finished and unfinished work prepared by the Consultant pursuant to this Agreement shall be provided to the City.

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

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

**CITY OF FIRCREST**

**CONSULTANT**

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

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**APPROVED AS TO FORM:**

**ATTEST:**

By: \_\_\_\_\_  
Joanna Eide, City Attorney

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



## Exhibit A Scope of Work Emerson West Sidewalk Project Fircrest, WA

**Prepared For:** Tyler Bemis  
City of Fircrest  
115 Ramsdell Street, Fircrest, WA 98466

**Prepared By:** George Hilen, PE, Project Manager

**Date Prepared:** September 13, 2023

### Introduction:

The following Scope of Work outlines the effort required to prepare Plans, Specifications, and Estimates for a new sidewalk along the south side of Emerson Street between 67<sup>th</sup> Avenue W and Woodside Drive. There is existing sidewalk infrastructure only present on the north side of the street.

### Proposed Improvements

Improvements within the project limits are assumed as follows:

- Construction of sidewalk on the south side of Emerson Street between 67<sup>th</sup> Avenue W and Woodside Drive
- Construction of two (2) new curb ramps on the south side of Emerson Street at the intersection with Woodside Drive
- Structural retaining walls will be required for approximately 300-feet of the project

### Assumptions

The following assumptions were made to establish a scope and budget for this project. Changes to these assumptions may require an amendment to this scope of work.

- The project is funded for design and construction by a Puget Sound Regional Council (PSRC) Surface Arterial Transportation Grant. These funds will require adherence with the WSDOT LAG Manual. Addition or changes of funding sources may modify permitting and/or approval requirements, which may result in an amendment to this scope of work.
- Project duration will be for six (6) months following execution of the contract.
- Right of way acquisition is not anticipated. Should right of way acquisition be necessary, an amendment to this contract will be required.
- No utility relocations will be required for this project.
- Any required utility coordination will be completed by the City and is not included in this scope.
- Special Provisions will be developed based on the 2023 WSDOT Standard Provisions.
- The City will be responsible for all permit fees.

- Plans will be developed using AutoCAD 2022 Civil 3D using SCJ drafting standards.
- Modifications to underground sewer, stormwater, water, and franchise utilities will not be required. Should utility improvements be desired by the purveyor, the design will be completed by the respective purveyor and provided to the CONSULTANT.
- Roadway and sidewalk pavement sections will be provided by the CITY and will not require an engineered design.
- To keep the project under the threshold of triggering stormwater treatment requirements, the existing asphalt pavement to be removed will be sawcut along the neat line of the gutter joint.
- The project is expected to only trigger Minimum Requirements #1 through #5 of the stormwater requirements per Department of Ecology State of Washington Stormwater Management Manual for Western Washington (SMMWW). Minimum Requirements #6 through #9 will not be required as part of this project.
- A public involvement process/program is not included in this scope of work.
- This project will be required to complete NEPA permitting and will qualify for a Categorical Exclusion.
- Section 7 of the Endangered Species Act will require a No Effect determination.

## Phase 1 Management/Coordination/Administration

This task covers the effort required to manage the project.

### *Task 1 Management*

- 1) **Management:** Manage the project by directing and supervising staff and reviewing work for the duration of the project. This management is for the overall work rather than specific tasks.
- 2) **Schedule and Budget:** Develop a critical path project schedule to match the scope of work. Identify task durations, predecessors, City reviews, deliverables, and milestones. Review and update the schedule on a monthly basis.

### *Task 2 Administration*

- 1) **Progress Reports and Billings:** Prepare and submit a monthly progress report and invoice. Progress reports will show: (1) prior work performed, (2) current work planned, (3) schedule and budget status (including a 3-line earned value chart), (4) a summary of scope changes/added value, and (5) items needed from the CITY and/or others. Invoices will show staff hours for each phase (i.e., Phase 1: Project Management).
- 2) **Subconsultant Administration:** Execute and administer subagreements. Review and approve monthly invoices.

### *Task 3 Progress Meetings*

- 1) **Progress Meetings:** The Consultant will host monthly virtual progress meetings. Assume one (1) Consultant staff for a total of six (6) meetings.

### **Assumptions**

- ◆ Project management will be provided over a six (6) month timeframe. Extension of the project timeframe may require a contract amendment.
- ◆ Progress billings will be submitted monthly to the City.
- ◆ Timelines and milestones will be outlined in a master schedule using Microsoft Project and will be updated for each progress billing.
- ◆ Budget for peer checks for quality control is included within the budget for design tasks.

### **Deliverables**

- ◆ Monthly Progress Report and billings submitted via email in PDF format.
- ◆ MS Project schedule updates submitted via email in PDF format.
- ◆ Meeting notes from each of the monthly meetings, submitted via email in PDF format.

## **Phase 2 Survey and Right-of-Way Base Mapping**

Please see the attached scope of work prepared by MTN2Coast.

## **Phase 3 30% Design**

The CONSULTANT shall prepare 30% Design Plans and Estimates for review by the CITY. Plans shall be formatted to provide for field layout of proposed facilities. City standard details and WSDOT standard plans will be supplemented with project specific details. The CONSULTANT will provide senior level QA/QC and constructability review prior to submitting to the CITY.

### *Task 1 30% Design*

- 1) **Data Collection and Site Photos:** Gather and review available background data and as-builts from the CITY, other agencies, and utilities. Walk the site to provide photo documentation of existing conditions and field-review the project survey.
- 2) **30% Design Plans:** The CONSULTANT shall prepare 30% plan sheets and will include horizontal location of improvements with the following level of detail:
  - ◆ Construction Limits
  - ◆ Curb and radii
  - ◆ Sidewalk and planter areas
  - ◆ Location and types of curb ramps
  - ◆ Potential utility impacts, required relocations, and recommended pothole location.
  - ◆ Wall locations and approximate heights

In general, vertical location of improvements will not be specified on the plans unless there are conflicts with existing utilities and/or surface improvements. Vertical information will be provided at locations where proposed improvements are confined by existing grades. The CONSULTANT will provide senior level QA/QC prior to submitting to the CITY.

The following plan sheets are anticipated:

Title	Number of Sheets
Cover Sheet	1
Legend, Abbreviations, General Notes	1
Survey Control Plan	1
Typical Sections	1
Typical Details	1
Site Preparation/TESC (Plan/Plan)	2
Roadway and Sidewalk Plan	2
<b>TOTAL</b>	<b>9</b>

*\*Some details, profiles, curb ramp grading and wall plans will be omitted for the 30% Design*

- 3) **30% Design Cost Estimate:** The CONSULTANT shall prepare 30% quantities and cost estimate for review by the CITY.
- 4) **Stormwater Technical Draft Memorandum:** Prepare a draft stormwater memorandum documenting the stormwater requirements per Department of Ecology State of Washington Stormwater Management Manual for Western Washington (SMMWW).

## Deliverables

- ◆ Half Size Plans (11x17) submitted via email in PDF format
- ◆ Engineer's Estimate submitted via email in PDF format
- ◆ Draft Stormwater Technical Memorandum submitted via email in PDF format

## Assumptions

- The final sidewalk location will be established as part of the 30% Review and will not be modified as a result of subsequent review comments.



## Phase 4 Environmental Documentation

### *Task 1 Coordination with WSDOT*

- 1) **Coordination with WSDOT:** SCJ will attend one (1) virtual meeting with the City and WSDOT during the beginning of the project to ensure exact environmental requirements for the project.

### *Task 2 NEPA Documentation*

- 1) **NEPA Documentation:** Prepare NEPA Categorical Exclusion Documentation Form for submittal to WSDOT and coordinate with Local Programs to obtain approval.

### Deliverables

- ◆ One (1) draft NEPA Categorical Exclusion Form for City and WSDOT review submitted via email in PDF format.
- ◆ One (1) Final NEPA Categorical Exclusion Form for WSDOT Signature submitted via email in PDF format.

### Assumptions

- ◆ A NEPA Categorical Exclusion Form will be the required level of documentation required for the project.
- ◆ The NEPA documentation will be completed per the WSDOT Environmental Manual procedures.

### *Task 3 Endangered Species Act Documentation*

- 1) **Endangered Species Act Documentation:** SCJ will provide documentation in compliance with Section 7 of the Endangered Species Act for potential impacts to threatened and endangered species.

### Deliverables

- ◆ One (1) draft Letter of No Effects for City and WSDOT review submitted via email in PDF format.
- ◆ One (1) final Letter of No Effects for WSDOT processing submitted via email in PDF format.

### Assumptions

- ◆ The project will not require formal consultation with US Fish and Wildlife or the National Marine Fisheries Service. This will be confirmed during early coordination with WSDOT Local Programs.
- ◆ If documentation other than a Letter of No Effects is required, a scope and budget amendment will be required.

## Task 4 Cultural Resources

- 1) **Cultural Resources:** The project will be subject to review under Section 106 of the National Historic Preservation Act. SCJ will prepare an Area of Potential Effects (APE) letter for submission to WSDOT and coordinate with Local Programs to obtain approval for exemption of further Section 106 review.

## Deliverables

- ◆ One (1) draft Area of Potential Effects letter for the City and WSDOT review submitted via email in PDF format.
- ◆ One (1) final Area of Potential Effects letter for WSDOT processing and submitted via email in PDF format.

## Assumptions

- ◆ This project is presumed to have no potential or minimal potential to cause effects to historic properties and will be exempt from further Section 106 review.
- ◆ This project falls under exemption criteria A-15 found in Appendix B of the Statewide Programmatic Agreement with the Department of Archaeology and Historic Preservation, Federal Highway Administration, and Federal Transit Administration.
- ◆ The only work for this task will be assembling an Area of Potential Effects letter for submittal to WSDOT.

## Phase 5 100% Design

The CONSULTANT shall provide 100% Design Plans, Specifications, and Estimates for review by the CITY.

### Task 1 100% Design

- 1) **100% Design Plans:** Respond to 30% City review comments and prepare the 100% Design Plans. The following plan sheets are anticipated:

Title	Number of Sheets
Cover Sheet	1
Legend, Abbreviations, General Notes	1
Survey Control Plan	1
Typical Sections	1
Typical Details	1
Site Preparation/TESC (Plan/Plan)	2
Roadway and Sidewalk Plan	2
<b>Wall Design (Plan/Profile)</b>	<b>2</b>
<b>Wall Structural Details</b>	<b>1</b>
<b>Curb Ramp Plan</b>	<b>2</b>
<b>TOTAL</b>	<b>14</b>

*\*Note: Bold items are new to this submittal*

## **Task 2    100% Design Specifications**

- 1) **100% Design Specifications:** Prepare a Project Manual per City of Fircrest standards including contract documents, special provisions, and appendices.
- 2) **100% Design Cost Estimate:** Develop a construction cost estimate based on the 100% design.
- 3) **Final Stormwater Technical Memorandum:** Finalize the stormwater memorandum.

## **Deliverables**

- ◆ 100% Design Half Size Plans (11x17) submitted to the City and WSDOT for review via email in PDF format
- ◆ 100% Project Manual submitted to the City and WSDOT for review via email in PDF format
- ◆ 100% Design Engineer's Estimate submitted to the City and WSDOT for review via email in PDF format
- ◆ Responses to the City 30% Comments submitted via email in PDF format
- ◆ Final Draft of the Stormwater Technical Report submitted via email in PDF format

## **Assumptions:**

- ◆ The Project Manual will be based on the 2023 WSDOT Standard Specifications for Road, Bridge and Municipal Construction. The CITY will provide the CONSULTANT with all front-end bidding documents and a special provisions template.

## Phase 6 Bid Documents

The CONSULTANT shall prepare final BID Design Plans, Specifications, and Estimates for advertisement by the CITY.

### *Task 1 City and WSDOT Comment Resolution*

- 1) **City and WSDOT Resolution:** Respond to City and WSDOT 100% review comments.

### *Task 2 BID Document Plans, Specifications & Estimate*

- 1) **Bid Document Plans, Specifications & Estimate:** The CONSULTANT shall prepare Final Bid Documents (Plans, Specifications and Cost Estimate) for advertisement by the CITY. The CONSULTANT will provide senior level QA/QC prior to submitting to the CITY. The final bid documents will address comments received from the 100% Design review submittal.

### *Task 3 Assistance during Bidding*

- 1) **Bid Addendum:** Prepare an addendum and respond to bidders' questions relayed through the CITY. It is assumed that the CONSULTANT will prepare one (1) addendum.

## Deliverables

- ◆ Bid Document Half Size Plans (11x17) submitted via email in PDF format
- ◆ Bid Document Project Manual submitted via email in PDF format
- ◆ Bid Document Engineer's Estimate submitted via email in PDF format
- ◆ Responses to the City 100% Comments submitted via email in PDF format
- ◆ All project related AutoCAD Files

## Phase 7 Geotechnical Engineering

Please see the attached proposal prepared by NV5.

## Phase 8 Management Reserve

SCJ will assist the City in efforts outside of those specified in the above tasks upon request on an as-needed basis. Budget from this task will not be used without prior written authorization from the City of Fircrest Project Manager.

## Additional Services

The CITY may require additional services of the CONSULTANT. These services will be authorized under management reserve and/or a future contract amendment. The CONSULTANT shall provide a scope of work and a budget. The CONSULTANT shall not proceed with the work until the CITY has authorized the work and issued a notice to proceed.

**END OF SCOPE**